



Directive No. 19
of the Rector of the Warsaw University of Life Sciences
of April 23, 2024

regarding the detailed rules for collecting fees for educational services in first- and second-cycle studies as well as long-cycle Master's degree programs for the academic year 2024/2025, other fees related to these studies, and the procedure and conditions for waiving these fees in whole or in part.

Based on Art. 79 sec. 1 - 3 and Art. 23 sec. 2 pt. 2 of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the Act, and § 6 sec. 5 of the Study Regulations at the Warsaw University of Life Sciences introduced by Resolution No. 76-2018/2019 of the Council of the Warsaw University of Life Sciences of April 26, 2019, on adopting the Study Regulations at SGGW (as amended), it is hereby ordered as follows:

§ 1

The Warsaw University of Life Sciences charges students of first and second-cycle studies as well as long-cycle Master's degree programs fees for:

- 1) Educational services related to:
 - a) educating students in part-time studies;
 - b) educating foreign students in studies conducted in a foreign language;
 - c) educating foreign students in full-time studies conducted in Polish, subject to § 2 sec. 1;
 - d) repeating specific classes in full-time and part-time studies due to unsatisfactory academic performance;

- e) conducting classes not included in the study program, including classes supplementing the learning outcomes necessary to undertake or complete second-cycle studies in a specific field;
- 2) Issuance of the following documents:
- a) a student's study record book and its duplicate;
 - b) a student ID card and its duplicate;
 - c) an additional copy of the diploma of completion of studies or a copy of the diploma supplement in a foreign language, as referred to in Art. 77 sec. 2 of the Act;
 - d) a duplicate of the diploma of completion of studies and the diploma supplement;
 - e) authentication of documents related to the course or completion of studies intended for legal circulation abroad, excluding documents referred to in Art. 78 sec. 3 of the Act;
- 3) The University may charge fees for educational services related to the education of Polish citizens in studies conducted in a foreign language.

§ 2

1. Foreigners referred to in § 1 item 1(c) are exempt from fees if:
- 1) They hold a valid Pole's Card;
 - 2) They have a decision confirming their Polish origin;
 - 3) They have a permanent residence permit in Poland;
 - 4) They have been granted long-term resident status of the European Union in Poland;
 - 5) They have refugee status granted in Poland;
 - 6) They benefit from temporary protection in Poland;
 - 7) They benefit from subsidiary protection in Poland;
 - 8) They have been granted a temporary residence permit in Poland due to circumstances mentioned in Art. 159 sec. 1 or Art. 186 sec. 1 items 3 or 4 of the Act of December 12, 2013, on Foreigners (Journal of Laws of 2023, item 519, as amended);
 - 9) They are citizens of a member state of the European Union, the Swiss Confederation, or a member state of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, or family members of such persons residing in Poland;

- 10) They hold a certificate confirming their knowledge of the Polish language as a foreign language, referred to in Art. 11a sec. 2 of the Act of October 7, 1999, on the Polish language (Journal of Laws of 2021, item 672, as amended), at least at the C1 proficiency level;
 - 11) They are the spouse, ascendant, or descendant of a Polish citizen residing in Poland;
 - 12) They are citizens of the United Kingdom of Great Britain and Northern Ireland referred to in Art. 10 sec. 1(b) or (d) of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (OJ of the EU L 29 of 31.01.2020, p. 7, as amended), or family members of such persons residing in Poland;
 - 13) They have been granted a temporary residence permit in connection with circumstances mentioned in Art. 151 sec. 1 or Art. 151b sec. 1 of the Act of December 12, 2013, on Foreigners, or are staying in Poland due to short-term researcher mobility under conditions specified in Art. 156b sec. 1 of this Act, or hold a national visa for conducting scientific research or development work.
2. In case of acquiring the entitlements mentioned in sec. 1 after starting their studies, the student referred to in § 1 item 1(c) shall submit an application to the Deputy Rector for Teaching and Learning, through the Deputy Dean, for a change in the study rules along with a document confirming the acquisition of these entitlements.
 3. A foreigner who does not possess the entitlements specified in sec. 1 may be exempt from fees for full-time studies in Polish, fees for education in a foreign language, and fees for repeating specific classes in full-time studies due to unsatisfactory academic performance, based on an agreement between SGGW and another university or an international agreement.
 4. Exemption of a foreigner from the fees mentioned in sec. 3 may also occur based on:
 - 1) An administrative decision of the Rector;
 - 2) A decision of the Minister or a decision of the Director of NAWA concerning its scholarship holders.

