

## **The Rules of fees paid by international students for undertaking studies through IEEF to Partner Universities in Poland and EU**

### **§1**

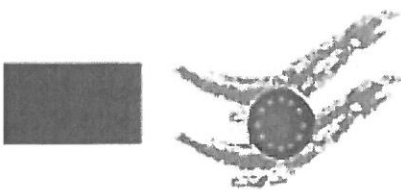
#### **I. General Provisions**

1. The rules of fees paid by international students for undertaking studies through IEEF, Polish Partner universities in Poland and EU (hereinafter referred to as Rules of the fees), determines the rules for fees charged from the international students at Indo-European Education Foundation (hereinafter referred to as IEEF).
2. The IEEF signs an agreement setting out the terms of the tuition fee with a person accepted to become a student (hereinafter referred to as the Agreement IEEF - Student).
3. The pattern of the agreement which is mentioned in the passage 2 is an attachment to the Rules of the fees.
4. The student is obliged to timely payment of the fees related to education, under the terms of these Rules and the Agreement IEEF - Student.
5. The fees charged by IEEF related to education include:
  - 1) application fee,
  - 2) tuition,
  - 3) additional charges
  - 4) handling charges,
  - 5) fees for issuing documents and certificates.
- 1) IEEF applies reductions and exemptions from payment of tuition fees for the Student.
- 2) IEEF reserves the right to charge statutory interest on late fees.

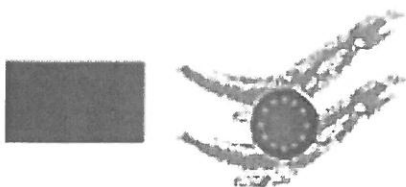
### **§2**

#### **II. Fees charged by the university related to education**

1. Fee settled between IEEF and the Partner university in Poland and EU is solely matter of IEEF and Partner Universities.
2. Students are obliged to pay full tuition fee as available / shared amount at public domain (webpage of the university, marketing materials, IEEF webpage, IEEF's materials etc.)



3. The Application fee in the amount of – 500 euro is brought by the person applying for admission no later than on the date of application for admission through IEEF.
4. The amount of fees and installments as well as the dates of payment shall be governed by the decrees issued annually by IEEF's office or University's office. These regulations are also included in the Agreement IEEF - Student.
5. The amount of tuition and installments which are stated in the passage 2 do not change during the education cycle.
6. The fees are paid to the bank account of the IEEF or they are paid directly to the IEEF Office in Warsaw. The date of payment is the date of receiving the fees to the account or to receive the cash in the IEEF office in Warsaw.
7. In the case of lack of deposit of tuition fees on time, the student will be deleted from the list of IEEF students.
8. In the case of late payment of the entry fee or the tuition fee, the IEEF charges statutory interest, but no longer than for two months.
9. In the case of re-admission after removal from the student's list, the student may continue his/her education after paying the handling charge in the amount of 100 euro.
10. The student who changes a form of education covers the costs of handling charge in the amount of 500 euro.
11. The student will be charged with the additional fee for subject carried under the program differences.
12. The student who repeats a year bears a charge of 100% of tuition fees for the year established for the field of study and form of studies.
  - A. The payment of tuition fees for the second course of study / second specialization is 50% of the fee required for the second course / second specialization and is valid for all semesters in which the second course / or second specialization is implemented with the reservation- applicable for one partner university only,
  - B. After completion of the first course of studies, the student makes full payment of tuition fees for the remaining semesters for the implementation of the second course of studies,
  - C. The amount of tuition fees for studies carried out under the individual plan of study at a foreign university as a part of a student exchange program is 100% of the tuition rate for a given course and year of study; the student, before going for such studies under the scholarship, must pay a fee for the next academic year or for the semester, if it is a internship program,
  - D. The tuition fee for one semester realized as an individual study plan or an individual education program through the IEEF is equal to the semester tuition fee specified in the Agreement IEEF - Student.



