



**ORDINANCE OF THE CHANCELLOR
OF WSEI UNIVERSITY**

No. 38/2023/2024

03 April 2024

**concerning the introduction of sample agreements on the conditions of studying and fees
for educational services for students beginning their education in the academic year
2023/2024 - studies conducted in the English language**

Pursuant to § 24 (1) (7) of the Statute of the Lublin WSEI University, it is ordered as follows:

§ 1

Sample agreements on the conditions of studying and fees for educational services for students beginning their education in the academic year 2024/2025 are introduced:

- 1) The sample agreement on the conditions of studying and fees for educational services for studies conducted **in English** at WSEI University **full-time studies** (EXCLUDING NURSING) is attached as **Appendix No. 1;**
- 2) The sample agreement on the conditions of studying and fees for educational services in the field of nursing conducted **in English** at WSEI University **full-time studies** is attached as **Appendix No. 2.**

§ 2

The implementation of this Ordinance of the Chancellor is supervised by the Vice Rector for Education and Student Affairs.

§ 3

1. This Ordinance shall come into force on the date of signature.
2. As of the effective date of this Ordinance, the Chancellor's Ordinance No. 34/2022/2023 dated April 19, 2023 *on the introduction of sample agreements on the conditions of studying and fees for educational services for students beginning their education in the academic year 2023/2024 is repealed.*

**Chancellor
of WSEI University**

Teresa Bogacka, MA

AGREEMENT No. _____/2024/2025/EN
ON THE CONDITIONS OF STUDYING AND PAYMENT FOR EDUCATIONAL SERVICES
FOR STUDIES CONDUCTED IN THE ENGLISH LANGUAGE AT WSEI UNIVERSITY
(EXCLUDING NURSING)
(hereinafter referred to as “the Agreement”)
FULL-TIME STUDIES

concluded on _____ in Lublin between:

WSEI University, ul. Projektowa 4, 20-209 Lublin,

listed in the register of non-public higher education institutions in the Ministry of Education and Science under the number 196, NIP: 712-26-52-693, REGON: 432260703, represented by:

Vice-Rector for Education and Student Affairs — WSEI University Prof. Mariusz Paździor, PhD
(hereinafter referred to as ‘**WSEI University**’ and the ‘**University**’)

and **Ms/Mr** _____,

residing at _____, _____,

who holds an identity document: _____, series/number _____, issued by

_____ (hereinafter referred to as: the ‘**Candidate**’, the ‘**Person admitted to studies**’, the ‘**Student**’),

jointly referred to as the ‘Parties’ and separately as the ‘Party’,
reads as follows:

§ 1
General provisions

1. The Agreement lays down the conditions of charging fees for educational services, in accordance with the provisions of the University Statute.
2. For matters not covered by this Agreement, the relevant provisions of the Civil Code of 23 April 1964 (Journal of Laws of 2022, item 1360, as amended), the Law on Higher Education and Science – the Act of 20 July 2018 (Journal of Laws of 2022, item 574, as amended) (**hereinafter referred to as the ‘Act’**), the Statutes of the University, the Rules of Study at the University (hereinafter referred to as the ‘**Rules**’), and the relevant ordinances of the Rector and the Chancellor of the University shall apply.
3. The detailed rules for charging fees for educational services are laid down in the Rules for Charging Fees for Studies Provided in English at WSEI University for Students Undertaking Studies in the academic year 2022/2023 (hereinafter referred to as the ‘**Regulations for Charging Fees**’).
4. Detailed regulations for studying for foreigners online are regulated by the Ordinance of the Chancellor and Rector of WSEI University No. 26/2022/2023 dated April 04, 2023 on the rules for studying for foreigners in English at WSEI University from the academic year 2023/2024.
5. The University stipulates that it may increase the amount of fees for educational services, once per academic year and by no more than the total consumer price index for the previous calendar year, announced by the President of the Central Statistical Office on the basis of Article 94, paragraph 1, point 1(a) of the Act of December 17, 1998 on pensions from the Social Insurance Fund (Journal of Laws of 2023, item 1251, 1429 and 1672), in total by no more than 30% of the amount of such fees.

§ 2

Subject matter and duration of the Agreement

1. The subject matter of this Agreement is to determine the rules of studying and conditions for charging fees for educational services at full-time studies provided in English in the field of _____ at the Faculty of _____ at WSEI University, _____-cycle studies, of _____ profile (hereinafter referred to as the 'studies').
2. The Agreement is concluded **for the duration of the studies, i.e.** up to the date on which the Student takes the degree examination.
3. In the case of extending the duration of studies in accordance with the rules specified in The Rules or other applicable regulations, this Agreement shall be renewed accordingly.
4. This Agreement shall be terminated before the expiry of the period referred to in § 2 in the case of:
 - 1) the final removal of the student from the student registry;
 - 2) the written resignation from studies submitted by the student.
5. The student shall be removed from the student registry in the case of:
 - 1) failure to undertake studies;
 - 2) resignation from studies;
 - 3) failure to submit a degree thesis or failure to take a degree examination by the specified deadline;
 - 4) imposition of a disciplinary penalty of expulsion from the University;
 - 5) failure to pay the tuition fees;
 - 6) lack of educational progress;
 - 7) failure to participate in obligatory classes;
 - 8) failure to be awarded credit for a semester or year within the specified deadline;
 - 9) other cases provided by generally applicable law, in particular the Law on Higher Education and Science.
6. The removal from the student registry shall not exempt the student from the obligation to pay all due liabilities calculated up to the date of the removal and resulting from the provisions of this Agreement.
7. The candidate who concluded an Agreement on the Conditions of Charging Fees for the Provision of Educational Services for Studies Provided in English at WSEI University, participated in classes and did not sign the academic oath shall be required to pay all due liabilities under the terms of this Agreement.
8. The student undertakes to pay the fees for the educational services specified in this agreement.
9. The University declares that:
 - 1) The studies are run in accordance with the applicable legislation,
 - 2) The studies shall be conducted with due care by the academic, scientific and didactic staff with the relevant qualifications,
 - 3) The study programme shall be determined by the Resolution adopted by the Senate of WSEI University,
 - 4) The study rules are laid down in the Rules of Study adopted by the Senate of WSEI University.
10. Under the terms of this Agreement, the University ensures that the Student is given an opportunity to undertake studies at the level, field of study and the form specified in the decision on admission.
11. The student agrees to pay the fees associated with the educational services specified in this agreement.
12. The University may, due to important reasons, decide not to start the studies selected by the Student as indicated in paragraph 1. The University shall inform the Student of the decision no later than 21 days before the scheduled start of classes.
13. If the student, within 7 days of receipt of the information referred to in section 12, shall not submit a written request for admission to another field of study, or shall not receive a decision on admission to that field of study, this Agreement shall be terminated and consequently all the obligations of the Parties therein shall be terminated.
14. The student is entitled to choose a speciality in the field of study indicated in § 2 section 1.
15. The student has the right to choose a speciality. Specialities are selected after the second semester of studies, in accordance with the study programme established for the field of study.