§ 3

1. The amount of fees referred to in § 1 is determined by the Rector of SGGW by means of a directive.

2. Until the completion of studies by students admitted to the first year of studies starting from the academic year 2023/2024, the University may not introduce new fees for them, and increases in the amount of fees referred to in § 1 item 1(a-d) and item 3 may be made once per academic year and by no more than the consumer price index for goods and services overall for the previous calendar year, announced by the President of the Central Statistical Office pursuant to Art. 94 sec. 1 item 1(a) of the Act of December 17, 1998, on pensions and disability pensions from the Social Insurance Fund (Journal of Laws of 2023, items 1251, 1429, and 1672), totaling no more than 30% of these fees. This does not apply to increases in fees for conducting courses not included in the study program or for using student dormitories and cafeterias.
3. Until the completion of studies by students admitted to the first year of studies before the academic year 2023/2024, the University may not increase the established fees for them nor introduce new fees. This does not apply to increases in fees for conducting courses not included in the study program or for using student dormitories and cafeterias.
4. In the case of repeating a semester or year of studies, resuming studies, returning from leave, or a student returning after disciplinary suspension from certain student rights, the student pays fees in the amount applicable to the students of the cohort they are joining.
5. Detailed conditions for the payment for educational services referred to in § 1 are included in a statement of acquaintance and acceptance of the payment conditions for studies at SGGW, subject to the following sentence. In a situation where educational services are financed or co-financed by the student's employer or another institution, the detailed conditions for the payment for educational services referred to in § 1 are specified in a tripartite agreement on the provision of educational services concluded between the student, the student's employer or another institution, and the University.
6. The statement of acquaintance and acceptance of the payment conditions for studies at SGGW is submitted no later than the end of the first full week of classes in the first semester according to the class schedule.
7. The statement of acquaintance and acceptance of the payment conditions for studies at SGGW, referred to in sec. 5 and sec. 6, applies to the fees collected from students who were admitted to the first year of studies starting from the academic year 2024/2025. For fees collected from students who were admitted to the first year of studies before the academic

year 2024/2025, the agreements on the conditions of payment for educational services concluded with the University remain in force until their validity, subject to sec. 8.

8. For students admitted to the first year of studies in the academic year 2023/2024, increases in fees, referred to in sec. 2, may be made after introducing appropriate changes to the agreements on the conditions of payment for educational services.

§4

1. Fees for educational services are paid within 30 days from the start of the academic year or semester in which the classes are conducted, subject to sec. 2 - 4.
2. Persons starting their studies submit a written statement to the dean's office by the end of the first full week of classes in the first semester according to the class schedule, choosing the method of payment for educational services specified in § 1 item 1(a-c) and item 3, in which they declare to pay the fee once for the entire semester or in installments. The student's statement is valid for the duration of their studies or until a new statement is submitted within the above-mentioned period. Failure to submit a statement is equivalent to declaring a one-time payment for the entire semester.
3. Payment deadlines for individual installments are specified in writing by the Dean/Deputy Dean. The semester fee can be divided into no more than 3 equal installments.
4. The fees referred to in § 1 item 1(d-e) are paid in full in a single amount resulting from the directive referred to in § 3 sec. 1, no later than within 14 days from the start of the semester in which the classes are conducted or within 14 days from the date of delivery of the decision to agree on the repetition of classes.
5. The fees referred to in § 1 item 2 are paid immediately after submitting the application for issuing documents.
6. The fees referred to in § 1 item 2(a-c) are paid to an individual bank account number, referred to in § 7 sec. 1. The fees referred to in § 1 item 2(d) and (e) are paid to the University's main bank account.
7. In justified cases, upon a written and motivated request from the student, the Dean/Deputy Dean may grant written consent to extend the deadline for payment or divide the payment into installments.

