

Annex No. 1 to the Agreement on terms of payment for the studies

Regulations for fees related to the curricula at Collegium Da Vinci

§1

General provisions

1. During the whole period of the studies, a student of Collegium Da Vinci (hereinafter referred to as the “**University**”), undertakes to make payments applicable to the selected major
2. The required fees per one major consist of: the tuition fee paid for each year of studies provided for in the study programme, additional fees resulting from the study programme and the fee for remedial education stipulated in §5, para 3-6 and §11, para 2 of the Regulations.
3. The amount of the tuition fee is determined by the Agreement on payment of fees for the studies (hereinafter referred to as the “Agreement”) and the Regulations.
4. The Student undertakes to pay the tuition fees, interests or additional fees stipulated in the schedule of additional fees via transfer to an individual bank account indicated in the Agreement. The Student may be requested to send the document which constitutes the evidence for effecting the payment via e-mail.
5. The amount of the fees during the first year of the studies is given in the Fee Schedules for persons who commence their studies at Collegium Da Vinci hereinafter referred to as the “Fee Schedules” – which constitute Annexes No. 1, 2 and 3 to the Regulations, and may be subject to changes with each subsequent academic year in a manner determined in the Agreement.
6. The information about the amount of the tuition fees and other charges, during each subsequent academic year, including but not limited to the changes indicated from para. 3, shall be published by the University on the Virtual University platform by 5 June, during the year which precedes a given academic year, for which these amounts must be paid; whereby the University shall notify the Student of this fact in the manner specified in § 1, para. 7.
7. The Student shall give their consent to deliver any letters, notifications and decisions by means of the Virtual University Platform and the University electronic mail.
8. Individual decisions on financial matters related to Students such as redemption of receivables, deferment of the payment date and division of the payment into instalments shall be taken by the Dean of the Faculty.

§2

Tuition fee

1. The tuition fee as well as the additional fees indicated in the Fee Schedule shall be deemed to constitute all the fees for studying one major.
2. The Student who studies two majors at the same time, shall pay 100% of the tuition fee for one major and 75% of the tuition fee for the second major. The student shall be exempted from the enrolment and entry fees for the second major A discount on the tuition fee refers to the major where payment of the lower tuition fee is required

3. If, during a given academic year, the student who studies two majors at the same time repeats a year of studies or takes a year off, they shall lose the right to the discount on the second major referred to in para. 2.

§ 3

Additional fees in the course of studies

1. Additional fees following from the course of studies shall be stipulated in the Fee Schedule.
2. In the event of failing to pass the module, the Student shall contribute an additional fee for its repetition. The said fee should be paid no later than within 30 days of the date of delivery of the Dean's decision to the Student on the conditional entry for the next semester. At the request of the Student, the fee may be divided into instalments.
3. The additional fee shall be paid by the Student when, upon consent given by the Dean, they cover additional modules which do not constitute part of the study programme including an extra language module, and also by the student, who is required to make up for curriculum differences as a consequence of a change in the study programme. The payments should be effected by the Student within 30 days of the date of delivery of the Dean's decision on this consent. At the request of the Student, the fee may be divided into instalments. The Student, who attends the additional block of courses in the form of a specialisation with the consent of the Dean, shall contribute an additional fee in the amount of 35% of the tuition fee for each year of the study. The fees for the additional block of courses shall be calculated commencing from the day on which the Student starts education: as a one-off payment, if the Student pays the tuition fee in the form of a single consideration and by instalments, if the Student pays the tuition fee under the instalment scheme.
4. The Student is obliged to pay a fee for the issuance of duplicate copies of the student's card and the university graduation diploma, as well as the diploma supplement and additional copies and supplement in a foreign language compliant with the Fee Schedule.

§4

Tuition fee payment scheme – the number of instalments

1. The Student shall be obliged to 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 fee for a given academic year may be paid according to the student's choice, in the form of a one-off payment or per semester, on the dates referred to in § 5.2 of these Regulations
3. The University shall provide an option for dividing the tuition fee into 12 equal monthly instalments, which the Student shall repay throughout the year from October till September. The said instalments shall not be equivocal to the months of study. The months from October till June shall be deemed to be the months of study.
4. The Student may change the tuition fee payment scheme for the following academic year from the instalment scheme to the one-off payment scheme or vice versa by 30 September of the year which precedes the academic year for which the fees are paid at the latest. This shall be done by making a statement regarding the payment scheme via the Virtual University platform, or if this option is not available, by making such a statement in writing at the Centre for Admissions and Educational Support.

