



Fee rules and regulations of the Wyższa Szkoła Biznesu - National Louis University with its registered office in Nowy Sącz as of 01.04.2023

I. BILLING TERMS AND PAYMENT DEADLINES

1. The payment obligation for studies applies to the semester as defined in the order introducing the organization of the academic year.
2. Non-participation in learning activities during the period of exercising the rights of the Student/ Scholar shall not exempt from payment of fees.
3. Students of the Wyższa Szkoła Biznesu - National Louis University with its office seat in Nowy Sącz (hereinafter abbreviated as WSB-NLU or the University) may pay tuition fees for the academic year as follows:

Payment options	Payment deadline/ due date										
	10 October	10 November	10 December	10 January	10 February	10 March	10 April	10 May	10 June	10 July	
10 installments	10 October	10 November	10 December	10 January	10 February	10 March	10 April	10 May	10 June	10 July	
2 installments	10 October					10 March					
total	10 October										

In the case of postgraduate studies lasting more than 2 semesters, the amount for the study may be spread in installments, for all semesters of study in accordance and compliance with the postgraduate program.

4. The date of payment shall be the date of receipt of funds into the account of WSB-NLU. After this due date, statutory interest for delay is charged for each day of delay. Payments are booked on the next working day after the date the funds are credited to the University's account. Payments for longer periods (semester, year) should also be made by the 10th day of the first month of the period for which the fee is paid. When paying dues related to the didactic process, regardless of the declaration of the Student, the obiding rule and principle is that payments are



WYŻSZA SZKOŁA BIZNESU
NATIONAL-LOUIS UNIVERSITY

credited to the oldest financial arrears, and within a given dues, the statutory interest for late payment is credited first..

5. Decisions regarding deferral of payments and cancellation of tuition fees shall be made by the Chancellor or the Bursar.
6. Evasion of the obligation to make regular payments of debts to the University within the prescribed period may result in restriction of student rights, in particular: use of the resources of the University Library, obtaining certificates, renewal of student cards, inability to take a test, exam or pass, etc. The decision in this regard is made by the Chancellor.
7. In the event of arrears in payment of tuition or any other fees governed by these Regulations, the Student may be summoned via the CloudA platform, by email or in writing to pay the arrears within 7 days, and upon the ineffective expiration of this period, the Dean may issue a decision on removal from the list of Students.
8. Each re-entry into the list of Students of persons previously deleted from it for any reason requires payment of a reactivation fee of PLN 500.00. In justified cases, the Chancellor may decide to reduce the fee or waive it.
9. A Student changing the course or form or scope of studies at his/her own request, is obliged to pay a fee of PLN 500.00. A Student changing the group at his/her own request, is obliged to pay a fee in the amount of PLN 200.00. A Student changing specialization/range is obliged to pay a fee of 300.00 PLN. Failure to pay these amounts will result in the lack of consideration for the change request.
10. A Student who has obtained the Dean's approval for the implementation of a course in the Individual Organization of Studies mode through group enrollment (IOS in a group), is required to pay a fee of 300.00 PLN for each course.
11. Students/Scholars are required to pay an additional fee of PLN 20 per teaching hour payable in monthly installments for the implementation of additional teaching activities (in the mode of adding to the group or IOS mode).
12. The payment for retaken subjects is payable in monthly installments (according to the selected payment system) during the period (semester) of implementation of the course in progress together with the applicable tuition. In case of partial payment, it is credited first to the tuition fee.
13. In the event that the implementation of the course in the form of Individual Organization of Studies (IOS) is due to any factors beyond the control of the Student/Student, then the Chancellor may decide to reduce the fee or waive it.
14. In the case of changing the Supervisor, the fee is PLN 300 for each and every change. If the need to change the Supervisor is due to factors beyond the control of the Student, then the Chancellor may decide to reduce or waive the fee. If the first defense date is not held due to the culpability of the student, a second defense date is set, the fee for setting the second defense date is PLN 200.

