

**THE HIGHER SCHOOL OF TOURISM AND FOREIGN LANGUAGES**

**Address:** Aleja Prymasa Tysiąclecia 38 A, 01-242 Warszawa (Warsaw, Poland)

STUDY AGREEMENT No. \_\_\_\_\_ / \_\_\_\_\_

made between

the Higher School of Tourism and Foreign Languages

represented by Vice-Chancellor Prof. Krystyna Żelazna, Ph.D.

and

Mr/Ms

.....  
domiciled at

.....  
address for correspondence

.....  
..... tel. no.

.....  
ID..... issued by .....

hereinafter referred to as ‘the Student’.

**§ 1.** The Higher School of Tourism and Foreign Languages is chartered by the Ministry of National Education and Sport (Decision DSW No. 3-4001-507/WB/03) and operates in compliance with its Statutes, Rules and Procedures, and general legislation.

**§ 2. 1.** The Student hereby acknowledges the commencement of a full-time/part-time [*cross out if not applicable*] course in Leisure and Tourism.

2. The Student undertakes to attend all practical and theoretical activities under the curriculum and complete all assignments as scheduled.

3. The School undertakes to provide paid educational services to the Student according to the programme of studies run by the School. Tuition paid by the Student is a fee for such services.

4. The School pledges itself:

- to deliver complete course content,
- to secure expertise of teaching staff,
- to run classes/lectures in adequately equipped rooms,
- to secure access to the library resources,

- to secure access to the Internet.

5. Academic year at the School shall be divided into two semesters of studies and examination diets shall be held at the end of each.

**§ 3.** 1. Prior to the Student's admission to the School, they shall be required to submit all relevant documents and sign the Agreement for Studies document. The Student shall not be admitted unless they are matriculated.

2. The Student shall obtain first degree (bachelor's) on successful completion of studies and bachelor's exam.

**§ 4.** 1. The Student undertakes that the payment of tuition fee shall be made ex ante, i.e. before the commencement of studies.

**Bank account details: IBAN: PL 41 1160 2202 0000 0000 4029 5612**

2. Should the Student resign before the course commencement for the first year of study, the entry fee shall be forfeited if paid.

3. The amount of tuition fee shall never change during the academic year unless the cost of studies grow for reasons outside the School's control, e.g. in the event of growing taxes.

4. Changes in the amount of tuition fee shall be published by the School two months before the launch of a new academic year.

**§ 5.** 1. The Student may resign from studies anytime. To that end, they will be required to submit a resignation notice in writing. The date of effective resignation shall be deemed the day of submission of such notice to the school office or delivery thereof by registered mail.

2. Tuition fee, though, shall be paid for the entire year, no matter what the date of resignation.

3. Also, the Student shall be obligated to pay all the outstanding dues, if any, owed at that date to the School.

4. Discontinuation of studies does not mean the Student is exempt from tuition payment.

5. Should the Student resign or be dismissed from studies, they shall not be given their academic records until all financial obligations toward the school are settled and School Clearance Certificate is duly signed.

**§ 6.** 1. Student rights and obligations over the course of study are provided for in the Rules and Procedures of Studies. Along with the Higher School's of Tourism and Foreign Languages Statute, this document needs to be read and signed at the beginning of studies.

§ 7. 1. The Higher School of Tourism and Foreign Languages shall provide assistance for the Student to take out health and life insurance. The yearly cost of health insurance is approx. **EUR 120**. Please note that the cost of insurance rests with the Student.

§ 8. 1. The Student certifies that he/she has read this agreement in full and pledges hereby to comply with all the provisions thereof.

2. Any and all correspondence shall be sent by the School to the Student's address given in this Agreement. The Students shall be obligated to notify the School of their change of address in writing. All correspondence delivered at the latest Student's address registered with the School shall be deemed to have been received by the addressee (in pursuance of the Polish Code of Civil Procedure).

§ 9. 1. All matters not settled herein shall be governed by the provisions of the Polish Civil Code.

2. Should a dispute arise between the Student and the School, both named parties shall strive to settle the same amicably.

3. With no amicable settlement having been reached, all disputes shall be submitted to the jurisdiction of courts competent to the School's registered office.

§ 10. 1. This Agreement is made in two identical copies, one for each party.

[www.wstijo.edu.pl](http://www.wstijo.edu.pl)

[studyinwarsaw@wstijo.edu.pl](mailto:studyinwarsaw@wstijo.edu.pl)

.....  
Student's signature

.....  
Vice-Chancellor's signature