16. The University shall have the right not to start a speciality in the chosen field of study unless at least 25 students apply. In such a case, the University shall inform the Student about the specialities launched in a particular field of study and allow him/her to choose another speciality.
17. In the case of reducing the number of students in a particular course of study to fewer than 30 students, The University shall be entitled to change the form of study on which the student shall agree.

§ 3

Rights and obligations of the Parties

I. The Student undertakes to:

1. Comply with the obligations under Law on Higher Education and Science, the Statute of WSEI University, the Rules of Study at WSEI University as well as other internal legal acts of the University.
2. Notify the University in writing of any change to his/her personal data laid down in this Agreement, including his/her address of residence. The consequences of failure to comply with that obligation shall be borne by the student.
3. Pay the tuition fees for the entire duration of studies in a timely manner.
4. **The student is required to pay the tuition fee for the first year of studies before the issuance of a certificate of eligibility for studies.**
5. **A student starting from the 3rd semester may choose the form of payment of tuition fees by submitting the following payment method to the Office of English Studies by the deadline of September 10:**
 - 1) **One-time payment of tuition fees for the entire academic year:**
 - before 30th September of the given academic year;
 - 2) **Tuition fees payable in two installments, in accordance with Appendix No. 2:**
 - before 10th October - for the winter semester of a given academic year;
 - before 10th February - for the summer semester of a given academic year;
 - 3) **Tuition fees payable in 10 installments, in accordance with Appendix No. 2.**
6. Regardless of the tuition fee, the Student shall pay the following fees on time:
 - 1) **enrollment and registration fee - 200 EURO (SINGLE, non-refundable fee);**
 - 2) the fee for conducting the procedure for the transfer and recognition of ECTS credits, the amount of which is (the fee is not refundable):
 - a) A fixed fee in the amount of 350 EURO for unified master's studies,
 - b) A fixed fee of PLN 300 EURO for second-cycle studies,
 - c) A fixed fee of PLN 350 EURO for first-cycle engineering studies,
 - d) A fixed fee of €300 for other first degree studies.
 - 3) the fee for making up curriculum differences, carrying out the procedure for transferring and recognizing ECTS credits - in the case of transferring from another University or a foreign University the amount of which is (the fee is not refundable):
 - a) A fixed fee in the amount of 350 EURO for unified master's studies,
 - b) A fixed fee of PLN 300 EURO for second-cycle studies,
 - c) A fixed fee of PLN 350 EURO for first-cycle engineering studies,
 - d) A fixed fee of €300 for other first degree studies.
 - 4) the fee for conducting the proceedings and recognition of learning outcomes, the amount of which is (the fee is not refundable):
 - a) A fixed fee in the amount of 350 EURO for unified master's studies,
 - b) A fixed fee of PLN 300 EURO for second-cycle studies,
 - c) A fixed fee of PLN 350 EURO for first-cycle engineering studies,
 - d) A fixed fee of €300 for other first degree studies.
 - 5) the fee for the repetition of specific classes due to unsatisfactory academic performance. The amount of this fee for full-time and part-time studies for each ECTS point assigned to a given form of study is 100 EURO per single ECTS point in all fields of study.
 - 6) for student reinstatement the fee is 250 EURO ;
 - 7) for the use of classes not included in the study programme 100 EURO per single ECTS point ;

- 8) for consultations concerning the diploma thesis after the reinstatement of studies in the event that the student is removed from the list due to failure to submit the diploma thesis or the diploma exam by the deadline EUR 100 per single hour.;
 - 9) for changing the field of study at your own request 150 EURO
 - 10) for the issuance of a copy of a diploma of graduation in a foreign language in which the education was conducted, other than that issued pursuant to Article 77, paragraph. 2 – 20,00 PLN;
 - 11) for the issuance of a copy of the supplement to the diploma in the foreign language in which the education was conducted, other than that issued under Article 77 paragraph 2. – 20,00 PLN;
 - 12) for the issuance of a duplicate diploma of graduation – 20,00 PLN;
 - 13) for issuing a duplicate of a diploma supplement – 20,00 PLN;
 - 14) for the issuance of a student card – 22,00 PLN;
 - 15) for the issuance of documents issued in connection with the course or completion, for studies intended for legal circulation abroad – 26,00 PLN;
 - 16) for issuing a duplicate student card – 33,00 PLN;
 - 17) for the issuance of documents other than the above – 20,00 PLN;
 - 18) for issuing certificates for studies other than those indicated in the sentence below is PLN 20. (The University does not charge a fee for issuing a certificate of enrollment and completion of a semester or academic year, i.e. two documents during the academic year, as well as for issuing a certificate of study when the applicant is a public authority such as Social Security, KRUS or banking authorities),
 - 19) for the issuance of certificates of studies issued for legal circulation abroad is 26 PLN,
 - 20) for the cost of mailing the certificates referred to in paragraphs 18 and 19, fees in accordance with the applicable price list of the Polish Post Office S.A.
7. Fees are paid in the amount and according to the rules set out in the Regulations on Payments and other Ordinances of the Chancellor.
 8. **The student is required to pay the tuition fees in a non-cash form to the University's euro bank account, indicated individually for each student, or to the University's PLN bank account, based on an average rate of the National Bank of Poland announced on the day before the payment is made, or pay the tuition fees in PLN directly at WSEI cashier's office, based on an average rate of the National Bank of Poland announced on the day before the payment is made.**
 9. The University shall return the overpayment of funds upon the written request of the Student to the bank account indicated in the request.
 10. In the event of failure to pay by the specified deadlines laid down in the Agreement, statutory interest shall be charged for each day of delay. **The University also has the right to block access to the Information System including the Dean's Office system, Virtual Dean's Office, e-learning platform, access to classes, etc.**
 11. Payments made by students are credited first to unpaid dues, together with any interest due for late payment, and the remaining amount is credited to current dues.
 12. In case of identifying any fees due and unpaid, the University shall have the right to summon the Student to pay them by sending electronic notification in the manner and form generally accepted at the University for communication. Ineffective notification to the Student as mentioned above shall result in a written demand for payment from the Student.
 13. The University reserves the right to pursue its claims against overdue fees in court.
 14. The deposit date is determined by the date the funds are received in the University's account. If the end of the deadline falls on a Saturday or a public holiday, the deadline is considered to be met if the payment is made on the first business day falling after such a day.
 15. If payments are made in one amount from several titles, the individual titles of payments should be distinguished.
 16. **In the event of overdue payments for more than three months, a foreign student shall be removed from the student registry.**
 17. **In the event that a student resigns from his/her studies (including after starting online studies, i.e., after logging in to the educational platform) or in the event that a student is removed from the list of students due to his/her fault, the tuition fees paid by the student are not refundable.**