6



WYŻSZA SZKOŁA BIZNESU
NATIONAL-LOUIS UNIVERSITY

15. In the event of repeating a year, which, according to the study plan, is not the last year of study, the Student shall pay tuition at the rate of 50% of the annual tuition without payment for the repeated subjects according to the study plan.
16. In the event of failure to submit the diploma thesis within the time limit specified in the Rules of Studies at the Wyższa Szkoła Biznesu - National Louis University, with its registered office in Nowy Sącz, a student who is directed by the Dean's Decision to repeat a year within the current edition of the studies during the following semester, is obliged to pay a fee equivalent to 50% of the standard tuition fee, paid monthly, starting from the first month of a given semester up to and including the month of submission of the diploma thesis in the first semester, in the following 75%.
17. Students who are expelled from the list of students or who resign from their studies during a semester are obliged to pay tuition fees for the period until the end of the month in which the expulsion or resignation occurs (in order to be effective, the resignation must be submitted in writing with a handwritten signature to the University or with a qualified electronic signature). In the event that the payment of tuition fees pertained to future periods falling after the loss of Student's status, e.g. as a result of deletion from the list of Students or resignation, the Student is reimbursed for that part of the tuition fees paid which relates to the period after the loss of Student's status. The refund is made on the basis of an application submitted to CloudA, which must include the account to which the amount is to be refunded. Persons (Students) who purchase courses, are required to pay the full obligations for the entire course. If a student loses his/her status during the course, the course payment is not reimbursed in any part.
18. Certificates concerning the course of study intended for employers, public administration bodies, public institutions, banks, enterprises and other entities are issued to Students, Scholars and Graduates free of charge. Shipping costs are borne by the Student/ Graduate. No shipping fee is charged for certificates in electronic form.
19. In the event of devastation of the University's equipment or facilities, the Student or the group of students guilty of the damage will be charged with the costs resulting from the restoration of the equipment to its previous condition. In the event of the need to call a specialized security company for persons and property, the Student who is a participant in the incident will be liable and required to bear the costs of intervention.
20. In the event that tuition is covered by a company, the Student is obliged to report this fact to the WSB-NLU Bursar's Office by submitting a letter, or application to CLOUDA in which the sponsoring company undertakes to cover tuition dues, before the start of studies.
21. Students studying on an individual system shall pay fees as appropriate to the additional didactic process.



WYŻSZA SZKOŁA BIZNESU
NATIONAL-LOUIS UNIVERSITY

22. Charges for damaged or destroyed books owned by the University shall be made in the form and procedure established in the WSB-NLU Library Rules and Regulations. The charges constitute a liability to the University.
23. In the event of fees paid via bank transfer from abroad (in foreign currency), the Student should transfer such amount that, after conversion into Polish zlotys, it fully covers the liability to the University.
24. All fees and charges are paid only by transfer to the individual account of the Student (only transfers in PLN), or to the general account of the University. Fees made in Euro and USD are paid only to the University's foreign currency account (only transfers in Euro or USD).

II. INSURANCE

25. All full-time Students are required to take out personal accident insurance (NNW) for the entire academic year. Students can insure themselves individually by presenting the appropriate policy to the Bursar's Office in electronic form or use the offer of an insurance company through the University. There is also the possibility of insurance for part-time Students. Insurance formalities are handled along with registration for the first semester of the academic year by the Bursar's Office in cooperation with the Recruitment and Marketing Department.
26. The deadline for payment of the insurance premium is October 30.

III. TUITION FEE CONCESSIONS

27. The Chancellor may decide to reduce tuition fees upon a documented request submitted through the CloudA platform. Such a request may be submitted by:
 - 1) Students/Scholars whose either siblings or spouse or parent/child is also studying at WSB-NLU. In such a case, a principle applies according to which the first person pays tuition in full, and the next 1 person receives a tuition reduction of 10% on the cheaper program. The discount is for one academic year.
 - 2) Students/Scholars whose parents are WSB-NLU graduates - a 10% reduction in tuition fees. The discount is granted for the complete course of study.
 - 3) WSB-NLU Employees as well as their children - a 50% reduction in tuition fees. This applies only to Employees who have been employed under a contract of employment for at least 3 years. The reduction is for one academic year and may be re-granted each year by decision of the Chancellor.
 - 4) WSB-NLU Students taking up simultaneously another course of study. In such a case, the discount is 50% of the amount of tuition for the less expensive course/field. The reduced tuition fee is available to the Student for a maximum period of 3 academic years, counting from the date of submission of the application in this matter. It does



WYŻSZA SZKOŁA BIZNESU
NATIONAL-LOUIS UNIVERSITY

not apply to Students repeating a year. The discount is only for the duration of two majors at the same time, with active payments in both majors. In the event of taking a third course of study, the concession for the third course is not granted and the course is paid in its entirety. A student who starts education in further majors at WSB-NLU this year, in the majors currently started, is subject to the Fee Regulations applicable to that academic year.

