

**Rules for the collection of payments for education in English language  
at the Medical University of Silesia in Katowice**

**Types of payments**

§ 1

1. Types of payments:
  - 1) one-time payment for admission related expenses ("*registration fee*"),
  - 2) payment for intramural studies in English ("*tuition*"), including clinical training (rotations) in the field of *medicine* and summer clerkship,
  - 3) payments for additional educational services provided in case of unsatisfactory academic progress:
    - a) repeat of a year,
    - b) repeat of a semester,
    - c) repeat of a course,
    - d) payment for all courses in repeated years of study due to re-enrolment,
    - e) completion of courses due to absence,
  - 4) payment for supplement of curriculum discrepancies in case of transfer from another university,
  - 5) payment for issuing documents in the study process, including:
    - a) student identification card,
    - b) electronic student identifications card,
    - c) student index book,
    - d) diploma,
    - e) additional copy of diploma in a foreign language,
    - f) duplicates of documents specified in points from a) to e),
  - 6) payment for issuing the library card and its duplicate,
  - 7) payment for NBME examinations.
2. Amounts of payments specified in item 1 and respective deadlines are determined by the Rector, subject to § 4 item 4, considering costs incurred in this respect by the university and the applicable law regulations.
3. Amounts of payments specified in item 1 point 7 are determined by NBME and announced to students in the form of Rector's Resolution.

## Instruction for making payments

### § 2

1. Payments specified in these Rules are made in the currency and per the rules determined in the Rector's Resolution.
2. Polish students make their payments in the currency determined in the Rector's Resolution with the option to convert USD or EURO to PLN as per the National Polish Bank (NBP) average exchange rates applicable on the day of making the payment.
3. The following data must be specified in the payment receipt: university name, bank account number, student first and last names, title of payment, name of the school, year and semester of study, field of study.
4. Lack of data specified in item 3 exempt the university from responsibility for any consequences which arose as a result of incorrect classification of payment.
5. Payment is considered valid at the moment of inflow of money to the university bank account.
6. The delay in payments specified in these Rules is the basis to charge and collect statutory interest, as specified in item 7.
7. Statutory interest for delayed payment is calculated from the first day of payment delay to the day specified in item 5.
8. If student makes the payment to incorrect bank account assigned to appropriate currency the difference resulting from its valuation is cover by the student (exchange rate difference).

### § 3

1. *Registration fee* specified in § 1 item 1 point 1 should be paid either before submitting admission documents by a candidate or at the same time when the first semester tuition payment is made.
2. *Registration fee* specified in item 1 is non-refundable.

### § 4

1. *Tuition fee* should be paid by the following deadlines:
  - 1) in case of students who were granted Federal Student Loan guaranteed by the US Department of Education:
    - a) winter semester – not later than October 31,
    - b) summer semester – not later than March 15,
  - 2) in case of other students:
    - a) winter semester –not later than September 30,
    - b) summer semester – not later than February 15.
2. Clinical rotations in the field of *medicine* and summer clerkship payments should be made by students not later than in 15 days from the beginning of a clinical rotation or summer clerkship scheduled in a given semester as per the prescribed curriculum, subject to item 3. The amount of payment for clinical rotations and summer clerkship

is calculated in relation to the number of weeks of particular clinical rotation or summer clerkship.

3. If payments for clinical rotations in the field of *medicine* and summer clerkship are made through recruiting agencies the payment deadlines are specified in separate agreements.
4. Fees specified in § 1 item 1 points 3 and 4 are paid by the deadlines determined by the Dean.
5. Student can apply for the refund of excess payments after graduation. Such payments are handed to student at the cash desk or transferred to respective bank account indicated by student, subject to items 6 and 7.
6. Excess payment can be handed to student at the cash desk only if it's less than 75,00 EUR or 100,00 USD, converted into Polish currency. Upon student's request excess payment can be transferred to respective bank account, provided that bank and administrative fees are charged to student.
7. Excess payment in the amount higher than 75,00 EUR or 100,00 USD shall be transferred to the bank account indicated by the student. Accurate data concerning terms of payment (mailing address, bank account number, name of the bank, Swift code) must be specified. Bank and administrative fees are charged to student.
8. In case if bank and administrative fees are higher than the amount of excess payment it shall be handed to student at the cash desk at the university.
9. Student is responsible for providing correct and accurate data concerning bank account.

#### § 5

Payments specified in § 1 item 1 points 5-7 shall be paid before the document is released and prior to the examination.

#### § 6

1. Student who did not make payments specified in § 1 item 1 points 1-4 by appropriate deadlines will not be allowed to attend the courses until the date when all his/her payment obligations are fulfilled.
2. Student has no right to complete missed courses free of charge. Student will be allowed to complete the missed courses only after making the payment calculated in relation to the number of classes that he/she has missed.
3. Student can be enrolled to the following year/semester only after making all payments required by the university.
4. If the payment deadline for payments specified in § 1 item 1 points 1-4 was expired more than three months ago the student is deleted from the register of students.
5. If student submits the written statement of resignation from studies he/she is deleted from the register of students. The date of receiving such statement at the Dean's Office constitutes the date of student's resignation from studies.
6. Deletion from the register of students does not excuse the student from the obligation to make all payments due to the University.

7. Student who will not make all payments due to the university shall not obtain any documents confirming previous and current process of education (transcript, student status certificate, etc.), administrative decisions (Leave of Absence, repeating, extension the payment deadline, placing at the student dormitory) and shall not get the extension of the validity of his/her student ID.
8. In special circumstances and upon student's application Vice-Rector for Student Affairs may accept the extension of the payment deadline specified in § 1 item 1 points 1-4.
9. Student should apply for the extension of the payment deadline not later than 14 days prior to the deadline for his particular payment.

#### § 7

1. No satisfactory academic progress and not submitting student index book and periodical achievement card to the Dean's Office does not excuse the student from the obligation to make the payment for the next semester tuition fee.
2. Payment for education is not subjected to reimbursement with the exception to the case when student was granted a Leave of Absence or brought the resignation from further studies for health reason confirmed by appropriate doctor's statement or for other import and documented reasons.
3. In case specified in item 2 only the payment for the period of student's absence is subject to reimbursement.
4. In case of student's not making all payments due to the university, the university is entitled to vindicate its due fees in accordance with the Polish law, including a general jurisdiction court appropriate for the legal seat of the university.

### **Final provisions**

#### § 8

1. Rules for instruction in English language and rules for study payment are specified in the contract made between:
  - a) the University and student who was granted Federal Student Loan guaranteed by the US Department of Education,
  - b) the university and student who was not granted Federal Student Loan guaranteed by the US Department of Education,as per the samples specified in the Rector's Resolution.
2. On behalf of the university the contract is signed by the Dean of respective school authorised by the Rector, and by the Bursar or Deputy Bursar.
3. Each contract is registered according to the rules specified in Resolution No 101/2006 of the Rector of the Medical University of Silesia in Katowice of October 20, 2006.
4. The contract is made in three copies, one of which receives the student, one is maintained in student academic records, and one is forwarded to the Bursar.

§ 9

Rector or authorized Vice-Rector for Student Affairs shall make the decisions in all matters not governed by these Rules.