Appendix No. 1 to the General Director's Order No. 37/2026 dated 20 August 2026

Regulations for fees related to the curricula of graduate studies at Collegium Da Vinci

§ 1

General provisions

1. During the whole period of the studies, a student of Collegium Da Vinci in Poznan, a higher university entered into the Register of Non-Public Universities under the item number 90 (hereinafter referred to as the "**University**"), undertakes to make payments applicable to the selected major.

2. The student shall pay tuition fees, interests and additional fees resulting from the tables included in Appendix 1 to these Regulations, hereinafter referred to as the "Tables of Fees", by bank transfer to the individual bank account specified in the Agreement and stated on the student's individual account on the Virtual University portal (https://wu.cdv.pl). The Student may be requested to send the document which constitutes the evidence for effecting the payment via e-mail.

3. Individual decisions in financial matters such as: change of the payment deadline, cancellation of debts, repayment of debts by instalments or change of the instalment plan upon granting access to the Virtual University portal - shall be taken by the Vice Dean.

§ 2

Tuition fee

1. The tuition fee as well as the additional fees indicated in the Tables of Fees shall be deemed to constitute all the fees for studying one major.

2. Collegium Da Vinci may introduce changes regarding the amount of the tuition fee included in the Tables of Fees by way of organised discounts, whose detailed rules are specified in the Regulations for Promotions for the given academic year.

§ 3

Additional fees in the course of studies

1. The amounts of additional fees following from the course of studies shall be stipulated in the Tables of Fees.

2. In the event of failing to pass the module, the Student shall make an additional payment for its repetition The said payment should be made no later than the date indicated in the information about the conditional registration for the next semester.

3. A student who is required to make up for curriculum differences due to a change in the curriculum shall pay a fee in accordance with the tables of fees. The said fee should be paid no later than the date indicated in the decision. 4. An additional payment shall be made by the Student when, upon consent given by the Vice Dean, he/she covers additional modules which do not constitute part of the curriculum including the extra language module and e-learning modules. The student shall pay the administrative fee within 30 days from the date of delivery of the decision on the matter. The fee covers the administrative costs related to the assignment service and the student's support in the selected module.

5. A student placing an order for a duplicate student card through the Virtual University platform is required to pay the fee within 7 days. Once the formalities have been completed, the student ID card

shall be issued to the Student immediately upon delivery by the external supplier. The system does not allow an order to be cancelled.

6. A Student is obliged to make a payment for the issuance of a duplicate copy of the university graduation diploma, as well as the diploma supplement and additional copies and supplement in a foreign language compliant with the Tables of Fees.

§ 4

Tuition fee payment scheme – the number of instalments

1. A Student shall pay the tuition fee within the set deadlines, in accordance with the payment scheme declared by them. The first payment scheme declaration shall be specified in the Agreement.

2. The tuition fees for an academic year may be paid according to one of the three options of the instalment system: 1 instalment (payment in advance for the entire academic year), 2 instalments (semester payment twice per academic year) or 12 instalments (monthly payment for each month of the academic year), according to the student's choice.

3. Pursuant to Art. 66 of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws 2024, item 1571), – the academic year runs from 1 October to 30 September.

4. A student may change the payment system (number of instalments), as shown in the signed agreement on the terms of payment for studies until:

a) 30 September in the case of a change of payment for the winter semester,
b) 31 March in the case of a change of payment for the summer semester.

The change of the payment system takes place on the basis of the submitted application. Until access to the student's Virtual University portal is granted, the application must be submitted to the Enrolment Office by email to rekrutacja@cdv.pl, via the enrolment portal. Once access has been granted, the application can only be submitted via the 'Applications and Decisions' tab on the Virtual University portal in accordance with §3(4) of the Study Regulations.

5. The University reserves the right not to refund any overpayment of tuition fees to the student, resulting from the change in the payment system referred to in section 4 above. The overpayment of tuition fees shall be credited against the student's future debts to the University.

§ 5

Payment dates

1. The date of receipt of the funds on the individual bank account given in the Agreement to the Student shall be deemed to serve as the date at which such due payment should be made.

