

**Order No. 1/04/2021
of the Chancellor of the Warsaw Film School
of 8 April 2021**

concerning the type of fees paid for educational services provided at the Warsaw Film School and fee payment rules and procedures

Pursuant to the Article 80, section 2 of the Law of 20 July 2018 on Higher Education and Science (Journal of Laws of 2021, item 478 as amended), § 18, section 5, point 8 of the Statutes of the Warsaw Film School and pursuant to § 7, section 2 of the Warsaw Film School Study Regulations, following a consultation with the Student Government concerning the type and amount of the fees, it is hereby ordered that:

§ 1

1. The Warsaw Film School, hereinafter referred to as the "School", shall charge fees for provided educational services in the scope of:
 - 1) education of full-time and part-time students (tuition fee);
 - 2) non-standard course of studies subject to:
 - a) fees for retaking the year or semester;
 - b) fees for conditional continuation of the studies in a given semester and crediting courses under conditional enrolment;
2. Notwithstanding the fees referred to in the section 1, one-off fees are charged for:
 - 1) proceedings associated with enrolment (application fee);
 - 2) admission to the School (enrolment fee);
 - 3) re-admission to the School of a student who was earlier removed from the student roster (reactivation fee);
 - 4) issuing a student ID card and its duplicate copy;
 - 5) issuing a copy of a graduation diploma, its duplicate copy and additional copy in a foreign language (English);
 - 6) issuing a copy of a graduation diploma supplement, a duplicate copy of a graduation diploma supplement and an additional copy of a graduation diploma supplement in a foreign language (English);
 - 7) legalisation of documents intended for legal transactions abroad.

§ 2

1. The rates of fees for educational services referred to in § 1, section 1 and section 2, point 1 – 3 are defined in a separate order of the School's Chancellor appended as a pricelist to learning agreements.
2. The rates of fees referred to in § 1, section 2, points 4-6 shall be determined based on the regulation of the minister in charge of higher education concerning college studies.

§ 3

1. The rate of the application fee referred to in § 1, section 2, point 1 shall apply in the same amount to all departments and specialisations in Polish, and separately for departments and specialisations in English.
2. Application fee due date shall be set on an annual basis in the admission schedule for a given year.
3. Admission to the application process is subject to payment of the application fee and presentation of the application fee payment receipt.
4. The application fee is non-refundable.

§ 4

1. The enrolment fee associated with admission to the School referred to in § 1, section 2, point 2 shall be paid in a single payment within the time limit specified by the admission schedule and no later than within 7 days of signing the agreement referred to in § 7 in the case of the studies in Polish, and no later than within 7 days of the announcement of the interview results in the case of the studies in English.
2. Payment of the reactivation fee referred to in § 1, section 2, point 3 shall be made no later than within 7 days of making the decision to re-admit a student who was earlier removed from a student roster.

§ 5

1. Tuition fee is a fee for educational services provided to full-time and part-time students according to the curriculum applicable in a given a year, set as an annual payment for each year of the studies.
2. Payment of the tuition fee referred to in § 1, section 1, point 2 for the studies in Polish can be made:
 - 1) as a single annual payment made:
 - a) by 15 October each academic year;
 - b) within 7 days of signing this agreement, in the case of students starting the school after 15 October;
 - 2) in monthly instalments:

- a) 1st instalment: by 15 October, or within 7 days of signing the agreement in the case of students starting school after 15 October;
 - b) remaining instalments: by 5th day of each month, from November to September in the first and the second year of studies, and from November to June in the third year of studies;
3. In the case of studies in English, payment of the tuition referred to in §1, section 1, point 2 can be made:
 - 1) as a single annual payment made:
 - a) by 20 September per each academic year;
 - b) within 7 days of signing this agreement, in the case of students starting the school after 1 October;
 - 2) in 2 (two) monthly instalments:
 - c) 1st instalment: by 20 September, or within 7 days of signing the agreement in the case of students starting school after 1 October;
 - a) 2nd instalment: by 5 February per each academic year.
 4. Students shall select a preferred method of fee payment specified in the section 2 and 3 by submitting an appropriate declaration in the School's Dean's Office within the following time limits:
 - 1) in the case of commencing students: on the day of signing the agreement referred to in § 7,
 - 2) in the case of continuing students: by 30 September each academic year in the case of studies in Polish and by 1 September each academic year in the case of studies in English.
 5. In the event of a student's failure to make a timely payment referred to in the section 2, point 1, a student is obliged to make a payment by the method specified in the section 2, point 2.
 6. In the event of concluding the agreement after 30 October, the Student is obliged to pay the full amount of an annual tuition fee. Should a student choose to pay the tuition fee in instalments, upon signing the agreement, they are obliged to make a single payment of instalments in the number equal to the number of months that passed from October to the day of signing the agreement.
 7. In the case of the studies in Polish, tuition fee paid as a single annual payment is lower than the tuition fee paid in instalments by one monthly instalment, with June considered to be the month free of tuition fee payment each year of the studies.
In the case of the studies in English, tuition fee paid as a single annual payment is lower than the tuition fee paid in instalments by EUR500.

§ 6

1. Payment of the fees referred to in § 1, Section 1, point 2a (fee for retaking the year or semester) shall be made in accordance with the rules applicable to the payment of a tuition fee specified in § 5.
2. Payment of the fees referred to in § 1, Section 1, point 2b (fee for conditional continuation of the studies in a given semester and crediting courses under conditional enrolment) shall be made within 7 days of the day on which the Vice-rector for education agreed to the conditional continuation of education by a student.