18. **In the event that classes during the first semester from the beginning will be conducted exclusively on a full-time basis at the premises of WSEI University, a student who is a foreigner and who is not issued a visa or other document allowing him/her to start studies on a full-time basis may apply for a refund of the tuition fee he/she has paid. Refusal of a visa should be documented (e.g., by an appropriate letter from the Embassy) and immediately delivered to the University. In the case of non-receipt by the student or revocation/cancellation of the visa of a student who has started studies (regardless of the form in which the classes are conducted), the tuition fee paid is not refundable.**
19. **If WSEI University does not open a course of study, the tuition fees paid by the student are refundable at the student's request.**
20. Fees for educational services are not charged for the period of non-attendance of education (medical, parental, compassionate or special leave).
21. The student may take the final examinations and tests during winter or summer sessions, provided that all financial obligations towards the University were fulfilled.
22. The student who was granted the Dean's consent to take a sick leave and, as a result of this decision, does not attempt to be awarded credit for his/her courses, shall not pay the tuition fees for the semester in which the Student is on the leave.
23. The student who was granted the Dean's consent to take a leave other than for health-related reasons and filed a request for the leave by 15 September for a leave starting in the winter semester or by 15 February for a leave starting in the summer semester, shall not be obliged to pay the tuition fees for the semester in which the Student is on the leave.
24. The student who was granted the Dean's consent to take a leave other than for health-related reasons and filed a request for the leave after the deadlines set out in § 3 section 22, is required to pay the tuition fees for the time period running from the start of the semester to the end of the month in which he/she filed the request.

II. In connection with the commencement of online studies, the student undertakes to comply with the following rules:

1. Undertaking an online course of study by a foreign student means taking the oath and commencing the course of study - i.e., first logging on to the educational platform for online learning classes or participating in learning classes held on the University's premises.
2. Classes for students who are foreigners in studies conducted in English are held in accordance with the schedule established for a given course of study by the appropriate Dean, including the use of distance learning methods and techniques (*online classes*). The decisions of the Dean regarding the form of instruction (*online or in-class*) may be changed at any time with effect from the beginning of the next semester, of which the student who is a foreigner will be informed well in advance.
3. A student who is a foreigner is required to:
 - 1) pay all fees as stipulated in the Regulations on Fees for Studies Conducted in English, the Agreement on Conditions of Studying and Fees for Educational Services for Studies Conducted in English and other documents indicated in § 1;
 - 2) take (sign) the oath at the University's office or via the ICT system, or send a scan of the signed oath before the start of the first classes in the courses conducted as part of the studies;
 - 3) signing an agreement on the Conditions of Studying and Fees for Educational Services for Studies conducted in English via the ICT system or sending a scan of the signed agreement for educational services before the beginning of the first classes conducted as part of the studies;
 - 4) pick up the ID card at the WSEI University office no later than the start date of classes at the WSEI University office.
4. In case of online classes, the student is obliged to actively and synchronously participate in the classes using an individual account (authenticated with an individual login and password) in the ICT service provided by WSEI University.
5. Lecturers of remote classes are authorized to verify participation by students, including by requiring the student to establish a direct connection in audio or audio-video form.
6. A student's failure to participate in online classes may be considered a failure to attend mandatory classes, which may be grounds for the student's removal from the list of students.
7. The mandatory part of classes for students who are foreigners is held at the University. Participation in these classes is mandatory. Failure to attend these classes shall result in expulsion from the list of

students. A student who is a foreigner is obliged to appear at the University's premises for classes conducted on a full-time basis within 30 days of obtaining a visa.

8. A student-foreigner may obtain permission from the University to begin his/her studies by attending classes transmitted synchronously via the educational platform until the date of receipt of the visa and then continuing his/her studies directly at the University. The student is required to arrive at the University within 30 days after receiving the visa. Delay in arrival at the University will result in removal from the list of students. In such a case, the enrollment fee and registration fee, as well as tuition fees for classes attended, will not be refunded.
9. A student may also be removed from the list of students if he or she fails to obtain a visa after starting online studies and fails to take classes as scheduled at the University's premises.
10. In the event that a student resigns from the study program after the start of the online study (logging in to the educational platform) or in the event that the student is removed from the list of students, the enrollment and registration fees and tuition fees paid by the student are not refundable.

III. The university undertakes to:

1. Provide the student with education at the level of bachelor's degree / master's degree / unified master's degree studies taken on a full-time basis in accordance with the applicable teaching standards and other laws on higher education.
2. Conduct teaching sessions in English by academic lecturers with appropriate scientific, pedagogical or professional qualifications.
3. To issue to the student, upon completion of his/her studies and upon fulfillment of all the prerequisites provided for in the Regulations of the University, a diploma of graduation from higher education, which the University is authorized to grant, in accordance with the laws in force in this regard.
4. To implement the course of study in accordance with the applicable regulations.
5. To enable the Student to periodically assess the quality of education
6. To respect the rights of the Student as stipulated in the Law and the Regulations of the University.
7. To provide the Student with active and passive electoral rights to the collegial bodies of the University.

§ 4

Declaration of the parties

1. The University shall declare that it meets the conditions, including the academic staff and facilities/equipment, to provide the programmes of study referred to in § 2.
2. In addition, the University declares that:
 - 1) it fulfils the conditions necessary for the organisational units of the University in order to run study programmes in a particular field and level of study specified in separate provisions,
 - 2) studies shall be conducted with due diligence by the scientific and teaching staff with appropriate qualifications,
 - 3) the organisation of the course of study and the associated rights and obligations of the student shall be laid down in the Rules of Study,
 - 4) studies at the University are carried out according to the study programmes and study plans which comply with the applicable legal regulations.
3. The student is required to participate regularly in all classes included in the study programme and to take the tests and be awarded credits in the winter and summer sessions in a timely manner.
4. The student declares that he/she meets all the requirements imposed by law that entitle him/her to take up and pursue studies in all higher education institutions in the Republic of Poland.
5. **Possession of health insurance by a foreign student is compulsory throughout his/her stay in Poland.**
6. **A student-foreigner who is not a citizen of a member state of the European Union and a member state of the European Free Trade Agreement (EFTA) is obliged to take out insurance with the National Health Fund upon arrival in Poland. For this purpose, the student is required to sign a voluntary insurance agreement with the National Health Fund and pay health**

insurance fees on his/her own. The student is required to provide a copy of the agreement concluded with the National Health Fund to the English Studies Office. Failure to submit a copy of the required document will prevent the student from continuing his/her studies.