§5

1. According to Art. 106b sec. 2 of the Act of March 11, 2004, on the Goods and Services Tax (Journal of Laws of 2004, item 361, as amended): The University is not obliged to issue an invoice for tax-exempt sales; therefore, invoices are issued upon request.
2. Invoices will be issued only upon the student's written request, submitted to the SGGW Bursar's office within three months from the last day of the month in which the payment was made.
3. Invoices for educational services are issued by SGGW after receiving the payment into the bank account mentioned in sec. 7 and § 7 sec. 1.
4. Based on the provisions of the Goods and Services Tax Act, upon the student's written request, the University may issue an invoice to the service purchaser, i.e., the student, confirming the payment.
5. Based on the provisions of the Goods and Services Tax Act and the tripartite agreement on the provision of educational services concluded between the student, the student's employer or another institution, and the University, the University will issue an invoice to the service purchaser, i.e., the student's employer or another institution, confirming the payment for studies.
6. In the absence of the agreement referred to in sec. 5, the University cannot issue an invoice documenting the provision of educational services to an entity other than the actual purchaser, i.e., the student. If the employer or another institution makes the payment for educational services on behalf of the student, the invoice will list the student as the purchaser and the employer or other institution as the payer.
7. Payments for educational services made on behalf of the student by the employer or another institution should be made exclusively to the individual bank account number assigned to the student by SGGW, as mentioned in § 7 sec. 1, within the deadlines specified in § 4.
8. In the request referred to in sec. 2, the purchaser's details (student's name, address), payer's details (name, address, NIP (Tax ID number)), and the amount and date of payment must be provided.
9. Invoices will not be issued after the deadline referred to in sec. 2.

§6

1. A student who has paid the appropriate fee for studies, as referred to in § 1, and then – before the start of classes in the first semester according to the schedule – submits a written resignation from studies to the dean's office, is entitled to a full refund of the paid fee, upon a written request.
2. A student who has paid the appropriate fee for studies, as referred to in § 1, and during their studies submits a written resignation from studies or is removed from the student list, is entitled, upon a written request, to a refund for the classes they will not attend, in an amount proportional to the number of classes completed, according to the schedule. The amount of the refund is determined in writing by the Dean/Deputy Dean.
3. The Warsaw University of Life Sciences (SGGW) refunds the appropriate fee for studies, as referred to in § 1, within one month from the date of receipt of the student's written refund request by the dean's office, to the bank account specified in the request.

§7

1. Students of first-cycle and second-cycle studies as well as long-cycle Master's degree programs, make payments to the individual bank account number assigned to each student by SGGW, separately for each course of study, identifying the student in the university's IT system.
2. Payments can be made by bank transfer or cash deposit (at a bank or post office) to the SGGW bank account mentioned in sec. 1.
3. Exceeding the declared or set payment deadlines constitutes grounds for charging statutory interest for delay.
4. The payment date is considered the date on which the funds are credited to the account mentioned in sec. 1.
5. Payments are recorded in the university management systems.
6. The Dean/Deputy Dean controls and finalizes the settlement of payments.
7. The student is obliged to monitor the status of their payments.
8. The Warsaw University of Life Sciences (SGGW) is not responsible for the consequences of incorrect payment classification resulting from circumstances on the payer's side,

particularly due to entering an incorrect bank account number. The student is responsible for clarifying any issues related to payments made contrary to the provisions of sec. 1.

9. The Warsaw University of Life Sciences (SGGW) seeks payment of fees referred to in § 1 and § 3 according to the rules specified in legal regulations.
10. Failure to pay or partial payment for educational services within the required deadline, after receiving an additional payment request, may result in being removed from the student list.

§8

1. Students can apply for partial or full exemption from the fees mentioned in § 1 item 1(a-c) and item 3 for a given semester if they meet the following criteria:

- 1) Achieve outstanding academic results – 50% fee exemption.
- 2) Are in a particularly difficult financial situation due to:
 - a) Full or partial orphanhood, but not longer than until the student reaches the age of 26,
 - b) Documented serious or chronic illness of the student or a close family member, resulting in financial difficulties,
 - c) Other random events (fire, flood, hurricane, etc.),
 - d) Deterioration of financial situation caused by the loss of employment by the student, the student's spouse, or one of the student's parents within the last 6 months preceding the application.

They can receive up to 100% fee exemption, and a maximum of two times during their studies.

- 3) Are employees of SGGW with a minimum of 5 years of employment at SGGW – 100% fee exemption.
- 4) Are employees of SGGW with a minimum of 3 years of employment at SGGW, spouses or children of SGGW employees with a minimum of 5 years of employment at SGGW, or children of retired SGGW employees who have worked at SGGW for at least 5 years – 50% fee exemption.
- 5) Are going abroad for studies under agreements signed between the Warsaw University of Life Sciences and foreign universities – proportional fee exemption for the period the student is studying outside of SGGW;