§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 time limits for the payment of the tuition fee are as follows:
 - a) In the case of the annual fee – by 5 October of the year for which the fee is paid
 - b) In the case of the semester fee – from 5 October of the year for which the fee is paid, and 5 April of the year for which the fee is paid.
 - c) In the case of 12 instalments – by the fifth day of each month, commencing from the month of October for which the fee is paid
3. The Student who begins their studies at a later time than the beginning of the academic year, based on an individual decision of the Dean, 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.
5. The students who selected the payment scheme based on 12 instalments, are obliged to pay the relevant part of the instalments of the tuition fee and the supplementary fee for the remedial education within 7 days of the date of admission to the studies.
6. The remedial education shall be understood, in particular, 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.
7. The additional fees for additional courses are paid together with the tuition fee. If the Student paid the tuition fee on a one-off basis and starts the additional courses during the semester, they are obliged to pay the fee for additional courses by the fifth day of the month during which the additional courses were started by them.

§6
Payment delays

1. Statutory interests shall be calculated for each day of delay in the payment of the tuition fees and other charges related to the study programme.
2. If any due and unpaid fees are found, the University shall call the Student to pay them by sending electronic reminders.
3. In the case of any arrears on the individual account of the Student, the University shall credit the payment first to the earliest arrears that fell due.

4. 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.
5. In the case of any delay in effecting payments, the University shall notify the student of the state of arrears and shall arrange the repayment rules. The University shall not request compensation for the costs of such a notification and the telephone reminder may take place not more often than twice a month. Notwithstanding the institution of the proceedings referred to in para. 4 above, the University may undertake activities aimed at recovering the outstanding payments.
6. The general rules which govern debt collection are available at the Centre for Admissions and Educational Support.

§7
Leave

1. The Student who was granted leave from courses by the Dean 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 not pay the tuition fee for any semester during which they are granted leave.
2. The student who was granted consent from the Dean to be on leave from University courses for other reasons and applied for the said leave within the time limits specified in para. 1, undertakes to pay the tuition fee for the period from the beginning of the semester till the date of granting of the leave to them.
3. The Student, who changes the year group with which they implement the further study programme as a result of their return from the leave, shall pay the tuition fee in accordance with the Agreement.
4. The 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 returns to the studies after the leave, and who is obliged to make up for differences in the study programme should pay for these classes.

§8
Repetition of the semester after the University leave

1. The Student, who repeats a semester shall pay the full tuition fee for this period.
2. The Student who changes the year group with which they implement the further study programme in connection with the repetition of the semester shall pay the tuition fee in accordance with the Agreement

§9
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 may not take place earlier than at the date of receipt of the Student's request.

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. The Student who was removed from the register of students during a semester, also in the case of their resignation, undertakes to pay the tuition fee for the period from the beginning of the semester till the date of removal.
4. If the removal from register of students took place for reasons attributable to the student, in particular, when the student resigned or did not undertake the studies and did not notify the University of this fact until 5 October, the student undertakes to remedy the related damage incurred by the University in the full amount.
5. The Student, who resumes the studies, undertakes to pay a fee for the resumption of the studies.
6. The Student, whose year group with which they implement the further study programme 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 Regulations for Fees, which correspond to the payments specified for the year group with which the student implements the further study programme after being re-entered into the register of students.
7. The student who resumes to the studies after the leave, and who is obliged to make up for differences in the study programme should pay for these classes.

§10

Change in the major, qualification or specialisation of the studies, change in the form of studies

1. The Student, who changes the major, qualification or form of the studies shall pay the fees in the amount that applies to the new major from the first day during which they study a new major, and by that time, they shall pay the fees in the amount that applies to the current major.
2. The student who changes the major, qualification or form of the studies, and who is obliged to make up for specified differences in the study programme should pay for these courses.

§11

Commencement of the studies as a consequence of transfer or based on the Dean's decision

1. The Student who, with the Dean's consent, commences studies at the University as a consequence of transfer 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 para. 3
3. The student who undertakes the studies in a manner stipulated in para. 1, and who is obliged to make up for differences in the study programme should pay for these courses.

§12

Enrolment fee

1. The enrolment fee shall amount to PLN 85.
2. The Collegium Da Vinci graduates who apply for the admission to the studies shall be exempted from the enrolment fee and the payment of the equivalent of the first tuition fee instalment, calculated in the same manner as in the case of the distribution of the annual tuition fee into 12 instalments.
3. The applicants from outside the EU member states shall pay an administrative fee related to the verification of correctness and completeness of the enrolment documents prepared in a language other than Polish and including the verification of the language competence level. This fee shall amount to EUR 100.

§13
Final provisions

The Regulations for Fees shall enter into force from the academic year 2019/2020.

These Regulations for Fees shall only apply to students, who concluded the Agreement on payment for the studies, commencing from the academic year 2019/2020. The Regulations shall not apply to students who concluded the Agreement on payment for the studies in the previous academic years.