7. A student-foreigner, a citizen of a member state of the European Union and a member state of the European Free Trade Agreement (EFTA) may use health care services on the basis of a current European Health Insurance Card (EHIC) issued in the country of origin. The student is required to provide a copy of the document to the English Studies Office. If a student does not have an insurance entitlement in his/her own country, the rules resulting from paragraph 7 above apply to him/her.
8. A student-foreigner who is not a citizen of a member state of the European Union and a member state of the European Free Trade Agreement (EFTA), and who has been recognized as a person of Polish origin within the meaning of the repatriation regulations and who is not subject to compulsory insurance on any other account, is subject to voluntary health insurance, and the health insurance fee is paid by the University.
9. The student declares that he/she has familiarized himself/herself with the Study Regulations, the Regulations on Fee Payment, the Regulations on Benefits for Students of the University, the Regulations on Private Scholarship Fund and other normative acts in force at the University affecting the rights and obligations of the parties under this agreement. The student declares that he/she has been informed that the current content of the aforementioned acts can be found on the University's website – www.wsei.pl
10. The student declares that he/she agrees that letters, decisions, and notifications may be delivered by means of the Virtual Dean's Office or by means of e-mail and other data communications systems commonly used at the University.
11. The student declares that the residential address indicated in the contract is the address for delivery of mail, including registered mail, and undertakes to notify the University of any change of his/her address for delivery. If the above obligation is neglected, delivery of the letter at the current address shall have legal effect.
12. The student declares that he/she acknowledges that the program of study may imply or result in the necessity of his/her practical training or professional practice related to the upbringing, education, recreation, treatment, provision of psychological counseling, spiritual development, sports or the pursuit of other interests by minors, or the care of minors.
13. The student declares that he/she acknowledges that in the case of his/her practical training or apprenticeship referred to in paragraph 12, he/she is required to submit all required documents resulting from Article 21 of the Act of May 13, 2016, before he/she is allowed to participate in them and the Ordinance of the Chancellor and the Rector of the Lublin WSEI University No. 28/2023/2024 dated 28.02.2024 on the obligations arising from the amendment of the Act of May 13, 2016 on Counteracting the Threat of Sexual Offenses. Failure to submit such documents will result in the student's non-permission to receive practical training or professional practice, which are a mandatory part of the educational program.
14. The student, declares that he/she acknowledges that in the case of his/her practical training or apprenticeship referred to in paragraph 12, the University or the Organizer of the practical training or apprenticeship is additionally obliged to obtain information on whether his/her data is included in the Register with restricted access or in the Register of persons with respect to whom the State Commission for the Prevention of Sexual Exploitation of Minors under 15 years of age has issued a decision on entry in the Register.

§ 5

Final provisions

1. Changes to the content of this agreement may be made in writing under pain of nullity.
2. The agreement is drawn up in two counterparts, one for each party.
3. The agreement enters into force on the date of signature and is valid during the course of study.
4. The agreement expires:
 - 1) together with the date of the final decision on removal from the list of students.
 - 2) after graduation.

5. The law applicable to the Agreement is Polish law.
6. The invalidity or ineffectiveness of any provision of the contract shall not render the remaining provisions of the contract invalid or ineffective.
7. The Agreement does not exempt the student from the obligation to comply with the provisions in force at the University, in particular the Rules of Study and other legal acts issued by the University authorities.
8. The parties shall make every effort to resolve disputes amicably. If the dispute is not resolved amicably, all disputes arising from this agreement shall be resolved by a common court of competent jurisdiction over the Respondent's registered office.
9. Attachments are an integral part of the agreement.

STUDENT

WSEI UNIVERSITY

INFORMATION ON PERSONAL DATA (GDPR INFORMATION CLAUSE)

In fulfillment of the obligation under Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (GDPR), we inform you that:

- 1) The administrator of the personal data provided by you is **WSEI University**, 4 Projektowa Street, 20-209 Lublin, entered in the Register of Non-Public Higher Education Institutions kept by the Ministry of Science and Higher Education under number 196, e-mail address: kancelaria@wsei.lublin.pl (**hereinafter referred to as: WSEI University**).
- 2) WSEI University has appointed a Personal Data Inspector, who can be contacted via e-mail at the following address: iod@wsei.lublin.pl
- 3) Your personal data will be processed by WSEI University in order to carry out the recruitment procedure for studies at WSEI University and, in the case of admission, to document the course of studies (education process).
- 4) The legal basis for the processing of personal data is:
 - a) the need to fulfill the legal obligation of WSEI University as a personal data controller under the law - Article 6(1)(c) of the GDPR, including the Act of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended), the provisions of the Ordinance of the Minister of Science and Higher Education of September 27, 2018 on studies (i.e. Journal of Laws of 2023, item 2787), and other generally applicable laws in the field of higher education law, as well as obligations arising from financial regulations concerning the issuance of invoices, maintenance of accounting books and other financial records;
 - b) Necessity to perform a contract or to take action at the request of WSEI University prior to entering into a contract (Article 6(1)(b) of the GDPR) - exercise of rights and obligations under the agreement on the terms and conditions of study and fees for educational services;
 - c) in matters of pursuing and defending against claims arising from its operations, as part of WSEI University's legitimate interest as a personal data controller (Article 6(1)(f) GDPR).
- 5) Provision of personal data is voluntary, but its provision is necessary to carry out the process of recruitment to study at WSEI University and to take up studies.
- 6) In order to ensure the safety and security of individuals and property, video surveillance has been implemented at WSEI University facilities. Accordingly, we also process your image. The legal basis for the processing of your image is Article 6(1)(f) GDPR - the legitimate interest of WSEI University as a personal data controller.
- 7) Your personal data may be accessed by:
 - a) authorized employees of WSEI University;
 - b) service providers who are contractually entrusted with the processing of data for the performance of services provided to WSEI University;
 - c) entities and authorities entitled to receive data under the law.
- 8) WSEI University will keep your data:
 - a) In case of non-admission - for a period of 12 months from the date of completion of recruitment;
 - b) in the case of enrollment - for the duration of the studies (educational process), as well as the period of archiving of the student's file amounting to 50 years from the date of graduation (including the time necessary for the implementation of the concluded agreement on the conditions of study and fees for educational services and the expiration of the statute of limitations for the assertion of claims, included in this period).
- 9) In relation to data processing by WSEI University, you have the right to access the content of your personal data, the right to rectify it, the right to restrict its processing. If your data is processed on the basis of Article 6(1)(f) of the GDPR, you have the right to object to the processing of your personal data.
- 10) If you consider that the processing of your personal data violates the provisions of the EU GDPR regulation, you have the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection.
- 11) WSEI University does not plan to transfer Contractors' personal data to third countries, i.e. countries outside the European Economic Area. The data will also not be subject to profiling, which means that it will not be the basis for attributing to you in an automated manner certain characteristics, traits, nor will it serve or predict your behavior and preferences. The data will be processed in a partially automated manner in computer systems.

Lublin, on _____ r. _____
(date and full name)

CONSENT TO PROCESSING AND PUBLISHING OF IMAGE

I consent I do not consent to the unpaid recording and distribution by WSEI University 4 Projektowa Street, 20-209 Lublin, entered in the Register of Non-Public Higher Education Institutions kept by the Ministry of Science and Higher Education under the number 196, NIP: 712-26-52-693, REGON: 432260703 (hereinafter: WSEI University) of my image as well as its publication for the purpose of promotion, advertising and information about services and persons responsible for their performance.

My consent applies to photographs and audiovisual recordings (including film) as long as the publications do not violate my personal rights and includes such forms of publication as in particular:

- - on WSEI University websites
- - on WSEI University profiles on social media (Facebook, Instagram, YouTube, etc.);
- - in WSEI University's promotional and advertising materials, including brochures, flyers, calendars, offers, etc.; and
- - in the media, press;
- - on the Internet.

I allow my image to be processed by: framing, digital processing, using, capturing, reproducing, copying, juxtaposing with other persons, supplemented with commentary, etc., developing and reproducing the image by any technique or through any medium for publication for the purposes indicated.

