

**CONTRACT No ..... / 20.....**  
**for provision of educational service by WWSIS Academic Preparatory School**

concluded on ..... in Wrocław between:

**Wrocław School of Information Technology, ul. Ślubicka 29-33, 53-615 Wrocław**, represented by Chancellor Iwona Buś-Czerwińska, hereinafter referred to as the “**School**”

and

Mr/Ms .....  
residing: .....

proving his/her identity with paszport/identity document (series, number) .....  
citizen of (name of the country) .....  
hereinafter referred to as the “**Student**”.

**Subject of the Contract**

**§1**

1. The subject of this Contract consists in specifying the payment conditions for educational services in the form of intensive language courses (of either English or Polish) hereinafter referred to as the “**Course**” as well as mutual rights and obligations of the parties.
2. The School is responsible towards the Student for carrying out the intensive language training curriculum comprising 800 classroom hours at either A2 (beginners’ group) or B1 (advanced group) level in the course of one academic year.
3. Within the framework of the Course the School shall provide the Student with:
  - English or Polish language classes – depending on the Student’s choice,
  - free access to the School’s library resources and the wireless Internet on campus,
  - Certificate of Admission to the Course authorizing the Student to apply for the student visa and the residence card in Poland for the duration of the Course.
4. The Student undertakes to pay the tuition fee on time, as defined in §2 of the Contract.
5. To enroll in the Course the Student shall submit the following documents:
  - filled-out candidate’s questionnaire (provided by the School),
  - xerox copy of the passport,
  - 2 signed copies of the Learning Agreement,
  - In the case of underage Students (under 18 years of age) – written consent by a parent or legal guardian for enrolling in an intensive language course taught by the WWSIS Academic Preparatory School.

**Tuition fees**

**§2**

1. The tuition fee charged by the School is **PLN 4500,00** (in words: *four thousand and five hundred Polish zlotys*), except for the circumstances defined in §2.6 of this Contract.
2. After submitting the required documents, listed in §1.5 of this Contract, the Student has three working days to pay the tuition fee.
3. If the Student pays the tuition fee after the deadline specified in §2.2 of this Contract, the School has a right to refuse the Student admission to the Course.
4. If the Student is refused admission to the Course, s/he is entitled to a refund of the tuition fee (payable within 3 working days after the reception of the refusal) less a **PLN 450** (in words: *four hundred and fifty Polish zlotys*) administrative fee.
5. On receiving the tuition fee the School has 7 working days to issue the Certificate of Admission to the Student.
6. Students from the Schengen area countries may choose to pay the tuition fee in 10 or 12 monthly instalments in accordance with one of the following payment plans:
  - 10 monthly instalments of PLN 465,00 each,
  - 12 monthly instalments of PLN 395,00 each.
7. The Student who has not completed the Course may choose to retake the Course after paying 100% of the tuition fee for the retaken Course.
8. All payments referred to in this Contract shall be made in Polish Zlotys, in a non-cash form, to the bank account of the School:

**Wrocławska Wyższa Szkoła Informatyki Stosowanej**

**ul. Ślubicka 29-33**

**53-615 Wrocław**

**Bank PEKAO S.A.**

**IBAN: PL .....**

**SWIFT: .....**

9. Should the Student coming from a non-Schengen area country be denied a student visa, s/he is entitled to a refund of the tuition fee (payable within 3 working days after submitting a written proof of the visa refusal at the School's Dean's Office) less a **PLN 450** (in words: *four hundred and fifty Polish zlotys*) administrative fee. The refunded fee after the deduction amounts to **PLN 4050** (in words: *four thousand and fifty Polish zlotys*).
10. For foreign Students the tuition fee is also refundable for the period of Course withdrawal if the foreigner has given up the Course for health reasons confirmed by the doctor's note or for other important documented causes (Regulation of the Minister of Science and Higher Education dated 12 October 2006 concerning initiating and pursuing studies and training by foreigners as well as their participation in scientific research and development works, Journal of Laws No. 190, section 1406 from the year 2006 with later amendments).
11. If the Student gives up the Course – before or during the academic year – for reasons other than those listed in §2.9 and §2.10 the tuition fee is not refundable.

### **Duration of the Contract. Termination of the Contract**

#### **§3**

1. The Contract is concluded for the duration of the Course.
2. The Contract may be terminated on the day when the Student submits a written resignation from the Course.

### **Other provisions**

#### **§4**

1. Matters that are not regulated herein shall be governed by the provisions of the Polish Civil Code.
2. Statements regarding any amendment or termination of this Contract shall be in writing otherwise being null and void.
3. The parties shall make all efforts to amicably resolve any disputes that may arise, and if it proves necessary the disputes shall be submitted for resolution to the common court in Wrocław.
4. This Contract has been made in two counterparts, one for the School and one for the Student.
5. The Student gives the School permission to process his/her personal data in connection with the Contract realization pursuant to the bill of 29 August 1997 on personal data protection.

.....  
SCHOOL

.....  
STUDENT