



Ignatianum University
in Cracow

**Agreement No. ...
on the Terms and Conditions of Payment for Postgraduate Studies
at the Ignatianum University in Cracow
(Template)**

This Agreement is concluded in Kraków on between:

Ms./Mr.

residing at

PESEL No. / Identity document No.*

undertaking postgraduate studies in

in the academic year

hereinafter referred to as the "Participant",

and

Ignatianum University in Cracow, 26 Kopernika Street, 31-501 Kraków,
represented by

.....

.....

acting under the authority of the Rector of the Ignatianum University in Cracow,
hereinafter referred to as the "University", the Participant and the University being hereinafter
jointly referred to as the "Parties".

§ 1

Definitions

For the purposes of this Agreement:

- 1) Act – the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, consolidated text, as amended);
- 2) Postgraduate Studies Regulations – the Regulations governing postgraduate studies at the Ignatianum University in Cracow, constituting an appendix to Rector's Ordinance No. 83/2022/2023 of 12 July 2023 concerning the introduction of the Postgraduate Studies Regulations of the Jesuit University Ignatianum in Kraków, as subsequently amended;
- 3) Fees Regulations – the Regulations on the Collection of Fees at the Ignatianum University in Cracow, introduced by Rector's Ordinance No. 56/2025/2026 of 18 June 2026;
- 4) Ordinance on Fees – Rector's Ordinance No. 50/2025/2026 of 10 June 2026 concerning fees for postgraduate studies at the Ignatianum University in Cracow for programmes commencing in the 2026/2027 academic year, as amended; for the "Pedagogical Preparation (in English)" programme – Rector's Ordinance No. 58/2025/2026 of 25 June 2026 concerning the establishment of a postgraduate

programme in Pedagogical Preparation at the Ignatianum University in Cracow, effective from the 2026/2027 academic year, as amended.

- 5) Semester Fee – the fee charged by the Ignatianum University in Cracow for education in postgraduate studies pursuant to Article 163(2) of the Act;
- 6) Postgraduate Studies – postgraduate studies conducted by the Ignatianum University in Cracow within the meaning of the Regulations;
- 7) Agreement – this Agreement;
- 8) UIK – Ignatianum University in Cracow

§ 2

Subject Matter of the Agreement

The subject matter of this Agreement is to specify the mutual rights and obligations of UIK and the Participant undertaking postgraduate studies lasting semesters in the programme conducted by the Faculty of in the academic year with regard to the Participant's use of the paid educational services provided by UIK.

§ 3

The Participant declares that they have familiarised themselves with the Postgraduate Studies Regulations, the Fees Regulations, the Ordinance on Fees, as well as with the information concerning the processing of personal data, all of which were made available to the Participant prior to the conclusion of this Agreement on the website:
<https://usos-irk.ignatianum.edu.pl/pl/>

§ 4

Obligations of the Parties

1. UIK undertakes to:
 - 1) observe the Participant's rights provided for in the Regulations;
 - 2) conduct classes, including those carried out by means of distance learning methods and techniques, through persons possessing appropriate academic, teaching or professional qualifications;
 - 3) provide teaching facilities and equipment necessary for the proper implementation of the postgraduate studies programme.
2. The Participant undertakes to:
 - 1) comply with the obligations arising from the Regulations, other internal acts of the University and the applicable rules of order;
 - 2) pay, throughout the entire period of postgraduate studies, the Semester Fee in the amount of PLN, within the prescribed deadlines, to the individual bank account assigned to the postgraduate student, available in the Participant's USOSweb account under: For Everyone → Payments (FK model);
 - 3) pay, within the prescribed deadline, the fee for repeating a course included in the postgraduate studies curriculum, in accordance with the deadline specified in the Fees Regulations of UIK;
 - 4) immediately notify the Student Affairs Office of any change of personal data, correspondence address, and any other data required by UIK, including the e-mail address. The consequences of failure to fulfil this obligation shall be borne by the Participant.

§ 5

Amount of Fees and the Mechanism for Their Determination

1. The amount of the Semester Fee for postgraduate studies referred to in § 4(2)(2) depends on the number of participants enrolled in a given postgraduate programme and is determined in accordance with the Ordinance on Fees.
2. The Parties hereby agree that:
 - 1) if the number of participants is fewer than persons, the Semester Fee shall amount to PLN (standard rate);
 - 2) if the number of participants exceeds persons, the Semester Fee shall be reduced to PLN (reduced rate).
3. Until the final number of participants in the postgraduate programme has been determined, the standard rate referred to in paragraph 2(1) shall apply. The final determination of the number of participants shall be made without undue delay after the completion of the admission process.
4. Once the number of participants referred to in paragraph 3 has been determined, and provided that the condition specified in paragraph 2(2) has been satisfied, the Semester Fee shall be automatically reduced to the reduced rate, without the need for the University to issue a separate decision.
5. A change in the amount of the Semester Fee resulting from the application of the mechanism specified in this section shall not constitute an amendment to this Agreement within the meaning of § 8(1), and its confirmation may be made by means of an annex of a technical nature.
6. The mechanism for determining the fee referred to in this section was presented to the Participant prior to the conclusion of this Agreement and shall be binding upon the Participant.

