



Application number:
Date of receipt:
Signature of the receiving person:

APPLICATION FOR GRANTING ALLOWANCES IN THE ACADEMIC YEAR 20../20..

I. STUDENT INFORMATION

Surname: Name:
Date of birth: Student register number;
Field of Study:
Studies: ☐ first-cycle* ☐ second-cycle* ☐ long-cycle master's*
Mode of study: ☐ Full-time* ☐ Part-time* Year of studies: Term of studies:
Delivery address: Post code: City:
Street: Building number: Apartment number:
E-mail address: Phone number:
Bank account No.: _____

My family consists of individuals. The monthly net income per person in my family amounts to: PLN (in words:)

In the current academic year:

- ☐ I receive a social scholarship in the amount of PLN*
☐ I received an allowance in the amount of PLN*, due to:
☐ I did NOT receive any allowance*

In the past 3 months, my financial situation has significantly deteriorated due to:

- ☐ an accident or serious illness of the student*
☐ an accident or serious illness of an immediate family member*
☐ the death of an immediate family member*
☐ the birth of a child*
☐ other circumstances that may temporarily cause the student significant hardship, including factors that substantially deteriorate their financial situation*

Justification for the application:

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.....
.....

* mark as appropriate



.....
.....
Appendices (documents confirming the described situation must be attached to the application):

1.
2.
3.

II. STUDENT STATEMENT

Aware of the criminal liability under Art. 286 § 1 of the Penal Code of June 6, 1997 (Journal of Laws 2025, item 383, as amended), i.e. “Whoever, in order to achieve financial gain, causes another person to disadvantageously dispose of their own or someone else’s property by misleading them or exploiting their error or inability to correctly comprehend the undertaken action, is subject to a penalty of imprisonment from 6 months to 8 years,” **I hereby declare that:**

1. The above data and documents attached are true and accurate;
2. I have read the Regulations on Benefits for Students of the Warsaw University of Life Sciences (SGGW) and I am aware of the rights and obligations arising therefrom;
3. I have not obtained the professional title of Master of Science/Arts, Engineer, or an equivalent title;
4. I am aware of the lack of entitlement to the benefit: in higher education after obtaining a Master’s degree, and in first-cycle higher education after obtaining a Bachelor’s or Engineer’s degree; this also applies to equivalent titles obtained abroad;
5. If I am granted the benefit, I will not collect the benefit in another field of study at SGGW or at another university;
6. Pursuant to § 5(1)(3) of the Regulations I declare, that, up to the present time, I have studied in higher education - at SGGW and/or another university (the period of holding student status at SGGW and/or other universities from the commencement of first studies until final removal from the list of students or completion of studies; this also applies to terms falling within periods of leave from classes and leave from classes with the possibility of undergoing verification of learning outcomes achieved, and periods of repeating classes):
 - 1) **first-cycle** **terms;**
 - 2) **second-cycle** **terms;**
 - 3) **long-cycle master’s** **terms;**
7. I am not:
 - 1) A professional soldier who undertook studies based on an assignment by the competent military authority and received support for education under military service regulations;

* mark as appropriate



- 2) A soldier called up for voluntary basic military service, as referred to in Article 95(4)(1) of the Act of March 11, 2022, on the Defense of the Homeland (Journal of Laws of 2025, items 825), or a professional soldier serving in a military university where I study;
- 3) A civil servant in candidate service or a state service officer who undertook studies with the approval of the appropriate superior and received assistance for education under service regulations;
8. In the case of an unduly received benefit, I have been informed of the obligation to return it.

.....
Date

.....
(student's legible signature)

III. INFORMATION CLAUSE

In accordance with Article 13(1) and (2) of the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 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 (General Data Protection Regulation) (OJ EU L 119 of 04.05.2016, p. 1), hereinafter referred to as "GDPR," SGGW informs you that:

1. The data controller of your personal data is the Warsaw University of Life Sciences (Szkola Główna Gospodarstwa Wiejskiego w Warszawie), ul. Nowoursynowska 166, 02-787 Warsaw, hereinafter referred to as the "Controller". You can contact the Controller in writing via traditional mail, sending correspondence to the address of our headquarters indicated above;
2. The Controller has appointed a Data Protection Officer, whom you can contact regarding all matters related to the processing of your personal data and exercising your rights under GDPR, in the following ways: In writing, via traditional mail, sending correspondence to: ul. Nowoursynowska 166, 02-787 Warsaw, or via e-mail at: iod@sggw.edu.pl; The Controller is responsible for the security of the provided personal data and for processing it in accordance with the law.
3. Personal data contained in the application is processed for the purpose of:
 - Fulfilling the legal obligations of the Controller in connection with the procedure for granting you an allowance.
 - Carrying out the Controller's reporting, archival, and accounting duties, based on legal provisions, in particular the Act of July 20, 2018, Law on Higher Education and Science – under Article 6(1)(c) of the GDPR, and in the case of special category data, based on Article 9(2)(g) of the GDPR in connection with Article 86 of the Act of July 20, 2018, Law on Higher Education and Science.
 - Tax-related matters – the legal basis for processing personal data in this scope is Article 6(1)(f) of the GDPR.
 - Legitimate interests of the Controller, such as determining, pursuing, or defending claims – based on Article 6(1)(f) of the GDPR.
4. In the case of a negative decision on granting the allowance, your personal data will be stored until the conclusion of any appeal or administrative court proceedings. If a positive decision is issued on granting the allowance, your personal data will be stored for the required period in accordance with the generally applicable law concerning the archiving of documents. If your application is left without consideration, your personal data will be stored until the end of the academic year in which your application was submitted.
5. You have the right to access your personal data, correct it, delete it, or limit its processing, as well as the right to object to the processing of your data.

* mark as appropriate



to the Regulations on Benefits for Students of SGGW
introduced by Directive No.108 of the Rector of SGGW of October 1st 2026

6. Providing your personal data is voluntary but necessary for the realization of the purposes for which it is processed by the Controller. Failure to provide your data will result in the inability to realize the purposes for which it is processed, as mentioned above. Additionally, you have the right to file a complaint with a supervisory authority, which in the territory of Poland is the President of the Office for Personal Data Protection.
7. There is no automated decision-making, including profiling, in the processing of your personal data.
8. The recipients of your personal data will or may be entities to whom the Controller is obligated to disclose the data based on generally applicable law (e.g. public authorities), as well as entities to whom the Controller entrusts the processing of personal data based on an agreement in connection with services provided to the Controller, which are necessary for the proper realization of the purpose for which personal data is processed.
9. Due to the use of Microsoft services, data may be transferred outside the European Economic Area (EEA), among others to the USA. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and is committed to protecting personal data based on the standard contractual clauses agreed upon with SGGW. More information can be found at: <https://privacy.microsoft.com/pl-pl/privacystatement>

I declare that I have read the content of the information clause in connection with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council.

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Date

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(student's legible signature)

IV. ADDITIONAL OFFICIAL NOTES:

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