



**ORDINANCE OF THE CHANCELLOR  
OF WSEI UNIVERSITY**

**No. 34/2023/2024**

**dated March 20<sup>th</sup>, 2024.**

**on the introduction of Regulations on payment for studies conducted in English at  
WSEI University for students commencing their education in the academic year  
2024/2025**

Pursuant to § 24 (1) (7) of the Statute of WSEI University, it is ordered as follows:

**§ 1**

The Regulations on payment for studies conducted in English at WSEI University for students commencing their education in the academic year 2024/2025 is introduced.

**§ 2**

The consolidated text of the Regulations on payment for studies is attached as Appendix No. 1 to this Ordinance.

**§ 3**

The implementation of this Ordinance of the Chancellor is supervised by the Finance Officer of WSEI University.

**§ 4**

This Ordinance enters into force on the date of signature and is effective for students beginning their education in the academic year 2024/2025.

**REGULATIONS ON PAYMENT FOR STUDIES CONDUCTED IN ENGLISH  
AT WSEI UNIVERSITY FOR STUDENTS COMMENCING THEIR  
EDUCATION IN THE ACADEMIC YEAR 2024/2025**

**CHAPTER I  
GENERAL PROVISIONS**

**§ 1**

1. This regulation establishes:
  - a) the amount and terms of payment of the enrollment fee for candidates for all fields of study conducted in English,
  - b) the amount and terms of payment for studies in all fields of study for first-cycle, second-cycle and long-cycle full-time and part-time master's degree programs conducted in English, together with the deadlines for payment of tuition fees,
  - c) the amount and terms of payment of other fees resulting from the course of study conducted in English,
2. The fees and their amount specified in this Regulation apply to students of Polish citizens and foreigners studying in English.
3. The fees and their amount for Polish citizens and foreigners studying in the Polish language are specified in separate Regulation on fees for studies conducted in the Polish language at WSEI University for students commencing their education in the academic year 2024/2025.

**§ 2**

1. The studies at WSEI University are paid studies.
2. The classes are not open and are intended only for those who have taken up studies at WSEI University.
3. The Chancellor shall establish, through the Regulations, the fees to be charged to students and their amount prior to the start of recruitment for a given academic year, after consultation with the WSEI Student Government.

**§ 3**

1. The university charges fees for educational services, in particular for:
  - a) education of students on full-time and part-time studies (so-called tuition fees),
  - b) repetition of specific classes in full-time and part-time studies due to unsatisfactory academic performance, including elective classes included in the study plan, if the student changes them,
  - c) classes not included in the study program,
  - d) conducting recruitment,
  - e) carrying out confirmation of learning outcomes,
  - f) transfer and recognition of ECTS credits,
  - g) issuing student ID cards and duplicates of these documents,
  - h) issuing an additional copy of the diploma of graduation or a copy of the diploma supplement in a foreign language,
  - i) issuance of a duplicate diploma of graduation and diploma supplement,
  - j) use of the WSEI University Student House,
  - k) program differences,

- l) consultation on the diploma thesis after reinstatement of studies in case of termination of studies due to failure to submit the diploma thesis or diploma exam on time,
  - m) micro-certifications,
  - n) additional training.
2. The amount of the fee referred to in § 3, paragraph 1, point a, the Chancellor of WSEI University shall determine by ordinance for a given academic year.
3. **This Regulation is valid for students starting in the academic year 2024/2025 until their graduation.** Until the graduation of those enrolled for the 2024/2025 academic year, the University will not introduce new fees for them, and an increase in the amount of fees, may be made once per academic year and by no more than the total consumer price index for the previous calendar year, as announced by the President of the Central Statistical Office pursuant to Art. 94(1)(1)(a) of the Act of December 17, 1998 on pensions from the Social Insurance Fund (Journal of Laws of 2023, item 1251, 1429 and 1672), in total by no more than 30% of the amount of such fees. This does not apply to an increase in the amount of fees for classes not included in the study program and for the use of student dormitories and student cafeterias.
4. A student continuing his/her studies not with the class with which he/she began his/her studies (e.g. returning from a leave of absence) shall pay fees in accordance with the Regulations on Fees applicable to the class with which he/she is studying.