Annex No. 1 to the Regulations for University fees

The amount of the tuition fee and other fees related to the course of the studies for students who commence studies in the academic year 2019/2020 is as follows:

1. First-cycle studies:

Major	Level of studies	Duration in years	Form of studies	Annual amount of the tuition fee	Tuition fee for one semester	Tuition fee instalment
Consultancy and coaching	First-cycle studies:	3	full-time	PLN 6600	PLN 3300	PLN 550
	First-cycle studies:	3	extramural	PLN 6600	PLN 3300	PLN 550
Internet marketing	First-cycle studies:	3	full-time	PLN 8040	PLN 4020	PLN 670
	First-cycle studies:	3	extramural	PLN 8040	PLN 4020	PLN 670
IT Management Techniques	First-cycle studies:	3	full-time	PLN 6600*	PLN 3300*	PLN 550*
				PLN 7200**	PLN 3600**	PLN 600**
				PLN 7800***	PLN 3900***	PLN 650***
	3	extramural	PLN 6600*	PLN 3300*	PLN 550*	
				PLN	PLN	PLN

				7200** PLN 7800***	3600** PLN 3900***	600** PLN 650***
Creative management	First-cycle studies:	3	full-time	PLN 7800	PLN 3900	PLN 650
	First-cycle studies:	3	extramural	PLN 7800	PLN 3900	PLN 650
Data Science	First-cycle studies:	3	full-time	PLN 6600	PLN 3300	PLN 550
	First-cycle studies:	3	extramural	PLN 6600	PLN 3300	PLN 550
Graphics	First-cycle studies:	3	full-time	PLN 9120	PLN 4560	PLN 760
	First-cycle studies:	3	extramural	PLN 9120	PLN 4560	PLN 760
Information Technology	First-cycle studies:	3.5	full-time	PLN 7440	PLN 3720	PLN 620
	First-cycle studies:	4	extramural	PLN 7440	PLN 3720	PLN 620
Information Technology EN	First-cycle studies:	3.5	full-time	EUR 2880	EUR 1440	EUR 240
Urban Management EN	First-cycle studies:	3.5	full-time	EUR 3000	EUR 1500	EUR 250

* tuition fee for enrolment until 12 July 2019

** tuition fee for enrolment between 13 July and 15 September 2019

* tuition fee for enrolment after 15 September 2019

2. Second-cycle studies:

Major	Level of studies	Duration in years	Form of studies	Annual amount of the tuition fee	Tuition fee for one semester	tuition fee instalment
Consultancy and coaching	Second-cycle studies:	1.5	extramural	PLN 6600	PLN 3300	PLN 550
Consultancy and coaching	Second-cycle studies:	1.5	full-time	PLN 6600	PLN 3300	PLN 550
Creative management	Second-cycle studies:	2	extramural	PLN 6600	PLN 3300	PLN 550
Creative management	Second-cycle studies:	2	full-time	PLN 6600	PLN 3300	PLN 550
Internet marketing	Second-cycle studies:	2	extramural	PLN 8040	PLN 4020	PLN 670

Internet marketing	Second-cycle studies:	2	full-time	PLN 8040	PLN 4020	PLN 670
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3. . Other fees related to the course of the studies:

Payment titles	One-off fee	Date of payment of the fee
Repetition of a module - maximum 50-hour module on full-time studies and maximum 30-hour module on extramural studies	PLN 300	30 days following the date of receipt of the Dean's decision
Repetition of a module - module exceeding 50 hours on full-time studies and 30 hours on extramural studies	PLN 600	30 days following the date of receipt of the Dean's decision
Repetition of the language modules	PLN 450	30 days following the date of receipt of the Dean's decision
Programme difference (the fee depends on the number of hours of the modules constituting part of the curriculum differences): Maximum 50-hour module on full-time studies and maximum 30-hour module on extramural studies Module exceeding 50 hours on full-time studies and 30 hours on extramural studies	PLN 300 PLN 600	30 days following the date of receipt of the Dean's decision
Additional module Maximum 50-hour module on full-time studies and maximum 30-hour module on extramural studies Module exceeding 50 hours on full-time studies and 30 hours on extramural studies	PLN 300 PLN 600	30 days following the date of receipt of the Dean's decision
Additional language module	PLN 450	30 days following the date of receipt of the Dean's decision
Additional specialty or specialisation	0,35 of the tuition fee	Payable together with the tuition fee instalments
Fee for resumption of the studies	PLN 500	14 days following the date of receipt of

		the Rector's decision
Enrolment fee	PLN 85	Until the date of submission of the recruitment documents
Additional fee for enrolment activities related to the enrolment of persons from outside the EU for the studies	EUR 100	Until the date of submission of the recruitment documents
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	per book - PLN 0.50 per audio-visual material: PLN 1 per magazine double – 1 PLN	
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		
Duplicate electronic student's card	PLN 33	Until the date of collection of the document
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 diploma	PLN 20	Until the date of collection of the document
Copy of the diploma in a foreign language (per copy)	PLN 20	Until the date of collection of the document
Copy of the supplement in a foreign language (per copy)	PLN 20	Until the date of collection of the document
Translation of the supplement into a foreign language	PLN 45 per translation page	Until the date of collection of the document
Legalisation of documents intended for legal transactions with foreign countries	PLN 26	Until the date of collection of the document
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 – the amounts given in Annex No. 1 to the Regulations for University Fees constitute the total cost of the tuition fee.