- 6) Participated in international scholarship programs – 50% fee exemption.
2. Students mentioned in sec. 1 must submit a justified and Dean/Deputy-Dean-approved written application for fee exemption to the Deputy Rector for Education no later than 14 days before the payment deadline for the given semester, taking into account sec. 4-8.
 3. To apply for the fee exemption mentioned in sec. 1 item 1, students must be among the top 5% of students in their year and have achieved an average grade of no less than 4.8, excluding first-year students of first-cycle, second-cycle, and long-cycle Master's degree programs.
 4. In the case mentioned in sec. 1 item 1, the application for fee exemption must include a certificate from the dean's office confirming the student's belonging to the group described in sec. 3.
 5. In the case mentioned in sec. 1 item 2, the application for fee exemption must include a detailed description of the student's financial situation confirmed by relevant documents.
 6. In the case mentioned in sec. 1 items 3 and 4, the application for fee exemption must include confirmation of employment of the student, parent, or spouse of the student along with information on their employment period at SGGW issued by the SGGW Human Resources and Payroll Office.
 7. In the case mentioned in sec. 1 item 5, the application for fee exemption must include: a photocopy of the departure application approved by the student's home department and the agreement regarding the student's exchange, certified as a true copy by an employee of the SGGW International Cooperation Office.
 8. In the case mentioned in sec. 1 item 6, the application for fee exemption must include documents confirming the student's participation in an international scholarship program.
 9. The administrative decision regarding fee exemption for Polish students is made in writing by the Deputy Rector for Teaching and Learning, and for foreign students, it is made in writing by the Rector. Students have the right to request a reconsideration of the decision made by the Deputy Rector for Teaching and Learning/Rector by submitting an application to the Rector within 14 days from the date of receiving the decision.
 10. In special cases, the Deputy Rector for Teaching and Learning/Rector may partially exempt from the fees mentioned in § 1 item 1(d), due to circumstances described in § 8 sec. 1 item 2(b) and (c). The provisions of sec. 2 and sec. 5 apply accordingly.

§ 9

1. In the case of:

- 1) Admission of a student through transfer from another university to a program where fees for educational services mentioned in § 1 item 1(a-c) and item 3 are charged.
 - 2) Change of major or form of study at SGGW where fees for educational services mentioned in § 1 item 1(a-c) and item 3 are charged.
 - 3) Resumption of studies in a program where fees for educational services mentioned in § 1 item 1(a-c) and item 3 are charged.
 - 4) Participation in selected classes during a granted leave of absence in a program where fees for educational services mentioned in § 1 item 1(a-c) and item 3 are charged.
 - 5) Realization of studies within a personalized study plan by students admitted as a result of the recognition of learning outcomes in a program where fees for educational services mentioned in § 1 item 1(a-c) and item 3 are charged. Fees are determined solely for the subjects that the student will undertake in a given semester according to the applicable study program.
2. The fee mentioned in sec. 1 is determined by the Deputy Dean and is based on the number of class hours for a given subject as specified in the study program for the respective major, referred to in sec. 1, in accordance with the SGGW Rector's directive regarding fees for educational services charged to students starting their studies in the given academic year.
 3. The principle of calculating the fee mentioned in sec. 2 applies to fees charged to students admitted to the first year of studies starting from the academic year 2024/2025.
 4. For students who were admitted to the first year of studies before the 2024/2025 academic year, the fee mentioned in sec. 1 is determined by the Deputy Dean and is based on the number of ECTS credits assigned to the classes referred to in sec. 1, in accordance with the SGGW Rector's directive regarding fees for educational services charged to students starting their studies in the given academic year.

§ 10

The execution of this directive is entrusted to the deans of the faculties.

§ 11

Supervision of the execution of this directive is entrusted to the Deputy Rector for Teaching and Learning.

§ 12

The following are repealed:

- 1) Directive No. 60 of the Rector of the Warsaw University of Life Sciences (SGGW) of June 6, 2022, regarding the detailed rules for collecting fees for educational services in first- and second-cycle studies as well as long-cycle Master's degree programs for the academic year 2022/2023, other fees related to these studies, and the procedure and conditions for waiving these fees in whole or in part;
- 2) Directive No. 50 of the Rector of the Warsaw University of Life Sciences (SGGW) of June 1, 2023, amending Directive No. 60 of the Rector of the Warsaw University of Life Sciences (SGGW) of June 6, 2022, regarding the detailed rules for collecting fees for educational services in first- and second-cycle studies as well as long-cycle Master's degree programs for the academic year 2022/2023, other fees related to these studies, and the procedure and conditions for waiving these fees in whole or in part.

§ 13

This Directive comes into effect upon signing, with binding force from the academic year 2024/2025.

Rector of the
Warsaw University of Life Sciences Prof. Michał Zasada,
Ph.D. Hab.
/signed with a qualified electronic signature/