My consent for the above-mentioned purposes is voluntary, given for an indefinite period, without territorial restrictions.

It is my understanding that I have the right to withdraw my consent at any time. However, the withdrawal of consent does not affect the legality of the distribution of the image made before its withdrawal.

At the same time, I declare that I waive all claims for the use of my image to the extent specified in this statement.

Lublin, on _____ r. _____
(date and full name)

CONSENT TO RECEIVE MARKETING INFORMATION

I give my consent I do not give my consent to receive commercial information from WSEI University ul. Projektowa 4, 20-209 Lublin to the e-mail address provided in the process of recruitment for studies. I have been informed that I may withdraw the consent so given at any time, as well as other issues arising from Article 13 of GDPR.

I give my consent I do not give my consent to receive incoming telephone calls initiated by Lublin WSEI University 4 Projektowa St., 20-209 Lublin, to the telephone number provided in the study recruitment process for commercial and marketing purposes. I have been informed that I may withdraw the consent so given at any time, as well as other issues arising from Article 13 of GDPR.

Lublin, on _____ r. _____
(date and full name)

Tuition payment schedule for students starting in the 2024/2025 academic year - 10 installments

APPLIES TO PAYMENTS FROM THE 3RD SEMESTER OF STUDIES

(FEES FOR THE FIRST YEAR OF STUDIES IS PAID BEFORE THE ISSUANCE OF THE CERTIFICATE OF ELIGIBILITY FOR STUDIES)

Tuition payment schedule	
I installment	Before September 10th
II installment	Before October 10th
III installment	Before November 10th
IV installment	Before December 10th
V installment	Before January 10th
VI installment	Before February 10th
VII installment	Before March 10th
VIII installment	Before April 10th
IX installment	Before May 10th
X installment	Before June 10th

Tuition payment schedule for students starting in the 2024/2025 academic year - 2 installments

APPLIES TO PAYMENTS FROM THE 3RD SEMESTER OF STUDIES

(FEES FOR THE FIRST YEAR OF STUDIES IS PAID BEFORE THE ISSUANCE OF THE CERTIFICATE OF ELIGIBILITY FOR STUDIES)

I semester	II semester
Before October 10th	Before February 10th

**AGREEMENT No. _____/2024/2025/EN
ON THE CONDITIONS OF STUDYING AND PAYMENT FOR EDUCATIONAL
SERVICES FOR NURSING DEGREE STUDIES CONDUCTED IN THE ENGLISH
LANGUAGE AT WSEI UNIVERSITY**

**(hereinafter referred to as “the Agreement”)
FULL-TIME STUDIES**

concluded on _____ in Lublin between:

WSEI University, ul. Projektowa 4, 20-209 Lublin,

listed in the register of non-public higher education institutions in the Ministry of Education and Science under the number 196, NIP: 712-26-52-693, REGON: 432260703, represented by:

Vice-Rector for Education and Student Affairs — WSEI University Prof. Mariusz Paździor, PhD (hereinafter referred to as ‘**WSEI University**’ and the ‘**University**’)

and **Ms/Mr** _____,

residing at _____, _____,

who holds an identity document: _____, series/number _____, issued by _____

(hereinafter referred to as: the ‘**Candidate**’, the ‘**Person admitted to studies**’, the ‘**Student**’),

jointly referred to as the ‘Parties’ and separately as the ‘Party’,
reads as follows:

**§ 1
General provisions**

1. The Agreement lays down the conditions of charging fees for educational services, in accordance with the provisions of the University Statute.
2. For matters not covered by this Agreement, the relevant provisions of the Civil Code of 23 April 1964 (Journal of Laws of 2022, item 1360, as amended), the Law on Higher Education and Science – the Act of 20 July 2018 (Journal of Laws of 2022, item 574, as amended) (**hereinafter referred to as the ‘Act’**), the Statutes of the University, the Rules of Study at the University (hereinafter referred to as the ‘**Rules**’), and the relevant ordinances of the Rector and the Chancellor of the University shall apply.
3. The detailed rules for charging fees for educational services are laid down in the Rules for Charging Fees for Studies Provided in English at WSEI University for Students Undertaking Studies in the academic year 2022/2023 (hereinafter referred to as the ‘**Regulations for Charging Fees**’).
4. The University stipulates that it may increase the amount of fees for educational services, once per academic year and by no more than the total consumer price index for the previous calendar year, announced by the President of the Central Statistical Office on the basis of Article 94, paragraph 1, point 1(a) of the Act of December 17, 1998 on pensions from the Social Insurance Fund (Journal of Laws of 2023, item 1251, 1429 and 1672), in total by no more than 30% of the amount of such fees.

§ 2

Subject matter and duration of the Agreement

1. The subject matter of this Agreement is to determine the rules of studying and conditions for charging fees for educational services at full-time studies provided in English in the field of Nursing at the Faculty of Human Sciences at WSEI University first-cycle studies, of practical profile (hereinafter referred to as the '**studies**').
2. The Agreement is concluded **for the duration of the studies, i.e.** up to the date on which the Student takes the degree examination.
3. In the case of extending the duration of studies in accordance with the rules specified in The Rules or other applicable regulations, this Agreement shall be renewed accordingly
4. This Agreement shall terminate before the expiration of the term referred to in paragraph 2 in the event of:
 - 1) final removal from the list of students;
 - 2) submission of written resignation from studies.
5. A student is removed from the list of students in the case of:
 - 1) failure to start studies;
 - 2) resignation from studies;
 - 3) failure to submit the diploma thesis or diploma examination on time;
 - 4) being punished with the disciplinary penalty of expulsion from the University;
 - 5) failure to pay the established tuition fee;
 - 6) observation of lack of progress in studies;
 - 7) ascertaining lack of participation in compulsory classes;
 - 8) failure to obtain credit for the semester or year by the specified deadline;
 - 9) other cases provided by generally applicable laws, including in particular the Law on Higher Education and Science.
6. Removal from the list of students does not exempt the Student from the obligation to pay all due charges accrued up to the date of removal and resulting from the provisions of this Agreement.
7. A person admitted for studies, who has signed an agreement on the conditions of studying and fees for educational services for studies conducted in English at WSEI University, attended classes, and has not signed the oath, shall be obliged to pay all due and payable dues resulting from the provisions of this Agreement.
8. The student agrees to pay the fees for educational services specified in this agreement.
9. The University declares that:
 - 1) it runs higher education programs in accordance with the applicable legal regulations,
 - 2) studies are conducted with due diligence by academic and teaching staff with appropriate qualifications,
 - 3) study program is defined by the resolution adopted by the WSEI University Senate,
 - 4) the rules of studying are determined by the Study Regulations adopted by the Senate of WSEI University.
10. Under the terms of this Agreement, the University ensures that the Student is given an opportunity to undertake studies at the level, field of study and the form specified in the decision on admission.
11. The student agrees to pay the fees associated with the educational services specified in this agreement.
12. The University may, due to important reasons, decide not to start the studies selected by the Student as indicated in paragraph 1. The University shall inform the Student of the decision no later than 21 days before the scheduled start of classes.
13. If the student, within 7 days of receipt of the information referred to in section 12, shall not submit a written request for admission to another field of study, or shall not receive a decision on admission to that field of study, this Agreement shall be terminated and consequently all the obligations of the Parties therein shall be terminated.