2. The deadlines for the payment of the tuition fees are as follows:

a) for payment in the single instalment system - annual fee - by 5 October of the academic year for which the fee is paid,
b) for payment in the two-instalment system – semester fee - for the winter semester by 5 October of the academic year for which the fee is paid, and for the summer semester by 5 April of the academic year for which the fee is paid.
c) for payment in the 12-instalment system – monthly fee - by the 5th day of each month,for the duration of the academic year for which the fee is paid, i.e. from 1 October to 30 September..

3. The Student who begins their studies at a later time than the beginning of the academic year, in the event of admission to the studies after the expiry of the deadline for the payment of the tuition fee for a given month, is obliged to pay the tuition fee and the fee for the remedial education, which covers the period of absence of the student from the date of commencement of the course of studies to the date of admission of the student, within 7 days of the date of admission to the studies.

4. The fee for the remedial education is equal to the amount of the tuition fee due for the period of absence of the student, and the sum of the fee for the remedial education and the tuition fee may not exceed the total payment related to the tuition fee for a given academic year. Students who have chosen the 12-instalment payment system are required to pay the relevant portion of the tuition fees and supplementary remedial education fees within 7 days of the date of admission.

5. The remedial education is, in particular, understood as: the possibility of individual consultations with the teachers with regards to the material covered during the classes which were held before the admission of the student to the studies, by making the covered material available to them on an individual basis and by indication of the manner in which the students can make up for this knowledge. The organisation of individual courses for the Student does not fall within the scope of the remedial education.

§ 6

Invoices

1. Students who have paid the registration fee are eligible to receive a VAT invoice.
To do so, please send an email to rekrutacja@cdv.pl, attaching:
   a) proof of payment (e.g. transfer confirmation),
   b) details necessary to issue the invoice.

2. Students may receive a VAT invoice issued to a natural person (student). Students generate such invoices themselves on the Virtual University portal, to which they will have access before the start of classes.

3. Students may receive a VAT invoice issued to a payer (an entity with a tax identification number, e.g. a business entity, company, foundation) after signing a payment transfer agreement. In order to conclude such an agreement, students should submit their request to naliczenia@cdv.pl.

§ 7

Payment delays

1. Statutory interest shall be charged for each day of delay in payment of tuition fees. The Interest is charged from the day following the payment deadline until the full amount of the payment is booked in the bank account of the Student.

2. In the case of any arrears on the individual bank account of the Student, the University shall credit each payment made, regardless of its expediency, against the earliest payment due until the debt is paid in full.

3. Failure to pay the applicable fees introduced by these regulations on time shall constitute the grounds for the Student's removal from the register of students.

4. After being removed from the register of students, a student shall settle all liabilities towards the University within 30 days of the delivery of the administrative decision on removal from the register of students.

5. In the case of ascertainment of due and unpaid fees, the University may call upon the Student to settle them by sending a payment notice by e-mail or in writing to the address indicated in the agreement concluded by the University and the student on the terms and conditions of payment for graduate studies.

6. In the event that outstanding and unpaid debts are identified, the university reserves the right to provide its partner company with the information necessary for debt collection activities. The debt collection company is authorised to contact the student in order to inform him/her of the status of the outstanding debt and to agree on repayment arrangements.

§ 8

Leave

1. The Student who was granted leave from courses by the Vice Dean for reasons referred to in § 14(2)(c) of the Study Regulations (a leave without cause) and applied for the aforementioned leave before 5 October in the case of the leave starting from the winter semester, or before 5 April in the case of the leave starting from the summer semester, shall be exempted from paying fees until he/she resumes the studies.

2. The student who was granted consent from the Vice Dean to be on leave from University courses for other reasons referred to in § 14(2)(a) (convalescent leave) and/or (b) (emergency leave) of the Study Regulations and applied for the said leave after the dates specified in para. 1, undertakes to pay the tuition fee for the period from the beginning of the semester till the date the leave is granted.

3. The Student, who changes the year group with which they implement the further curriculum as a result of their return from the leave, shall pay the tuition fee in accordance with the concluded Agreement.

4. The Vice Dean, upon request of the Student who is on a leave shorter than the semester, may exempt them from the payment of fees during the leave period.

5. The student who resumes the studies after the leave, and who is obliged to make up for differences in the curriculum should pay for these classes.

