

***Annex 3 to Regulation No. 80 of the Rector of the University of Lodz of 24.04.2024***

**Declaration template**

**Declaration on reading and accepting the rules on fees for educational services at the  
University of Lodz for international students not listed in Art. 324(2)  
of the Act - Law on Higher Education and Science**

Pursuant to § 11 of the Rules of Study of the University of Lodz adopted by Resolution No. 449 of the Senate of the University of Lodz of 14 June 2019 (as amended) in connection with taking up studies at the University of Lodz I hereby confirm that I have read and accept the rules for collecting fees and the amount of fees for educational services at the University of Lodz and fees for issuing documents related to the course of studies – described below and included in the annexes – by the University.

**I also undertake to:**

1. pay the fees for educational services provided to students and the fees for documents issued by the University related to the course to studies and specified in the Act of 20 July 2018 – Law on Higher Education and Science secondary legislation to the abovementioned Act and internal regulations applicable at the University:
  - 1) tuition fee for each year/semester of study, as specified in Annex 1 to the Regulation of the Rector of the University of Lodz on the amount of fees covered by international students for educational services at the University of Lodz;  
Tuition fees for individual years/semesters of study may be paid, based on the Student's choice, either as a single payment for the year or semester. The Student may apply for a deduction in tuition fees pursuant to the rules specified in separate internal acts of the University;
  - 2) tuition fee for at least a semester, no later than on the day of starting the semester, in accordance with Rector's Regulation on the division of the academic year. Failure

to pay the tuition fee by the due date or failure to pay the fee in full results in statutory interest for delay;

- 3) in the case of separate rules for charging fees or the lack thereof resulting from regulations in force, scholarship programmes, international agreements or individual decisions of authorised bodies, the fees shall be paid in accordance with the rules set out in those regulations, programmes, agreements or decisions;
- 4) fee for retaking courses due to unsatisfactory academic performance, including retaking courses subject to conditional credit, in the amount specified in Annex 15 to the Regulation of the UL Rector on the fees for educational services at the University of Lodz in the academic year 2024/2025, provided that if the student retakes more than one course during full-time studies, the established amount should be multiplied by the number of courses that are being retaken, however, the total amount of fees for retaking the courses cannot be higher than the maximum amount of fees (for a given semester/year); if the student retakes more than one course during part-time studies, the established amount should be multiplied by the number of courses that are being retaken, however, the total amount of fees for retaking the courses cannot be higher than the fees (for a given semester/year) resulting from the course of study specified for a given study programme.

**Deadlines:** the fee for retaking a course due to unsatisfactory academic performance must be paid in a single payment by 15 October in the case of annual settlement, by 15 October for the winter semester and by 25 February for the summer semester in the case of semester settlement.

With the Rector's authorisation, a dean may agree that the student pays the abovementioned fee in instalments, specifying the dates and amounts. Failure to pay the fee by the due date results in statutory interest for each day of delay.

Fees for classes subject to a conditional credit must be paid before the examination date, but no later than by 15 December for examinations scheduled for the winter semester and by 15 May for examinations scheduled for the summer semester.

Failure to pay the fee by the due date results in statutory interest for each day of delay.

- 5) fee for classes not included in the study programme in the amount specified in

Annex 14 to the relevant regulation of the UL Rector on the amount of fees for educational services at the University of Lodz in the academic year 2024/2025;

**Deadlines:** the fee should be paid in a single payment by 15 October in the case of annual settlement, by 15 October for the winter semester and by 25 February for the summer semester in the case of semester settlement. With the Rector's authorisation, a dean may agree that the student pays the abovementioned fee in instalments, specifying the dates and amounts. Failure to pay the fee by the due date results in statutory interest for each day of delay.

**Fees indicated in points 1 and 2 are paid by the student to the bank account indicated by the University of Lodz.**

**Fees indicated in points 3 and 4 are paid to the student's individual bank account** (visible after logging in to the student's account in the USOSWeb system in FOR ALL → Payments → University bank accounts);

- 6) other fees as stipulated by generally applicable law, including fees for issuing an additional copy of the diploma of completing studies in a foreign language, an additional diploma supplement (transcript) in a foreign language, a diploma duplicate, a diploma supplement duplicate and the electronic student ID in the amount stipulated in the abovementioned regulations or in the regulations in force at the University of Lodz, issued in order to implement generally applicable regulations - the abovementioned fees shall be paid before the document is issued.
2. cover the costs of participation in field training courses (in particular the costs of travel, meals and accommodation) from their own resources, subject to the rules resulting from internal regulations governing the payment of certain costs related to the organisation of field training courses by the faculties of the University of Lodz.

**Additionally:**

1. in the case of a student who resumes their studies or transfers from another higher education institution, the student shall be required to pay tuition fees for a given year or semester of study regardless of the number of course hours they attended. In addition, in the case of a student who resumes their studies, the resumption is made on the financial terms and conditions applicable to international students in the academic year in which

they resume their studies;

2. the date of payment shall be the date on which the fee is credited to the University of Lodz bank account;
3. removal from the register of students does not release the Student from the obligation to pay the outstanding fee together with statutory interests for late payments.