5) The concession for the second course of study does not apply to the School of Psychotherapy.

6) Students who have completed their bachelor's degree at WSB-NLU and are continuing their studies at WSB-NLU for the second degree studies are charged neither recruitment nor enrollment fee. This shall affect only Students applying for admission to the first year of study.

7) WSB-NLU graduates who undertake postgraduate studies are entitled to exemption from the enrollment fee.

8) Participants in the "Active Mom" program are entitled to 10% reduction in tuition fees for the first year of study, on one less expensive program. The concession is for one academic year only.

9) Participants in various activities/events organized by WSB-NLU in which they received a "WSB-NLU Education Voucher", corresponding to the amount of the voucher received.

28. WSB-NLU students/scholars, after at least 1 semester of completed studies at WSB-NLU, recruiting candidates for studies receive a discount in the form of a voucher, in the amount of 5% of the annual tuition fee, for each recruit. This discount does not apply to individuals and institutions that undertake cooperation with WSB-NLU on the basis of recruiter and partner agreements. The discount is calculated at the time of enrollment of the recruited person after consideration of the relevant application submitted to the WSB-NLU Chancellor. The maximum value of the discount granted is 50% of the tuition fee. The student/scholar is required to document that the person recruited only thanks to him/her. The discount is granted for one academic year.

29. Persons recruited referred to in paragraph 28, whose recruitment entitles them to the concession referred to in the aforementioned paragraph may not be Students or Graduates of WSB-NLU.

30. The allowance shall not be granted or shall be suspended in the event of discontinuation of studies, leave of absence, or repetition of the year. For the same reasons, the discount previously granted may be revoked. The decision is made by the Chancellor alone or at the request of the Dean.

31. The discounts are calculated on the tuition amounts due and are settled proportionally with subsequent tuition payments in such a way that each tuition



WYŻSZA SZKOŁA BIZNESU
NATIONAL-LOUIS UNIVERSITY

installment is reduced proportionally by the percentage of the discount calculated for a given Student.

32. Tuition reduction applications must be submitted to CloudA, under the applications tab, by the deadline of November 30 for winter recruitment and March 31 for summer recruitment of a given academic year. After this deadline, applications shall not be accepted, and the entitlement to a reduction for a given academic year shall be forfeited. The deadline of November 30 in winter recruitment and March 31 in summer recruitment does not apply to Students recruited after this date. For Students enrolled after this deadline, the application must be submitted no later than 15 days of the admission date.
33. The discounts and concessions specified in points 27-29 do not add up, and the student/scholar submitting an application specifies the type of discount for which they are applying. The total value of all discounts and concessions cannot exceed 50% of the tuition fee.
34. Neither do the concessions resulting from school preferential study programs and private scholarship programs add up.
35. Upon finding any irregularity, in particular if it is revealed that the discount or concession was granted unjustifiably, the Chancellor or the Bursar may at any time cancel the granted discount or concession.

IV. RECRUITMENT PROCEDURE FEES

36. A precondition for admission of a Candidate to the recruitment procedure is that the recruitment fee of PLN 85 has been paid (subject to point 27(5,6)).
37. The recruitment fee shall be refunded if the Candidate is not qualified for studies at WSB-NLU or if the Candidate resigns from studies due to not commencing the course indicated by the Candidate in the enrollment form.
38. In the event of resignation from studies submitted for any other reason than those mentioned in para. 37, the recruitment fee is not refundable.
39. In the event of resignation from studies submitted after the date of the acceptance decision visible in the CloudA system, the recruitment fee and enrollment fee shall not be refunded.
40. The enrollment fee is collected after the recruitment process is completed. No refund of the recruitment and enrollment fee is available upon being enrolled as a Student.

KANCLERZ


Przemysław Bochenek