§ 6

Payment Deadlines

1. The Semester Fee for the first semester shall be paid no later than 25 October of the academic year in which the Participant commenced postgraduate studies.
2. Beginning with the second semester, Semester Fees shall be paid either in a single payment or in instalments, as follows:
 - 1) Winter Semester:
 - a) First instalment – by 31 October;
 - b) Second instalment – by 30 November;
 - c) Third instalment – by 10 January.
 - 2) Summer Semester:
 - a) First instalment – by 31 March;
 - b) Second instalment – by 30 April;
 - c) Third instalment – by 31 May.
3. Participation in postgraduate classes is conditional upon the conclusion of this Agreement at the registered office of UIK and the timely payment of the Semester Fee and any other fees for postgraduate studies specified in this Agreement, unless the given edition of the postgraduate programme is offered free of charge.

§ 7

Detailed Rules Governing the Collection of Fees

1. A change of the bank account number shall not require an amendment to this Agreement. UIK shall notify the Participant of the change of the bank account number

in writing or by sending a message to the e-mail address assigned to the Participant in the ignatianum.edu.pl domain.

2. The date of payment shall be deemed to be the date on which the payment is credited to UIK's bank account.
3. UIK shall not be liable for the consequences of an incorrect allocation of a payment resulting from circumstances attributable to the payer, in particular as a result of entering an incorrect bank account number or for any other similar reasons.
4. Failure by the Participant to pay the fee or an instalment thereof within the prescribed time limit shall result in the Participant being removed from the list of postgraduate students. Removal from the list of postgraduate students shall be preceded by a demand for payment. If the outstanding fees are not paid within 7 days from the date of delivery of the above-mentioned demand, the Participant shall be removed from the list of postgraduate students on the grounds of failure to pay the required fees.

§ 8

Term of the Agreement

1. Any amendments to this Agreement shall require written form under pain of nullity.
2. This Agreement shall expire:
 - 1) on the date on which the Dean announces the decision not to commence the postgraduate programme due to an insufficient number of participants;
 - 2) on the date of the Participant's completion of the postgraduate studies;
 - 3) on the date on which the decision removing the Participant from the list of postgraduate students becomes final;
 - 4) on the date on which the Participant submits a declaration of withdrawal from the postgraduate studies.
3. Removal from the list of postgraduate students shall not release the Participant from the obligation to pay any outstanding tuition fees and any other fees due to UIK for educational services provided to the Participant up to the date on which the decision removing the Participant from the list of postgraduate students becomes final.

§ 9

Refund of Fees Paid

1. In the event that the postgraduate studies are not commenced due to an insufficient number of participants, any fees paid shall be refunded without the Participant being required to submit an application.
2. The Participant may request a full refund of the Semester Fee in the event of withdrawal from the postgraduate studies before the commencement of classes.
3. In the event of withdrawal from the postgraduate studies after the commencement of classes, the Participant may apply, by means of a written request, for a refund of part of the fee paid, in an amount proportionate to the classes already conducted under the postgraduate studies curriculum and to the costs incurred in connection with the postgraduate studies, calculated from the date on which the declaration of withdrawal was received by UIK.
4. The declaration referred to in paragraph 2 shall be submitted by the Participant to the Student Affairs Office.
5. In the event of withdrawal from the postgraduate studies after the commencement of classes and failure to pay the required fees, UIK shall pursue payment of the amount due in proportion to the classes already conducted under the postgraduate studies curriculum and to the costs incurred by UIK.

§ 10
Final Provisions

1. Matters not regulated by this Agreement shall be governed by the provisions of Polish law, including the Act of 23 April 1964 – Civil Code, as well as the legal acts in force at UIK, including the provisions of the Postgraduate Studies Regulations and the Fees Regulations.
2. Any amendments to this Agreement shall require written form under pain of nullity.
3. This Agreement has been drawn up in two identical counterparts, one for each Party.

Participant

UIK

.....
(legible signature)

.....
(signature and official stamp
of the authorised representative)