#### § 4

1. Students are required to pay tuition fees on time.
2. The day on which the funds are credited to the University's account shall be considered as the day of payment.
3. If the end of the deadline falls on a Saturday or a legal holiday, the deadline is considered to be met if the payment is made on the first working day falling after such a day.
4. A student shall be obliged to pay fees related to the course of study in a non-cash form to the WSEI University's bank account maintained in Euro/dollars or the WSEI University's account maintained in Polish currency after conversion according to the average exchange rate of the National Bank of Poland on the day preceding the payment, or directly at the WSEI University's cash desk in Polish currency after conversion according to the exchange rate of the National Bank of Poland on the day preceding the payment.
5. If payments are made in one amount from several titles, several titles of payments should be distinguished.
6. In case of failure to make payments within the time limits specified in this Regulation, contractual interest will be charged in the amount of statutory interest for each day of delay. The University also has the right to block access to the Information System including the Dean's Office system, Virtual Dean's Office, e-learning platform, access to classes, etc.
7. Payments made by students shall be credited first to outstanding amounts due, together with due statutory interest for late payment, and the remainder shall be credited to current payments.
8. The University is obliged to return the overpayment of funds at the written request of the Student to the bank account indicated in the request.
9. In case of discovery of due and unpaid fees, the University shall have the right to urge the Student to pay them by sending electronic notification in the manner and form generally accepted at the University for communication. Unsuccessful notification of

the Student referred to above shall result in a written demand for payment from the Student.

10. The University reserves the right to pursue its claims for overdue fees through the legal process.
11. In case of overdue payments for more than three months, the foreigner is removed from the list of students.

## **CHAPTER II PAYMENTS**

### **§ 5**

#### **Enrollment fee and registration fee**

1. The candidates for the first year of studies at WSEI University are required to pay the enrolment fee and registration fee.
2. The enrollment fee and registration fee are paid in a single payment at the time of applying for admission and are non-refundable. The amount of the registration fee and entry fee is 200 EURO.

### **§ 6**

#### **Tuition**

1. Students are required to pay the tuition fees referred to in § 3 paragraph 1 point a:
  - 1) for the first year of studies before the issuance of a certificate of enrollment,
  - 2) for subsequent semesters of study, i.e. from the 3rd semester onwards, tuition fees may be paid:
    - a) one-time payment for the entire academic year:
      - by September 30<sup>th</sup> of the given academic year,
    - b) payment in two instalments:
      - by October 10<sup>th</sup> - for the winter semester of a given academic year
      - by February 10<sup>th</sup> - for the summer semester of a given academic year
    - c) payment in 10 installments:
      - installments payable according to the schedule attached as **Appendix No. 1** to this Regulation.
2. In particularly justified cases, the WSEI University Chancellor may extend the deadline for payment of the fee or agree to pay the fee in installments.
3. In the case of a difficult financial situation of a foreigner or in the case of his/her commencement of education in a second field of study or education in another form, the Chancellor of WSEI University, at the request of the interested party, may reduce the tuition fee or waive it completely.

### **§ 7**

1. In the event that a student resigns from the course of study after the beginning of the course of study or in the event that the student is struck off the list of students, the fees paid by the student, as referred to in § 5 and 6, are not refundable.
2. In the event that a student is removed from the list of students as a result of failure to provide original documents required in the enrollment process, the fees paid by the student, referred to in § 5 and 6, are not refundable.
3. In the event that classes during the first semester from the beginning will be conducted exclusively on the premises of the University, a student who is a foreigner and who does not receive a visa or other document allowing him/her to start full-time studies may apply for a refund of the tuition fee he/she paid. In this case, the enrollment fee and registration fee are not refundable. Refusal of a visa should be documented (e.g. by an appropriate letter from

the Embassy) and immediately delivered to the University. In the case of non-receipt by the student or revocation or cancellation of the visa of a student who has started studies (regardless of the form in which the classes are conducted), the tuition fee paid is not refundable.

4. In the event that WSEI University does not launch a course of study, the tuition fee paid by the student is refundable at the student's request. In this case, the enrollment fee and registration fee are not refundable.
5. Fees for educational services are not charged for the period of non-attendance, if the student has been granted a medical, parental, special leave or has resigned from studies due to health reasons confirmed by a medical certificate or other important documented personal reasons.
6. A student may sit for examinations and assessments in the winter or summer examination session on the condition that all financial obligations to the University are settled, including payment of the entire tuition fee for the academic year.

## **§ 8**

### **Fee for conducting the procedure for transfer and recognition of ECTS credits**

1. The fee for carrying out the procedure for transfer and recognition of ECTS credits is as follows
  - a) A fixed fee of 350 EURO for long-cycle master's degree studies,
  - b) A fixed fee of 300 EURO for master's degree studies
  - c) A fixed fee of 350 EURO for bachelor's degree engineering studies
  - d) A fixed fee of 300 EURO for other bachelor's degree studies.
2. The fee for conducting the procedure for the transfer and recognition of ECTS credits must be paid to the University's bank account before proceeding. Confirmation of the fee, the applicant for admission to the University, is required to attach to the application.
3. In the event of a negative outcome of the procedure for transfer and recognition of ECTS credits, the fee paid shall not be refunded.
4. The procedure for the transfer and recognition of ECTS credits is the responsibility of the Faculty Curriculum and Quality Assurance Committee.