§ 9

Repetition of the semester

1. The Student, who repeats a semester shall pay the full tuition fee for this period.

2. The Student who, in connection with the repetition of a semester which did not take place after the resumption of the studies, changes the year group with which they implement the further curriculum in connection with the repetition of the semester, shall pay the tuition fee in accordance with the Agreement

§ 10

Removal from the register of students and resumption of the studies

1. The removal from the register of students, in the case of resignation from the studies, shall take place on the basis of the submission of written resignation by the Student in accordance with the Study Regulations, whereby the removal takes place on the day indicated in that resignation, save for the fact

that the resignation must not take place earlier than on the date of receipt of the resignation by the University, and if the Student has not indicated that day - on the date of receipt of the resignation by the University.

2. The removal from the register of students, also in the case of resignation from the studies, shall not exempt the student from the obligation to pay all the required amounts due calculated for the period until the date of removal, and arising from the provisions of the Agreement.

3. A student who was removed from the register of students during a semester, also in case of resignation, shall pay the tuition fees for the period from the beginning of the semester till the date of the removal.

4. If a student is removed from the register of students, in particular if the student has resigned from studies or has not resumed studies after a leave within the first two months of the current semester, the student shall pay the tuition fee for the period up to the date of removal from the register of students.

5. If the Student resigns from the studies by the fourth day of a given month, the University shall not charge the tuition fee for the aforementioned month and the Student shall not pay the tuition fee for this month. If the Student resigns from the studies after the fourth day of the month, the Student shall pay the tuition fee for this month.

6. The Student, whose year group with which they implement the further curriculum is changed in connection with the removal from the register of students and resumption of the studies, is presented with a new Agreement or annex to the previous Agreement including the applicable Fee Regulations, which correspond to the payments specified for the year group with which the student implements the further curriculum after being re-entered into the register of students.

7. The removal from the register of students resulting from the failure to make payments for the studies shall take place in the form of the administrative proceedings, which the University shall open in the event of finding any due and unpaid charges upon the prior call of the student to pay the amounts due.

8. Removal from the register of students takes place by way of an administrative decision. The decision referred to in the preceding sentence may be repealed against.

9. The Student, who resumes the studies, undertakes to pay a fee for the resumption of the studies in the amount specified in the Tables of Fees to these Regulations.

10. The student who resumes the studies after the leave, and who is obliged to make up for differences in the curriculum should pay for these classes in accordance with the Table of Fees by the date specified in the decision.

§ 11

Change of major, change of the form of studies

1. The student who changes his/her major or form of studies shall pay the fees in the amount established for the new major or form of studies, starting from the month in which he/she commenced the studies in this new major or form. In accordance with the tables of fees, the amount of tuition fees for the newly chosen major and/or form of study shall be determined by the date of conclusion of the agreement on the terms and conditions of payment for studies.

2. A student who changes his/her major or form of study shall pay the fees in the amount applicable to the new major or form of study depending on the date of submission of the application. If the application is submitted after the payment deadline for a given month, the student shall pay the fee for the major of his/her first choice.

3. The student who changes his/her major or form of studies, and who is obliged to make up for differences in the curriculum should pay for these classes in accordance with the Table of Fees.

§ 12

Undertaking studies as a consequence of moving from another university

1. The Student who commences studies at the University as a consequence of movement from another educational institution undertakes to pay the enrolment and entry fees.

2. The Student who commences the studies in a manner specified in para. 1, undertakes to pay the fee for the remedial education and the tuition fee based on rules stipulated in §5(3-5).

3. The student who pursues his/her studies in a manner referred to in para. 1, and who has been obliged to make up for additional curriculum differences shall pay the fees for these courses in accordance with the curriculum differences sheet.

§ 13

Enrolment fee

1. The enrolment fee shall amount to PLN 85.

2. Collegium Da Vinci may introduce changes regarding the amount of the enrolment fee by way of organised discounts, whose detailed rules are specified in their respective regulations.

§ 14

Final provisions

1. The Regulations for fees related to the curricula of graduate studies at Collegium Da Vinci shall enter into force from the academic year 2026/2027.

2. These Regulations for fees related to the curricula of graduate studies at Collegium Da Vinci shall apply to students who concluded the agreement on terms of payment for the studies in the academic year 2026/2027. The students who pursue their studies based on agreements concluded for earlier academic years shall pursue the aforementioned studies in accordance with the Regulations which constitute appendices to these agreements.