14. In the case of reducing the number of students in a particular course of study to fewer than 15 students, The University shall be entitled to change the form of study on which the student shall agree.

§ 3

Rights and obligations of the Parties

I. The Student undertakes to:

1. Comply with the obligations under Law on Higher Education and Science, the Statute of WSEI University, the Rules of Study at WSEI University as well as other internal legal acts of the University.
2. Notify the University in writing of any change to his/her personal data laid down in this Agreement, including his/her address of residence. The consequences of failure to comply with that obligation shall be borne by the student.
3. Pay the tuition fees for the entire duration of studies in a timely manner.
4. **The student is required to pay the tuition fee for the first year of studies before the issuance of a certificate of eligibility for studies.**
5. **A student starting from the 3rd semester may choose the form of payment of tuition fees by submitting the following payment method to the Office of English Studies by the deadline of September 10:**
 - 1) **One-time payment of tuition fees for the entire academic year:**
 - before 30th September of the given academic year;
 - 2) **Tuition fees payable in two installments, in accordance with Appendix No. 2:**
 - before 10th October - for the winter semester of a given academic year;
 - before 10th February - for the summer semester of a given academic year;
 - 3) **Tuition fees payable in 10 installments, in accordance with Appendix No. 2.**
6. Regardless of the tuition fee, the Student shall pay the following fees on time:
 - 1) **enrollment and registration fee - 200 EURO (SINGLE, non-refundable fee);**
 - 2) the fee for conducting the procedure for the transfer and recognition of ECTS credits, the amount of which is (the fee is not refundable):
 - a) A fixed fee in the amount of 350 EURO for unified master's studies,
 - b) A fixed fee of PLN 300 EURO for second-cycle studies,
 - c) A fixed fee of PLN 350 EURO for first-cycle engineering studies,
 - d) A fixed fee of €300 for other first degree studies.
 - 3) the fee for making up curriculum differences, carrying out the procedure for transferring and recognizing ECTS credits - in the case of transferring from another University or a foreign University the amount of which is (the fee is not refundable):
 - a) A fixed fee in the amount of 350 EURO for unified master's studies,
 - b) A fixed fee of PLN 300 EURO for second-cycle studies,
 - c) A fixed fee of PLN 350 EURO for first-cycle engineering studies,
 - d) A fixed fee of €300 for other first degree studies.
 - 4) the fee for conducting the proceedings and recognition of learning outcomes, the amount of which is (the fee is not refundable):
 - a) A fixed fee in the amount of 350 EURO for unified master's studies,
 - b) A fixed fee of PLN 300 EURO for second-cycle studies,
 - c) A fixed fee of PLN 350 EURO for first-cycle engineering studies,
 - d) A fixed fee of €300 for other first degree studies.
 - 5) the fee for the repetition of specific classes due to unsatisfactory academic performance. The amount of this fee for full-time and part-time studies for each ECTS point assigned to a given form of study is 100 EURO per single ECTS point in all fields of study;
 - 6) for student reinstatement the fee is 250 EURO ;
 - 7) for the use of classes not included in the study programme 100 EURO per single ECTS point ;
 - 8) for consultations concerning the diploma thesis after the reinstatement of studies in the event that the student is removed from the list due to failure to submit the diploma thesis or the diploma exam by the deadline EUR 100 per single hour.;

- 9) for changing the field of study at your own request 150 EURO
 - 10) for the issuance of a copy of a diploma of graduation in a foreign language in which the education was conducted, other than that issued pursuant to Article 77, paragraph 2 – 20,00 PLN;
 - 11) for the issuance of a copy of the supplement to the diploma in the foreign language in which the education was conducted, other than that issued under Article 77 paragraph 2. – 20,00 PLN;
 - 12) for the issuance of a duplicate diploma of graduation – 20,00 PLN;
 - 13) for issuing a duplicate of a diploma supplement – 20,00 PLN;
 - 14) for the issuance of a student card – 22,00 PLN;
 - 15) for the issuance of documents issued in connection with the course or completion, for studies intended for legal circulation abroad – 26,00 PLN;
 - 16) for issuing a duplicate student card – 33,00 PLN;
 - 17) for the issuance of documents other than the above – 20,00 PLN;
 - 18) for issuing certificates for studies other than those indicated in the sentence below is PLN 20. (The University does not charge a fee for issuing a certificate of enrollment and completion of a semester or academic year, i.e. two documents during the academic year, as well as for issuing a certificate of study when the applicant is a public authority such as Social Security, KRUS or banking authorities),
 - 19) for the issuance of certificates of studies issued for legal circulation abroad is 26 PLN,
 - 20) for the cost of mailing the certificates referred to in paragraphs 18 and 19, fees in accordance with the applicable price list of the Polish Post Office S.A.
7. The fees are paid in the amount and according to the rules specified in the Regulations on Payments and other Ordinances of the Chancellor.
 8. The Student agrees to pay the fees related to the course of study in a non-cash form to the University's bank account maintained in Euros indicated individually for each student or the University's account maintained in Polish currency after conversion according to the average exchange rate of the National Bank of Poland on the day preceding the payment, or directly at the University's cash desk in Polish currency after conversion according to the exchange rate of the National Bank of Poland on the day preceding the payment.
 9. The University shall return the overpayment of funds at the written request of the Student to the bank account indicated in the application.
 10. If payments are not made within the time frames specified in this agreement, statutory interest will be charged for each day of delay. The University also has the right to block access to the Information System including the Dean's Office System, Virtual Dean's Office, e-learning platform, access to classes, etc.
 11. Payments made by students shall be credited first to unpaid dues with due interest for delay, and the remainder to current dues.
 12. In case of discovery of due and unpaid fees, the University shall have the right to demand the Student to pay them by sending electronic notification in the manner and form generally accepted at the University for communication. Failure to notify the Student as mentioned above shall result in a written demand for payment from the Student.
 13. The University reserves the right to pursue its claims for overdue fees through the courts.
 14. The deadline for payment is determined by the date the funds are received in the University's account. If the end of the deadline falls on a Saturday or a public holiday, the deadline is considered to be met if the payment is made on the first working day falling after such a day.
 15. If payments are made in one amount from several titles, the individual titles of payments must be distinguished.
 16. In the event of arrears in payments for more than three months, the foreigner is removed from the list of students.
 17. **In the case of resignation by the student from the studies (including after starting online studies, i.e. after logging in to the educational platform) or in the case of removal of the student from the list of students due to his/her fault, the tuition fees paid by the student shall not be refunded.**
 18. **In case the classes during the first semester from the beginning will be conducted only in stationary form on the premises of WSEI University, a student who is a foreigner and who**

does not receive a visa or other document allowing him/her to start studies in stationary form may apply for a refund of the tuition fee paid by him/her. Refusal of a visa should be documented (e.g., by an appropriate letter from the Embassy) and immediately delivered to the University. In the case of non-receipt by the student or revocation/cancellation of the visa of the student who has started his/her studies (regardless of the form in which the classes are conducted), the tuition fee paid is not refundable.