### §3

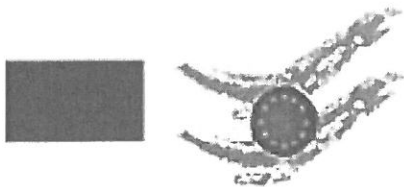
#### **III. For issuing the documents and certificates, the IEEF charges a fee in the following amounts:**

- 1) for Application Process - 500 Euro.
  - 2) accommodation/ hostel reservation for visa purpose – 600 Euro.
  - 3) for supporting an additional legalization of the degree diploma/certificates – 500 Euro.
- 2) the certificates required to obtain a temporary residence permission in the Republic of Poland - 100 Euro.
- 3) For the legalization of documents used for legal transactions in foreign countries a fee of 110 Euro for 2 certificates.

### §4

#### **IV. Reductions and exemptions from the fees payment for students**

1. The President office may agree for the reduction of the fee related to education and charged by the University or for changing the dates of payment.
2. The foreign students during their studies conducted in foreign language may received the reduction in tuition fee for recommendation the IEEF to another person – foreigner who is not yet a student of through the IEEF.
3. The reduction for recommending is granted to the student in the amount of 10% of yearly tuition fee of the person who with his or her recommendation and without the contribution of agent (consultant) begin to study through the IEEF.
4. The reduction is granted to student who apply for the reduction and who will make the payment no later than on the date of payment for next academic year,
5. The reduction is shown in the annex made to the Agreement IEEF - Student
6. The foreign students during their studies conducted in foreign language may received the reduction in tuition fee for:
  - 1) the highest CET India test – the scholarship is granted to 10% of students with the highest mark average in particular year of study and it entitles to 20% of the reduction of his/her fee for the following academic year.
  - 2) the best attendance in classes – the scholarship is granted to students present in at least 90% of educational classes but this scholarship will be granted to no more than 10% of the students of the certain year of study; it entitles to 15% of the reduction of his/her fee for the following academic year.
- 2) The student has right to apply for both scholarships in the form of reductions but at the same time, only one scholarship can be granted.



- 3) The scholarships in the form of reductions are granted on the basis of student's application.

## §5

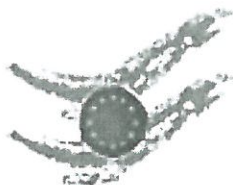
### **The student – foreigner may paid the tuition fee in the form of installments if in the last academic year:**

1. The student received good or very good results in education
2. The student regularly participates in classes – the attendance more than 70%

## §6

### **IV Resignation from the studies and termination of the Agreement IEEF – Student**

1. The student may terminate the agreement in any time but it must have a written form.
2. The IEEF/ University is refunding the tuition fee in the case when student does not begin the study due to the following reasons:
  1. The course for which the student was enrolled did not start.
  2. The visa application were rejected by Polish Embassy.
  3. Not get appointment at Polish Embassy for submission of visa application.
3. In the case of resigning by the student from study in the period of 7 days from the registration date, the student – foreigners must pay back to the University the expenses in the amount of 2000 euro, which were made by University in order to made the commissioned job proper (in particular, the cost of activities of the International Relations Office, the cost related to the admission process, including the consultant or agent's commission, the business trips, the cost of marketing campaigns, the participation in educational fairs and the cost of promotion materials).
4. The refund of costs mentioned in the passage 3 will appear as a reduction of the re-funded by the IEEF/University amount of the tuition fee paid by the student.



5. The condition of making refund is proved in writing the fact of:
  1. The change of migration statute (stay statute) or revoking the visa by the diplomatic mission which issue the documents
  2. The enrollment to another University
6. Received Visa and resigning the study
  1. No refund of tuition fee
  2. No refund of accommodation fee
  3. No refund of Application fee
  4. Student must pay 50% of total fee from Second year's tuition fee applicable to the course student were admitted.

## §7

### IV. Final and transitional rules

1. These Rules of fees shall enter into force on 1<sup>st</sup> September 2016.
2. The provisions of the presented Rules of fee apply to students starting and resuming studies through the IEEF from the academic year 2016/2017 onwards.
3. Those who begin studies through the IEEF are under this rules.

The Rules of fees and all introduced changes are published by posting on the bulletin board next to the IEEF office in Warsaw and on the IEEF's website at least four months before the start of the study cycle (intake) when they are valid.



PRESIDENT

Dr Pradeep Kumar

INDO-EUROPEAN  
EDUCATION FOUNDATION  
ul. Przylesie 21A/204

03-153 Warszawa

Mobile: +48 785 267 536

NIP: 5242764123, REGON: 146939729