## **§ 9**

### **The fee for bridging program differences, carrying out the proceedings on transfer and recognition of ECTS credits - in case of transfer from another University or a foreign University**

1. The amount of the fee for bridging program differences, carrying out transfer and recognition of ECTS credits in case of transferring from another University or a foreign University is as follows:
  - a) A fixed fee of 350 EURO for long-cycle master's degree studies,
  - b) A fixed fee of 300 EURO for master's degree studies
  - c) A fixed fee of 350 EURO for bachelor's degree engineering studies
  - d) A fixed fee of 300 EURO for other bachelor's degree studies.
2. The fee for bridging curriculum differences, conducting transfer and recognition of ECTS credits in case of transfer from another university or foreign university should be paid to the University's bank account before the procedure. Confirmation of the fee, the applicant for admission to the University, is required to attach to the application.
3. In the event of a negative outcome of the procedure for transfer and recognition of ECTS credits, the fee paid shall not be refunded.

## **§ 10**

### **The fee for conducting proceedings and recognition of learning outcomes outside the study system**

1. The amount of the fee for conducting the proceedings and recognition of learning outcomes outside the system of studies is as follows:
  - a) A fixed fee of 350 EURO for long-cycle master's degree studies,
  - b) A fixed fee of 300 EURO for master's degree studies
  - c) A fixed fee of 350 EURO for bachelor's degree engineering studies
  - d) A fixed fee of 300 EURO for other bachelor's degree studies.
2. As a result of the confirmation of learning outcomes, a student may count no more than 50% of the ECTS credits allocated to the courses included in the curriculum for a specific field, level and profile of study.
3. The fee for the procedure and recognition of learning outcomes outside formal education must be paid to the University's bank account before proceeding with the procedure for confirmation of learning outcomes. Confirmation of the fee, a person applying for admission to the University is required to attach to the application.
4. In case of a negative result of the procedure for confirmation of learning outcomes, there is no right to a refund of the paid fee.

## **§ 11**

### **The fee for repeating certain classes due to unsatisfactory academic performance**

1. Students who have failed a specific module/subject and are conditionally admitted to study in the next semester pay a fee for repeating specific courses due to unsatisfactory academic performance.
2. The amount of the above fee for full-time and part-time studies for each ECTS point assigned to a given form of study is: EUR 100 per single ECTS point in all fields of study.

## **§ 12**

### **Other fees**

1. Students, undertaking studies simultaneously in the second field of study, pay tuition fees in the amount calculated for the curriculum differences established for the second field of study (calculated on the number of additional hours for the second field of study), in proportion to the fee and the number of hours in the second field of study.
2. If students choose two specializations, they pay an additional specialization fee (based on the number of hours for the second specialization) in proportion to the fee and the number of hours in the major.
3. Students studying according to the Individual Study Schedule pay tuition fees in the amount specified in the fee schedule for the particular course of study.
4. Students repeating a semester pay tuition at 50% of the fee set for the semester in a given field of study.
5. Students who have not passed the diploma seminar and have not defended the diploma thesis by the due date pay tuition fees in the amount of 50% of the fee set for the last semester at the given degree and field of study.
6. Students taking additional courses not included in the study plan for a given course shall pay a fee of 100 EURO per ECTS credit assigned to such courses.
7. Students of full-time and part-time studies carried out within the framework of projects co-financed by the European Funds at WSEI University shall comply with the financing rules contained in the agreement between the student and the University regarding the study on a given course of study.

8. The student reinstatement fee is 250 EURO and is non-refundable. Proof of payment must be attached to the application for renewal.
9. The fee for thesis consultations after reinstatement of studies in case of expulsion due to failure to submit the thesis or diploma exam on time is 100 EURO per single hour of consultations.
10. Students who change their major at their own request pay a fee of 150 EURO.

### **§ 13**

1. The university provides the opportunity to organize supplementary activities for students in all fields of study.
2. The decision to conduct supplementary classes is made by the Dean of the relevant Faculty at the request of the interested students, after obtaining the approval of the Chancellor of WSEI University. In this case, the Chancellor of the WSEI University shall determine the cost of the classes by Ordinance. The direct costs associated with these classes shall be borne by the students.
3. Supplementary classes may also be organized for students within the organizational salary of academic lecturers.
4. At the motivated request of the students concerned, the Chancellor of the WSEI University may decide to waive the costs referred to in section 2.

### **§ 14**

1. The university may organize language camps for students. The participation fee is determined according to the direct costs incurred in organizing the camp.
2. The Foreign Language Center of the University may organize international examinations confirming the level of knowledge of a foreign language for students. The University charges only for the exam and the issuance of the certificate.

