



SENATE

OF THE FRYDERYK CHOPIN UNIVERSITY OF MUSIC

RESOLUTION no. _46/81/2017

of 27 June 2017

on the rules for charging the fees for the provided educational services and the mode and conditions for exempting students or doctoral students of the Fryderyk Chopin University of Music from these fees

On the basis of Article 99 Paragraph 3 of the Act of 27 July 2005 – Law on Higher Education (uniform text, Journal of Laws of 2016 Item 1872 with further amendments), Senate of the Fryderyk Chopin University of Music enacts the following:

§ 1

1. The resolution specifies the rules for charging fees for the provided educational services to the charging of which the University is entitled on the basis of the Act of 27 July 2005 – Law on Higher Education and its Implementing Rules.
2. The resolution also specifies the mode and conditions for exempting students or doctoral students of the University from these fees mentioned in Paragraph 1.
3. Provisions of the resolution shall apply to students and doctoral students, students and participants of artistic training, subject to the provisions laid down in the Rules of postgraduate studies and Rules of postgraduate artistic training.

§ 2

1. The amount of fees charged for retaking classes and participating in extracurricular classes, including classes to complement the learning outcomes necessary to take up second cycle studies, shall be determined by pricing one ECTS point and the number of ECTS points assigned to a given subject.
2. The remaining fees shall be expressed by setting the fee amount.
3. In cases of fees other than the fees mentioned in Paragraph 1, in an instance when the fee amount cannot be set in advance, it may be determined by listing the costs of the University which should be covered by the fee.
4. The fee amount can be set in Polish zloties or in euros and transferred to the bank account in that currency.

§ 3

1. All payments shall be transferred to the relevant bank account of the University within the deadlines set in this resolution.
2. Fees for retaking classes, education in a form of extramural studies, postgraduate studies and artistic training as well as participation in extracurricular classes shall be paid before the beginning of the semester.
3. Fees for classes mentioned in Paragraph 2 are due also in a situation when a student withdraws from trying to earn a pass (completion) for these classes, or fails to obtain a pass.
4. Persons obtaining a credit or loan granted on the basis of the Act of 17 July 1998 on student loans and credits (i.e., Journal of Laws 2017 Item 357 with further amendments), with the approval of a Department Dean, Head of inter-department organisational unit or Head of Doctoral studies, respectively, can make their payments in monthly instalments without additional fees, provided that they order their bank to transfer the instalments of their credit or loan to the University's bank account.
5. Foreigners, to whom rules of study outlined for Polish citizens do not apply, shall pay their semester fees no later than the day of start of classes according to the curriculum.
6. Other payments shall be made in advance without an additional request.
7. Fee amounts shall be announced by the end of June before the start of the academic year in which they shall be in force.

§ 4

1. The reimbursement of fees for the provided educational services shall be possible in case of:
 - a. A written resignation from studies,
 - b. being crossed off the list of students of doctoral students,
 - c. taking a leave of absence during a semester.
2. The basis for a reimbursement is a written request, the reimbursement of a fee shall be made in the amount proportional to the missed classes covered by the curriculum and the costs incurred by the University, counting from the day of submitting a resignation of studies or being crossed off the list of students or doctoral students. The amount of the reimbursable fee shall be set, with the assistance of Bursar, by a Department Dean, Head of inter-department organisational unit or Head of Doctoral studies, respectively.
3. In case of being crossed off the list of students of doctoral students due to not taking up studies, the fee shall be fully reimbursed.
4. The University may transfer its claims resulting from the concluded agreement towards another entity.
5. While taking a leave of absence, a student shall be exempt from the obligation of paying fees for classes, subject to Paragraph 7.
6. In case of granting a sick leave during a semester, a student may apply for the reimbursement of part of the paid fee, proportionally to the period for which he/she shall not attend classes. A request regarding that issue should be submitted by the student to the Dean's Office within 7 days from the date the leave of absence was granted.

7. If a student participates in classes in a given subject resulting from a backlog, with the approval of Dean or Head of inter-department organisational unit, he/she shall be obliged to pay fees for these classes in the amount and in accordance with the rules set for retaking a subject.

§ 5

1. In case of repeating a year or semester or taking a leave of absence, the premise for setting the fee amount is the price list, on the basis of which the process of education was started, unless such a person has lost a student or doctoral student status.
2. In case when such a person has lost the status of a student or doctoral student, the fee amount shall be set in the sum set for students or doctoral students who start their studies in a given academic year.