19. **If the WSEI University does not start the course of study, the tuition fee paid by the student is refundable at the student's request.**
20. Fees for educational services are not charged for the period of non-attendance of education (health, parental, compassionate or special leave).
21. A student may take examinations and credits in the winter or summer examination session provided that all financial obligations to the University are settled.
22. A student who has received permission from the Dean for a medical leave of absence and as a result of this decision does not take courses for credit, does not pay tuition for the semester during which he/she is on leave.
23. A student who has received permission from the relevant Dean for a leave of absence other than a medical leave of absence and has applied for a leave of absence by September 15 for a leave of absence beginning with the winter semester, or by February 15 for a leave of absence beginning with the summer semester, shall not pay tuition for the semester during which he or she is on leave.
24. A student who has received the dean's approval for a leave of absence other than a medical leave of absence and has applied for a leave of absence after the dates specified in § 3, section 23, is obliged to pay tuition for the period from the beginning of the semester until the end of the month in which he/she submitted the application.

II. The University undertakes to:

1. Provide the student with education at the level of bachelor's degree / master's degree / unified master's degree studies taken on a full-time basis in accordance with the applicable teaching standards and other laws on higher education.
2. To provide instruction in English by academic teachers with appropriate academic, teaching or professional qualifications.
3. To issue to the student, upon completion of studies and upon fulfillment of all prerequisites stipulated in the Regulations of the University, a diploma of graduation from higher education, which the University is authorized to grant, in accordance with the laws in force in this regard.
4. To implement a course of study in accordance with the applicable regulations.
5. To make it possible for the Student to periodically evaluate the quality of education.
6. To respect the rights of the Student as stipulated in the Law and the Regulations of the University. To provide the Student with active and passive electoral rights to the collegial bodies of the University.
7. **Provide the student with a set of uniforms necessary for the internship and practical classes.**

§ 4

Declaration of the parties

1. The University shall declare that it meets the conditions, including the academic staff and facilities/equipment, to provide the programmes of study referred to in § 2.
2. In addition, the University declares that:
 - 1) it fulfils the conditions necessary for the organisational units of the University in order to run study programmes in a particular field and level of study specified in separate provisions,
 - 2) studies shall be conducted with due diligence by the scientific and teaching staff with appropriate qualifications,
 - 3) the organisation of the course of study and the associated rights and obligations of the student shall be laid down in the Rules of Study,

- 4) studies at the University are carried out according to the study programmes and study plans which comply with the applicable legal regulations.
3. **The student is obliged to regularly attend all classes resulting from the study program and to take examinations and credits on time in the winter and summer sessions. For credit for internships and practical classes, 100% student attendance is required.**
4. **The University shall arrange insurance for the Nursing student in each academic year against post-exposure procedure, accident insurance and third party liability and the student is obliged to pay for this insurance.**
5. **The student declares that he/she agrees that the University shall insure him/her against post-exposure procedure, accidental death, and third-party liability during the course of his/her professional practice and practical classes.**
6. **The student declares that he/she meets all statutory requirements entitling him/her to undertake and pursue higher education in higher education institutions in the Republic of Poland.**
7. **The student is required to present a certificate of vaccination against hepatitis-B prior to the start of professional practice and practical classes. This is an obligatory vaccination for nursing students for professional practice and practical classes, which are a mandatory part of the education program.**
8. **The student declares that he/she will have a valid sanitary-epidemiological booklet during the course of internship and practical classes.**
9. **Possession of health insurance by the student - foreigner is mandatory throughout his stay in Poland.**
10. **A student - foreigner who is not a citizen of a member state of the European Union and a member state of the European Free Trade Agreement (EFTA) is obliged to take out insurance with the National Health Fund upon arrival in Poland. For this purpose, the student is required to sign a voluntary insurance agreement with the National Health Fund and pay health insurance premiums on his/her own. The student is required to provide a copy of the agreement concluded with the National Health Fund to the English Studies Office. Failure to submit a copy of the required document will prevent the student from continuing his/her studies.**
11. **A student-foreigner, a citizen of a member state of the European Union and a member state of the European Free Trade Agreement (EFTA) may use health care services on the basis of a current European Health Insurance Card (EHIC) issued in the country of origin. The student is required to provide a copy of the document to the English Studies Office. If the student does not have a title to insurance in his/her own country, the rules resulting from paragraph 10 above shall apply to him/her.**
12. **A student-foreigner who is not a citizen of a member state of the European Union and a member state of the European Free Trade Agreement (EFTA), and who has been recognized as a person of Polish origin within the meaning of the regulations on repatriation and is not subject to compulsory insurance on other grounds - is subject to voluntary health insurance, and the health insurance fee is paid by the University.**
13. **The student declares that he/she has familiarized himself/herself with the Study Regulations, the Regulations on Fee Payment, the Regulations on Benefits of the University, the Regulations on Private Scholarship Fund and other normative acts in force at the University affecting the rights and obligations of the parties under this agreement. The student declares that he/she has been informed that the current content of the aforementioned acts can be found on the University's website – www.wsei.pl.**
14. **The student agrees that letters, decisions and notifications may be delivered by means of the Virtual Dean's Office or by e-mail and other ICT systems commonly used at the University.**
15. **The student declares that the address indicated in this agreement is the address for delivery of mail, including registered mail, and undertakes to notify the University of any change in his/her address for delivery. If the above obligation is neglected, delivery of the letter at the current address shall have legal effect.**
16. **The student declares that he/she acknowledges that the program of study may imply or result in the necessity of his/her practical training or professional practice related to the upbringing,**

education, recreation, treatment, provision of psychological counseling, spiritual development, sports or the pursuit of other interests by minors, or the care of minors.

17. The student declares that he/she acknowledges that in the case of his/her practical training or apprenticeship referred to in paragraph 12, he/she is required to submit all required documents resulting from Article 21 of the Act of May 13, 2016, before he/she is allowed to participate in them and the Ordinance of the Chancellor and the Rector of the Lublin WSEI University No. 28/2023/2024 dated 28.02.2024 on the obligations arising from the amendment of the Act of May 13, 2016 on Counteracting the Threat of Sexual Offenses. Failure to submit such documents will result in the student's non-permission to receive practical training or professional practice, which are a mandatory part of the educational program.
18. The student, declares that he/she acknowledges that in the case of his/her practical training or apprenticeship referred to in paragraph 12, the University or the Organizer of the practical training or apprenticeship is additionally obliged to obtain information on whether his/her data is included in the Register with restricted access or in the Register of persons with respect to whom the State Commission for the Prevention of Sexual Exploitation of Minors under 15 years of age has issued a decision on entry in the Register.