§ 7

1. Terms and conditions of payment of the fees for courses started in a given academic year, at a given department and in a given mode of study are specified by an agreement concluded in writing between the School and a student. Contract templates are appended as:
 - 1) **Appendix No. 1** for the *Film and Multimedia* department, specialties: Photography (part-time course of study), Applied Film Studies (part-time course of study), Film Editing (full-time and part-time course of study), Sound Design (full-time and part-time course of study), Film and Television Production Management (full-time and part-time course of study), Film Directing (full-time course of study), Cinematography (full-time course of study);
 - 2) **Appendix No. 2** for the *New Media Acting* department (full-time course of study);
 - 3) **Appendix No. 3** for the *Film and Multimedia* department, specialty: Video Game Development (full-time and part-time course of study);
 - 4) **Appendix No. 4** for the studies in English at the *Film and Multimedia* department, specialties: *Film Directing and Video Games* (full-time course of study) and *Cinematography and Post-production* (full-time course of study).
2. The agreement shall be concluded no earlier than after the decision to admit a student to the School has been made.
3. The agreement shall be concluded for the whole expected length of the study programme.

§ 8

1. The fees are deemed paid on the day of crediting of the due amount to the account indicated by the School, as specified by the agreement.
2. A student shall be held accountable for completion of payment forms in a legible manner allowing for a complete and unambiguous identification of the payment and person, or (possibly) an entity settling the payments.
3. The examination sheet shall be issued after a timely payment of all tuition instalments and other due fees.

4. A student is obliged to retain and produce upon the School's request all fee payment receipts for the whole duration of the study period until the day of receipt of a graduate diploma, and until an undisputable settlement of the fees with extended deadlines in the case of extension of repayment period.
5. In the event of absence of a relevant payment on a student's current account and failure to produce the payment receipt, it shall be considered that the payment was not made.
6. A student's final settlement of accounts shall be made prior to the diploma exam. A student shall receive a Clearance Slip where the School's appropriate units confirm a complete settlement of accounts between a student and the School.
7. Prior to sitting for a diploma exam, a final-year student is obliged to settle all due amounts in full.

§ 9

1. A student is obliged to pay the amounts due to the School on time and without delays. The School may charge interest for each day of a delay, while a student is obliged to pay statutory late payment interest at a currently applicable rate.
2. If a student is behind in payments to the School, the School may remove the student from the roster, while a concluded agreement shall be terminated.

§ 10

1. A person withdrawing from the study programme by the first day of classes in the first year of study shall be refunded the fees paid for educational services referred to in § 1, section 1. The non-refundable application fee associated with enrolment is not subject to the refund.
2. A student removed from the student list shall be charged with a tuition fee in the amount equivalent to the sum of monthly instalments due for the period until the day of removal from the programme, while a withdrawing student shall be charged with a tuition fee in the amount equivalent to the sum of monthly instalments due for the period until the day of withdrawal from the programme plus an additional monthly instalment covering the cost of preparation and activation of the programme for the withdrawing student. In the case of a single annual payment, a student removed from the roster shall be refunded the amount of difference for the unused months, while a withdrawing student shall receive the difference for the unused months minus the amount equivalent to a monthly tuition fee covering the cost of preparation and activation of the programme for the student.
3. If the payments made by a student by the day of their removal from the student list fall short of the amount specified in the section 2, the student is obliged to pay the difference within 7 days of their removal from the roster.
4. If the payments made by a student exceed the due amount specified in the section 2, the difference shall be refunded in the manner indicated by an interested party in their application.

§ 11

1. Any and all mutual settlements between the School and a student shall take the form of non-cash payments made to the School's bank account indicated in the agreement.
2. Any and all contact between a student and the School in the scope of financial matters shall be made in writing:
 - 1) via the Dean's Office,
 - 2) via electronic mail;
 - 3) via Cambridge system;
 - 4) by registered mail posted to the School's address.
3. The date of delivery of a letter in person to the Dean's Office shall be considered as the date of posting of the letter. In the case of correspondence, date of postmark shall be considered the posting date.
4. The School shall send registered and electronic mail which is then deemed delivered to the address indicated by a student in an application form as the address for correspondence. Correspondence that was sent but not received within the time limit shall be deemed effectively delivered.

§ 12

1. A student may apply for a change of terms of payment due to:
 - 1) artistic achievements proving a student's remarkable talent,
 - 2) outstanding academic performance.
 - 3) participation in Film and Social Communication Knowledge Contest organised by the Polish National Film Archive (Filмотека Narodowa – Instytut Audiowizualny) and the Warsaw Film School (WSF) and Grand Video Awards organized by the Warsaw Film School.
2. A change of payment terms may also be applied in the case of students in a difficult financial situation, as evidenced by appropriate documents, which has considerably deteriorated since the enrolment.
3. Upon a student's request in writing in relation to student fees, the School's Chancellor may also:
 - 1) fix different payment deadlines;
 - 2) arrange or reschedule payment in instalments.

§ 13

1. The Order shall be effective as of the day of signing and shall apply to learning agreements signed as of this Order's effective date.
8. The Order of the Chancellor of the Warsaw Film School No. 01/01/2020 of 20 January 2020 shall hereby become null and void.

Dr Maciej Slesicki
Maciej Slesicki
Kancelarz