



Institute of Information Technologies in Katowice

*ul. Mickiewicza 29
40-085 Katowice
tel./fax. 207-30-70, 207-30-80*

www.wsti.pl

Agreement for the provision of educational services (engineering studies – **Information technology** course)

Concluded between:

the Institute of Information Technologies in Katowice with its seat in Katowice, at ul. Mickiewicza 29, established on the basis of Decision No. DSW-3-4001-665/JP/03 of the Minister of National Education and Sport represented by the Chancellor of the IIT Marek Maryniak, MA, hereinafter referred to as the Institute,

And Ms/Mr:

.....residing in

.....PESEL..... holder of the ID, series

No. hereinafter referred to as the Student:

§ 1

1. The Institute undertakes to provide the Student with 3.5 years of higher education in the form of engineering studies - in accordance with the study plan and according to the rules set out in the Institute Rules of Study, and after the Student fulfills all the required conditions - to issue the first-degree diploma.
2. The Institute provides conditions for learning by: implementation of a study program tailored to the needs of the economy and in accordance with the relevant requirements of the Ministry of Higher Education, employment of qualified teaching staff and foreign language teachers, provision of properly equipped lecture rooms and laboratories, proper organization and administrative support of the training process.

§ 2

1. The Student is obliged to read and observe the acts regulating the organization and functioning of the Institute, including the Rules of Study, Fee regulations at the Institute and other organizational regulations and ordinances. Fee regulations at the Institute is a document in line with the content of this Agreement. The amount and type of fees associated with studying are included in the table in § 13.

§ 3

1. The basic unit of settlement is the academic year, which for billing purposes is divided into ten months.
2. The Student can choose how to pay the tuition fee. Fees can be paid:
 - a) once a semester, therefore making two payments in a year,
 - b) in ten monthly advances payable each month except for the months of August and September
 - c) in twelve monthly advances payable each month of the year.
3. The Student can change the chosen method of payment only before the beginning of each academic year, no later than before the 1st of October.
4. The fees paid in twelve monthly advances have the form of crediting. The student makes advances lower than the amount of the monthly tuition fee calculated in accordance with § 3 paragraph 1, but for a period longer than 10 months.

5. The one-time payment for the semester should be made by the 10th of October and by the 10th of March of each year.
6. The monthly advance payment of the tuition fee should be made by the tenth day of each month in advance, regardless of the occurrence of non-working days.
7. Exceeding the payment deadline results in charging statutory interest for each day of delay and the basis for calculating interest is the day of posting the tuition fee in the university account.
8. Exceeding the payment deadline by more than 30 days may result in the removal of the Student from the list of Institute students.
9. Regardless of the provisions of par. 9 point 3, the Institute may increase the amount of tuition by no more than 5% at the beginning of each academic year.
10. Changing the amount of tuition in accordance with the provisions of paragraph 3 point 9 and paragraph 9 point 3 does not constitute a change to the content of this contract and does not require a written form.

§ 4

1. The Institute does not charge registration fees for the next semester or year of studies, or for the exams, including resit exams, exams conducted before an examination board, diploma exams, issue of internship journals, submission and evaluation of the diploma thesis and the issue of the diploma supplement.
2. The Student is obliged to pay fees for the possibility of attending classes with a conditional credit, with the so-called promotion in relation to a given subject or when catching up a program difference.
3. The Institute monitors the fate of its graduates and charges a fee, which must be paid by the day before the diploma examination day at the latest.
4. The tuition fee does not include any costs related to the internship. If the student's internship is in an institution which provides in the agreement for charging the institute with the expense of providing the internship - the student, by accepting this agreement, undertakes to bear these costs. In this case, the Student pays the Institute the amount of the internship cost in the month the internship starts.
5. The selection of specialization modules resulting from the course of study does not involve the need to pay additional fees. The Institute organizes only those specialization courses, the participation in which is declared by a sufficient number of interested students.
6. The student's attendance of extra-curricular modules is payable. The price is calculated individually based on the actual cost of additional classes.

§ 5

The Institute collects a fee for issuing the student ID, the diploma of graduation with vocational title and duplicates of these documents, as well as for a diploma in a foreign language and for authentication of documents intended for legal transactions with foreign countries in accordance with the regulation of the relevant ministry.

§ 6

1. Discontinuation of studies by the Student requires a written notification sent to the Rector of the Institute. Written notification is treated as a termination of the Agreement by the Student.
2. The expulsion of a Student by the Institute is treated as the termination of the Agreement by the Institute.
3. Expelling the Student does not release them from the obligation to pay the overdue fees and interest due for delays in payment.
4. In the event of the Student's resignation from further studies or expulsion from the Institute, the tuition payment obligation ceases. Termination of the obligation to pay a monthly advance payment of tuition takes place always on the first day of the month following the month in which the Student was expelled or resigned from education at the Institute.

5. In the case of a Student who paid a tuition fee for a semester in advance, and then has resigned or been expelled, the semester tuition fees are converted in accordance with § 3 paragraph 1 into ten monthly advances per year, and the Institute returns the tuition fee paid for full months when the Student already was not a student, by transfer to the indicated account.
6. In the case of payment of fees in twelve advance payments, the obligation to pay tuition fees for the Student who has resigned or been expelled shall cease on the first day of the following month and the required tuition fee is calculated on the basis of § 3 paragraph 1 as a product – of the number of months in which the student held the student status (including the month in which he was removed from the student list) multiplied by the installment amount in force in the ten-installment system of fees. The difference between the tuition fees payable and the advance payments paid shall be settled by the Student no later than 7 days from the date of removal from the student list.
7. A Student expelled from the Institute may apply for re-admission to the Institute according to the rules set out in the Rules of Study, after settling all overdue fees and the administrative reactivation fee.
8. In the event of non-completion of studies on the normal date (applies to students of the last semester) and failure to graduate within the prescribed period, the Student is still obliged to pay tuition for each month, in the amount and within the timeframe of the ten-installment system until their graduation, expulsion or resignation from education in the Institute.
9. The Institute stops providing the education service on the day of receiving a written resignation note, or the day of expelling the Student.
10. The Institute shall issue relevant documents of completing the education the day when the student submits a confirmed clearance sheet to the faculty office.
11. Confirmation of the clearance sheet is obtained after settling all financial obligations and receivables (also in relation to the library) and upon returning the student ID.