Tables of Fees – Appendix no.1 to the Regulations for fees related to the curricula of graduate studies at Collegium Da Vinci

The amount of the tuition fee and other fees related to the curriculum for people who commence studies in the academic year 2026/2027 **in the first year is as follows**:

1. Level of studies: first-cycle studies

Major	Duration in years	Form of studies	1 instalment (advance payment for the whole year)	2 instalments (semester payment)	12 instalments (monthly payment)
Study programmes in Polish					
Analytics and economic research	3	full-time	10 320 PLN* 10 500 PLN**	5 160 PLN* 5 250 PLN**	860 PLN * 875 PLN**
	3	extramural	10 320 PLN* 10 500 PLN**	5 160 PLN* 5 250 PLN**	860 PLN * 875 PLN**
Business Manager	3	full-time	9 060 PLN* 9 240 PLN**	4 530 PLN* 4 620 PLN**	755 PLN* 770 PLN**
	3	extramural	9 060 PLN* 9 240 PLN**	4 530 PLN* 4 620 PLN**	755 PLN* 770 PLN**
Game Development	3	full-time	12 480 PLN* 12 660 PLN**	6 240 PLN* 6 330 PLN**	1 040 PLN* 1 055 PLN**
	3	extramural	12 480 PLN* 12 660 PLN**	6 240 PLN* 6 330 PLN**	1 040 PLN* 1 055 PLN**
Graphics Design	3	full-time	13 920 PLN* 14 100 PLN**	6 960 PLN* 7 050 PLN**	1 160 PLN* 1 175 PLN**
	3	extramural	13 920 PLN* 14 100 PLN**	6 960 PLN* 7 050 PLN**	1 160 PLN* 1 175 PLN**
Information Technology	3.5	full-time	12 480 PLN* 12 660 PLN**	6 240 PLN* 6 330 PLN**	1 040 PLN* 1 055 PLN**
	4	extramural	12 480 PLN* 12 660 PLN**	6 240 PLN* 6 330 PLN**	1 040 PLN* 1 055 PLN**
Digital marketing	3	full-time	12 000 PLN* 12 180 PLN**	6 000 PLN* 6 090 PLN**	1 000 PLN* 1 015 PLN**
	3	extramural	12 000 PLN* 12 180 PLN**	6 000 PLN* 6 090 PLN**	1 000 PLN* 1 015 PLN**
E-commerce	3	full-time	11 220 PLN* 11 400 PLN**	5 610 PLN* 5 700 PLN**	935 PLN* 950 PLN**
	3	extramural	11 220 PLN* 11 400 PLN**	5 610 PLN* 5 700 PLN**	935 PLN* 950 PLN**
Creative management	3	full-time	11 220 PLN* 11 400 PLN**	5 610 PLN* 5 700 PLN**	935 PLN* 950 PLN**
	3	extramural	11 220 PLN* 11 400 PLN**	5 610 PLN* 5 700 PLN**	935 PLN* 950 PLN**
Creative film production	3	full-time	10 500 PLN* 10 680 PLN**	5 250 PLN* 5 340 PLN**	875 PLN* 890 PLN**
	3	extramural	10 500 PLN* 10 680 PLN**	5 250 PLN* 5 340 PLN**	875 PLN* 890 PLN**

Sustainable management and ESG	3	full-time	9 720 PLN* 9 900 PLN**	4 860 PLN* 4 950 PLN**	810 PLN* 825 PLN**
	3	extramural	9 720 PLN* 9 900 PLN**	4 860 PLN* 4 950 PLN**	810 PLN* 825 PLN**
IT project management	3	full-time	9 720 PLN* 9 900 PLN**	4 860 PLN* 4 950 PLN**	810 PLN* 825 PLN**
	3	extramural	9 720 PLN* 9 900 PLN**	4 860 PLN* 4 950 PLN**	810 PLN* 825 PLN**
Study programmes in English					
Information Technology	3.5	full-time	3 804 € * 3 840 € **	1 902 € * 1 920 € **	317 €* 320 € **
Creative Management	3	full-time	3 444 € * 3 480 € **	1 722 € * 1 740 € **	287 € * 290 € **
Game Development	3	full-time	3 804 € * 3 840 € **	1 902 € * 1 920 € **	317 €* 320 € **

The aforementioned prices are net prices. Educational services are exempted from the VAT tax.