§ 5

Final provisions

1. Changes to the content of this agreement may be made in writing under pain of nullity.
2. The agreement is drawn up in two counterparts, one for each party.
3. The agreement enters into force on the date of signature and is valid during the course of study.
4. The agreement expires:
 - 1) together with the date of the final decision on removal from the list of students. after graduation.
 - 2) The law applicable to the Agreement is Polish law.
5. The invalidity or ineffectiveness of any provision of the contract shall not render the remaining provisions of the contract invalid or ineffective.
6. The Agreement does not exempt the student from the obligation to comply with the provisions in force at the University, in particular the Rules of Study and other legal acts issued by the University authorities.
7. The parties shall make every effort to resolve disputes amicably. If the dispute is not resolved amicably, all disputes arising from this agreement shall be resolved by a common court of competent jurisdiction over the Respondent's registered office.
8. Attachments are an integral part of the agreement.

STUDENT

WSEI UNIVERSITY

INFORMATION ON PERSONAL DATA (GDPR INFORMATION CLAUSE)

In fulfillment of the obligation under Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (GDPR), we inform you that:

- 1) The administrator of the personal data provided by you is **WSEI University**, 4 Projektowa Street, 20-209 Lublin, entered in the Register of Non-Public Higher Education Institutions kept by the Ministry of Science and Higher Education under number 196, e-mail address: kancelaria@wsei.lublin.pl (**hereinafter referred to as: WSEI University**).
- 2) WSEI University has appointed a Personal Data Inspector, who can be contacted via e-mail at the following address: iod@wsei.lublin.pl
- 3) Your personal data will be processed by WSEI University in order to carry out the recruitment procedure for studies at WSEI University and, in the case of admission, to document the course of studies (education process).
- 4) The legal basis for the processing of personal data is:
 - d) the need to fulfill the legal obligation of WSEI University as a personal data controller under the law - Article 6(1)(c) of the GDPR, including the Act of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742, as amended), the provisions of the Ordinance of the Minister of Science and Higher Education of September 27, 2018 on studies (i.e. Journal of Laws of 2023, item 2787), and other generally applicable laws in the field of higher education law, as well as obligations arising from financial regulations concerning the issuance of invoices, maintenance of accounting books and other financial records;
 - e) Necessity to perform a contract or to take action at the request of WSEI University prior to entering into a contract (Article 6(1)(b) of the GDPR) - exercise of rights and obligations under the agreement on the terms and conditions of study and fees for educational services;
 - f) in matters of pursuing and defending against claims arising from its operations, as part of WSEI University's legitimate interest as a personal data controller (Article 6(1)(f) GDPR).
- 5) Provision of personal data is voluntary, but its provision is necessary to carry out the process of recruitment to study at WSEI University and to take up studies.
- 6) In order to ensure the safety and security of individuals and property, video surveillance has been implemented at WSEI University facilities. Accordingly, we also process your image. The legal basis for the processing of your image is Article 6(1)(f) GDPR - the legitimate interest of WSEI University as a personal data controller.
- 7) Your personal data may be accessed by:
 - d) authorized employees of WSEI University;
 - e) service providers who are contractually entrusted with the processing of data for the performance of services provided to WSEI University;
 - f) entities and authorities entitled to receive data under the law.
- 8) WSEI University will keep your data:
 - c) In case of non-admission - for a period of 12 months from the date of completion of recruitment;
 - d) in the case of enrollment - for the duration of the studies (educational process), as well as the period of archiving of the student's file amounting to 50 years from the date of graduation (including the time necessary for the implementation of the concluded agreement on the conditions of study and fees for educational services and the expiration of the statute of limitations for the assertion of claims, included in this period).
- 9) In relation to data processing by WSEI University, you have the right to access the content of your personal data, the right to rectify it, the right to restrict its processing. If your data is processed on the basis of Article 6(1)(f) of the GDPR, you have the right to object to the processing of your personal data.
- 10) If you consider that the processing of your personal data violates the provisions of the EU GDPR regulation, you have the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection.
- 11) WSEI University does not plan to transfer Contractors' personal data to third countries, i.e. countries outside the European Economic Area. The data will also not be subject to profiling, which means that it will not be the basis for attributing to you in an automated manner certain characteristics, traits, nor will it serve or predict your behavior and preferences. The data will be processed in a partially automated manner in computer systems.

Lublin, on _____ r. _____
(date and full name)

CONSENT TO PROCESSING AND PUBLISHING OF IMAGE

I consent I do not consent to the unpaid recording and distribution by WSEI University 4 Projektowa Street, 20-209 Lublin, entered in the Register of Non-Public Higher Education Institutions kept by the Ministry of Science and Higher Education under the number 196, NIP: 712-26-52-693, REGON: 432260703 (hereinafter: WSEI University) of my image as well as its publication for the purpose of promotion, advertising and information about services and persons responsible for their performance.

My consent applies to photographs and audiovisual recordings (including film) as long as the publications do not violate my personal rights and includes such forms of publication as in particular:

- - on WSEI University websites
- - on WSEI University profiles on social media (Facebook, Instagram, YouTube, etc.);
- - in WSEI University's promotional and advertising materials, including brochures, flyers, calendars, offers, etc.; and
- - in the media, press;
- - on the Internet.

I allow my image to be processed by: framing, digital processing, using, capturing, reproducing, copying, juxtaposing with other persons, supplemented with commentary, etc., developing and reproducing the image by any technique or through any medium for publication for the purposes indicated.

My consent for the above-mentioned purposes is voluntary, given for an indefinite period, without territorial restrictions.

It is my understanding that I have the right to withdraw my consent at any time. However, the withdrawal of consent does not affect the legality of the distribution of the image made before its withdrawal.

At the same time, I declare that I waive all claims for the use of my image to the extent specified in this statement.

Lublin, on _____ r. _____
(date and full name)

CONSENT TO RECEIVE MARKETING INFORMATION

I give my consent I do not give my consent to receive commercial information from WSEI University ul. Projektowa 4, 20-209 Lublin to the e-mail address provided in the process of recruitment for studies. I have been informed that I may withdraw the consent so given at any time, as well as other issues arising from Article 13 of GDPR.

I give my consent I do not give my consent to receive incoming telephone calls initiated by Lublin WSEI University 4 Projektowa St., 20-209 Lublin, to the telephone number provided in the study recruitment process for commercial and marketing purposes. I have been informed that I may withdraw the consent so given at any time, as well as other issues arising from Article 13 of GDPR.

Lublin, on _____ r. _____
(date and full name)

Tuition payment schedule for students starting in the 2024/2025 academic year - 10 installments

APPLIES TO PAYMENTS FROM THE 3RD SEMESTER OF STUDIES

**(FEES FOR THE FIRST YEAR OF STUDIES IS PAID BEFORE THE ISSUANCE OF
THE CERTIFICATE OF ELIGIBILITY FOR STUDIES)**

Tuition payment schedule	
I installment	Before September 10th
II installment	Before October 10th
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VII installment	Before March 10th
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X installment	Before June 10th

Tuition payment schedule for students starting in the 2024/2025 academic year - 2 installments

APPLIES TO PAYMENTS FROM THE 3RD SEMESTER OF STUDIES

**(FEES FOR THE FIRST YEAR OF STUDIES IS PAID BEFORE THE ISSUANCE OF
THE CERTIFICATE OF ELIGIBILITY FOR STUDIES)**

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