§ 7

1. A Student who has been granted a leave of study is obliged to pay an administrative fee for each month of leave.
2. A Student assigned to repeat the semester shall pay fees that are binding for the Student attending this semester classes in an ordinary mode.
3. The Student who changed the form of studies (full-time studies, part-time studies) is subject to an administrative fee in the amount of the reactivation fee and the obligation to pay fees of the given system according to the chosen method of payment, starting from the month following the decision on the transfer.
4. In the event of a decrease in the number of students, the Institute reserves the right to reorganize student groups and transfer students to other groups of the same year of study. In this case, the Student does not pay additional fees.
5. In the event of a decrease in the number of students and the inability to transfer students to other groups within a given year of study, the Institute reserves the right to send students on a dean's leave. In this case, the Student does not pay the fees referred to in § 7 paragraph 1.

§ 8

1. In case of changing the address of residence, the Student is obliged to notify the Institute of this fact.
2. In the event of failure to comply with this obligation, correspondence directed by the Institute to a Student, or a former Student, shall be treated as deemed served.

§ 9

1. In the event of failure to comply with the financial obligations set out in the Agreement for the provision of educational services, Rules of Study and relevant ordinances - under Article 471 and subsequent articles of the Civil Code, the Institute has the right to demand payment of receivables, interest, and compensation for damage caused as a result of untimely payment of tuition fees.

2. In matters not regulated by the Agreement, the provisions of the Civil Code as well as internal regulations issued by the Institute shall apply.
3. In the case of inflation, the Institute reserves the possibility of increasing prices, but not more than the inflation rate given by the Central Statistical Office. In addition, in special situations such as: radical changes in tax regulations (or other changes independent of the institute) having a significant impact on the cost of education, the Institute reserves the right to amend Annex 1 to the Agreement, but the adjustment cannot be greater than the actual increase in the above costs.

§ 10

Changes to the Agreement are null and void unless made in writing.

§ 11

1. The administrator of the Student's personal data is the Institute of Information Technologies in Katowice with its seat in Katowice (40-085) at ul. Mickiewicza 29 tel.: (32) 207-30-80/90, email: info@wsti.pl
2. The Student's personal data will be processed on the basis of art. 6 par. 1 (c) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (4.5.2016 L 119/38 Official Journal of the European Union EN) for the implementation of statutory tasks set out in the Act on Higher Education (Official Journal of 2017, item 2183).
3. The Student's personal data will be kept for the period specified in the Ordinance of the Minister of Science and Higher Education regarding the documentation of the course of studies.
4. The recipients of the Student data will be only entities authorized to obtain personal data as provided by the law.
5. The Student has the right to request from the administrator the access to personal data, the right to rectify it, delete or limit its processing.
6. The Student has the right to lodge a complaint to the supervisory body, i.e. the President of the Office for Data Protection.
7. Providing personal data is a statutory requirement and is mandatory due to the provisions of law regarding higher education.

§ 12

The agreement was prepared in two identical copies, one for each of the parties to the agreement.

§ 13

Table of fees applicable to the IT course of studies

Type of fee paid	Persons obliged to pay the fee	The amount of the fee
	Students – full-time study	
Semester fee – paid twice in the academic year		2394.00 PLN
Monthly fee in a 10-months fee system		504.00 PLN
Monthly fee in 12-months fee system		420.00 PLN
Administration fee for reactivation		227.50 PLN
Administration fee for each month of leave		227.50 PLN
	Students – part-time study	
Semester fee – paid twice in the academic year		2148.00 PLN
Monthly fee in 10-months fee system		452.00 PLN
Monthly fee in 12-months fee system		376.00 PLN
Administration fee for reactivation		207.00 PLN
Administration fee for each month of leave		207.00 PLN
	Students regardless of the form of study	
Conditional credit in one subject	Students who received a conditional credit due	50.00 PLN

	to failing an exam	
	Students attending classes in the subject covered by the conditional credit with the standard group	250.00 PLN
	Students individually attending classes in the subject covered by the conditional credit	Price calculated individually based on the actual cost of additional classes
Passing an exam in one subject in advance	Students attending classes in the subject covered by the advance promotion	250.00 PLN
Catching up the program difference	Students attending classes under catching up a program difference	250.00 PLN
Administration fee for issuing the diploma with two copies	Students taking the diploma exam	60.00 PLN
A mandatory administrative fee for entering a student into the system of monitoring the graduates' fate.	Students taking the diploma exam	199.00 PLN
Issuing a duplicate diploma of graduation	Students requesting a duplicate diploma	90.00 PLN
Issuing a copy of the diploma in a foreign language	Students requesting a copy of the diploma in a foreign language	40.00 PLN
Issuing an electronic student ID card	All students	17.00 PLN
Issuing a duplicate electronic student ID	Students requesting a duplicate ID	25.50 PLN
Authentication of documents intended for legal transactions with foreign countries	Student applying for authentication	19.00 PLN

Katowice, 20.....

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(legible Student's signature)

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(Institute Chancellor's signature)

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