§ 6

In case of a delay of over 30 days in the payment of fees, a Department Dean, Head of inter-department organisational unit or Head of Doctoral Studies shall demand the immediate settlement of payments plus statutory interest – calculated from the date the payment was due – within 14 days, with the instruction that after the ineffective expiry of this deadline, a person concerned shall be crossed off the list of students or doctoral students of the FCUM according to the procedure laid down in the Act of 27 July 2005 – Law on Higher Education.

§ 7

1. Students and doctoral students may submit a request for being exempt from the payment in whole or in part or splitting the payment into instalments.
2. A premise for being exempt from the payment or splitting it into instalments can be especially an instance when a student or doctoral student has achieved extraordinary study results, participates in international scholarship programmes or his/her financial situation has deteriorated severely during the period of study.
3. A decision on exempting from the payment or lowering the payment can be made in reference to the administrative employees of the FCUM who receive education and improve their qualifications and to children of the FCUM employees until they reach 25 years of age.
4. Persons not mentioned in § 7 Paragraph 1 may request for being exempt from the payment for classes or splitting the payment into instalments no earlier than after first three paid for months of the first semester of studies.
5. The decisions mentioned in § 7 Paragraph 1 shall be made for the period not exceeding one academic year.

§ 8

1. The decision on exempting from the payment in whole or in part shall be made upon request of the person concerned in case of an occurrence of the circumstances causing an inability to settle the payment, especially:
 - a. a situation of full orphanhood,

- b. a long-term illness of the requester or his/her closest relative lasting over three months, the treatment of which has involved significant expenses, which in consequence makes settling the requester's costs of study in a given semester impossible,
 - c. an exceptionally difficult economic or life situation of the requester caused by an involuntary loss of personal income or family income,
 - d. harm caused by force majeure.
2. A person requesting for being exempt from payment in whole or in part shall be obliged to document:
 - a. the occurrence of special circumstances making the settlement of payment in whole or in part impossible,
 - b. the monthly amount of income per person in the requester's family, according to the rules outlined for the maintenance grant,
 - c. achieving extraordinary study results or participating in an international scholarship programme.
3. The requester shall be responsible for the submitted documents to be complete and for the income to be calculated correctly.

§ 9

1. Requests described in § 7 Paragraph 1 shall be submitted to a Department Dean, Head of inter-department organisational unit or Head of Doctoral studies within 30 days before the start of classes being the subject of request.
2. Requests submitted at a later date may be accepted for consideration for major reasons.
3. Undocumented requests shall be returned in order to be completed. Failing to complete them within seven days equals leaving the request without further processing.
4. The person responsible for verifying requests with regard to formal and accounting requirements and ensuring the timely submission of the decision to the requester shall be a specially designated staff member of the Office of Teaching Management.

§ 10

1. The decision on being exempt from fees in whole or in part shall be made by Vice-Rector for Teaching Affairs, having consulted the Department Dean, Head of inter-department organisational unit or Head of Doctoral Studies, respectively, and the University Bursar. Vice-Rector may ask for an opinion from the Student Government or the Doctoral Student Government, respectively.
2. The person concerned may appeal to Rector against Vice-Rector's decision.
3. Rector's decision is final.

§ 11

4. The decision on splitting fees into instalments shall be made by a Department Dean or Head of Doctoral Studies, respectively, having consulted the University Bursar. A Department Dean or Head of Doctoral Studies may ask for an opinion from the Student Government or the Doctoral Student Government, respectively.

5. The person concerned may appeal to Rector against the decision of a Department Dean or Head of Doctoral Studies.
6. Rector's decision is final.

§ 12

Financial results of the decisions described in § 7 Paragraph 1 shall be charged to the FCUM budget.

§ 13

Relevant organisational units of the University shall be obliged to hold a record of the decisions described in § 7 Paragraph 1.

§ 14

The resolution shall come into force on the day it was passed.

§ 15

The resolution no. **65/164/2014** of 20 October 2014 on the rules for charging fees for educational services shall expire.

§ 16

Any agreements, decisions and other settlements made based on the regulations mentioned in § 15 shall remain in force until being replaced by relevant agreements, decisions or other settlements made based on this resolution.

prof. dr hab. Klaudiusz Baran
R e c t o r