* tuition fee for enrolment until 29.09.2026
** tuition fee for enrolment from 30.09.2026

2. **Level of studies: second-cycle studies:**

Major	**Duration in years**	**Form of studies**	**1 instalment (advance payment for the whole year)**	**2 instalments (semestral payment)**	**12 instalments (monthly payment)**
Study programmes in Polish					
Creative management	2	full-time	10 020 PLN* 10 200 PLN**	5 010 PLN* 5 100 PLN**	835 PLN* 850 PLN**
	2	extramural	10 020 PLN* 10 200 PLN**	5 010 PLN* 5 100 PLN**	835 PLN* 850 PLN**
Digital marketing	2	full-time	10 260 PLN* 10 440 PLN**	5 130 PLN* 5 220 PLN**	855 PLN* 870 PLN**
	2	extramural	10 260 PLN* 10 440 PLN**	5 130 PLN* 5 220 PLN**	855 PLN* 870 PLN**
Information Technology	2	full-time	12 480 PLN* 12 660 PLN**	6 240 PLN* 6 330 PLN**	1 040 PLN* 1 055 PLN**
	2	extramural	12 480 PLN* 12 660 PLN**	6 240 PLN* 6 330 PLN**	1 040 PLN* 1 055 PLN**

The aforementioned prices are net prices. Educational services are exempted from the VAT tax.

* tuition fee for enrolment until 29.09.2026
** tuition fee for enrolment from 30.09.2026

3. Other fees related to the course of the studies

Payment titles	**One-off fee**	**Date of payment of the fee**
Repeating courses in a module for full-time and extramural students. Each module is billed separately, depending on the construction of the module:		In accordance with the Vice Dean's decision

● 1 course in a module	PLN 300	
● 2 courses in a module	PLN 400	
● 3 and more courses in a module	PLN 500	
Repetition of the language modules	PLN 450	In accordance with the Vice Dean's decision
Programme difference (the fee depends on the number of hours of the modules constituting part of the curriculum differences):		30 days following the date of receipt of the Vice Dean's decision
● Maximum 50-hour module on full-time studies and maximum 30-hour module on extramural studies,	PLN 300	
● Module exceeding 50 hours on full-time studies and 30 hours on extramural studies.	PLN 600	
Additional module:		30 days following the date of receipt of the Vice Dean's decision
● module to be completed during full time studies	PLN 500	
● e-learning module	PLN 500	
Additional language module	PLN 500	30 days following the date of receipt of the Vice Dean's decision
Additional specialty or specialisation	0,35 of the tuition fee	Payable together with the tuition fee instalments
Enrolment fee	PLN 85	Until the date of submission of the recruitment documents
Fee for resumption of the studies	PLN 500	14 days following the date of receipt of the Rector's decision
Fees for violation of the rules of using library resources, i.e. failure to return the borrowed materials within the set time limit, are calculated per each day of delay The fee in the amount of the antiquarian price of the book is charged for losing a book from the university library, or otherwise the student is obliged to submit a new copy of a given title	per book - PLN 0.50 per audiovisual material: 1 PLN per magazine double – 1 PLN	
Duplicate student's card	PLN 33	7 days from the placement of an

		order in the Virtual University platform
Diploma certifying successful completion of the studies including 2 copies of the diploma (upon a student's request, one of the copies may be issued in a foreign language)	no fees	
Duplicate of the diploma/supplement to the diploma (price per copy)	PLN 20	within 7 days of the decision of the Vice Dean
Copy of the diploma in a foreign language (per copy)	PLN 20	within 7 days of the decision of the Vice Dean
Translation of the supplement to the diploma into a foreign language	PLN 45 per page of document	within 7 days of the decision of the Vice Dean
Legalisation of documents intended for legal transactions with foreign countries	PLN 26	within 7 days of the decision of the Vice Dean
Fee for an education service related to performance of validation of learning outcomes on full-time studies and extramural studies	20% of the cost related to the verification of the learning outcomes calculated on an individual basis.	within 7 days of admission to the studies

The aforementioned prices are net prices. Educational services are exempted from the VAT tax.