### **§ 15**

For practical classes in the field of Nursing, individually taken by the student at his/her request, an additional fee is charged, which is the salary of the supervisor of the class. The amount of the fee is determined depending on the number of hours according to the general rules of the University.

### **§ 16**

Fees and terms of use of the WSEI Student House are regulated by a separate Ordinance of the Chancellor.

## **CHAPTER III DOCUMENT CHARGES**

### **§ 17**

#### **Fees for the issuance of a diploma, diploma supplement or diploma duplicate**

1. The University shall issue to the graduate, within 30 days from the date of graduation, a diploma of graduation with a diploma supplement and 2 copies thereof, at the student's request submitted before the date of graduation:
  - 1) a copy of the diploma in the foreign language in which the studies were conducted.
  - 2) a copy of the supplement in the foreign language in which the studies were conducted.

- in this situation, the University does not charge a fee.
2. The University shall issue, at the request of the student or graduate, an additional copy of the diploma of graduation or a copy of the diploma supplement in Polish or in the foreign language in which the education was conducted. In this situation, the University for issuing a copy of:
    - 1) a diploma of graduation in the foreign language in which the education was conducted
    - 2) a supplement to the diploma in the foreign language in which the education was conducted.

- in this situation, the University charges a fee of PLN 20 each.
  3. For the issuance of a duplicate of:
    - 1) the diploma of graduation,
    - 2) diploma supplement;

- in this situation, the University charges a fee of PLN 20 each.

## **§ 18**

### **Other fees**

The university charges fees:

- 1) for the issuance of an electronic student ID card - PLN 22.00
- 2) for authentication of documents issued in connection with the course or completion, studies intended for legal turnover abroad - PLN 26.00
- 3) for issuance of a duplicate student ID card - PLN 33.00

## **§ 19**

### **Fees for certificates**

1. The university does not charge a fee for issuing a certificate of enrollment and completion of a semester or academic year, i.e. two documents during the academic year.
2. The university does not charge a fee for issuing a certificate of studies when the requesting party is a public authority, such as Social Insurance Institution, Agricultural Social Insurance Fund or banking authorities.
3. The fee for issuing certificates for studies other than those indicated in section 1 is PLN 20.
4. The fee for the issuance of certificates of study intended for legal circulation abroad is 26 PLN.
5. Before applying for a certificate, the appropriate fee must be paid by bank transfer to the student's individual account. As a condition for the issuance of a certificate, the confirmation of payment/transfer must be attached to the application.
6. In the case of an application for a certificate to be sent to a specific address for delivery, shipping costs shall be borne by the Applicant. Fees in accordance with the current price list of the Polish Post SA. The condition for the issuance of a certificate is to attach a confirmation of payment for postage costs to the application.
7. The certificate is evidence of what is stated in it.
8. The certificate issued is valid as long as the factual or legal status on the basis of which the certificate was issued is valid.



**CHAPTER V**  
**FINAL PROVISIONS**

**§ 20**

1. In matters not regulated by these Regulations, individual decisions shall be made by the Chancellor in consultation with the Rector.
2. Any changes to these Regulations shall be introduced by the Chancellor of WSEI University by ordinance.
3. Any changes to these Regulations will be posted on the University's website.

**§ 21**

1. Polish citizens and foreign students studying in English may use the Scholarship Fund.
2. Detailed rules are defined in the Regulations of Benefits for Students of WSEI in Lublin.

**§ 22**

1. Resignation from studies must be made in writing under pain of nullity.
2. A student who has been removed from the student register, resigns from studies or completes his studies is obliged to settle accounts with the University. The settlement is confirmed by completing the circulation card in the electronic system.

**§ 23**

The consolidated text of the Regulation on fees for studies conducted in English applies to students starting their studies in the academic year 2024/2025.

**Appendix no. 1 to the Regulation**

<b>Payment schedule for the academic year 2024/2025</b>	
<b>I installment</b>	<b>Before September 10<sup>th</sup></b>
<b>II installment</b>	<b>Before October 10<sup>th</sup></b>
<b>III installment</b>	<b>Before November 10<sup>th</sup></b>
<b>IV installment</b>	<b>Before December 10<sup>th</sup></b>
<b>V installment</b>	<b>Before January 10<sup>th</sup></b>
<b>VI installment</b>	<b>Before February 10<sup>th</sup></b>
<b>VII installment</b>	<b>Before March 10<sup>th</sup></b>
<b>VIII installment</b>	<b>Before April 10<sup>th</sup></b>
<b>IX installment</b>	<b>Before May 10<sup>th</sup></b>
<b>X installment</b>	<b>Before June 10<sup>th</sup></b>