



**AGREEMENT FOR PROVIDING EDUCATIONAL SERVICES TO**

**MBA STUDENTS AT  
WSB UNIVERSITY IN WROCLAW**

concluded (to be filled in by the university) on ..... in Wrocław between:  
WSB University in Wrocław with its registered premises at Fabryczna 29-31, 53-609 Wrocław, inscribed with number 146 in the Register of non-public higher education schools and non-public higher education schools unions, kept by the Minister of Science and Higher Education pursuant to the Act – Law on Higher Education and Science dated 20<sup>th</sup> July 2018 (Journal of Laws 2018, item 1668), represented by.....

under the power of attorney granted by Piotr Spychała Vice Chancellor of WSB University in Wrocław hereinafter referred to as the “University”,

and

Name and surname	
PESEL (National Identification Number) (foreign nationals who do not have a PESEL put down details according to their birth date YEARMONTHDAY)	
Mailing address	
E-mail address	

hereinafter referred to as the “Student”.

**§ 1**

**THE SCOPE OF SERVICES RENDERED**

1. 1. The University undertakes to prepare and provide the Student with an educational service:
  - a. a faculty: Finance and Management
  - b. a field of study: Franklin University Master of Business Administration

**§ 2**

**OBLIGATIONS OF THE PARTIES**

1. The University provides the Students with the right to study in the field of MBA studies selected by the Student on terms defined by the Rules of Studies, the Rules of payments, the program of studies as well as binding legal regulations in force in respect thereof.
2. The Student undertakes in particular to comply with the University rules and ordinances, to make payments on time and in case of a foreign national to take of legalization of their stay in the area of Poland throughout the period of studying.

**§ 3**

**TUITION FEES**

1. The Student undertakes to make payments for studies according to the following schedule:

Year	Number of instalments	Value of promotion	Tuition fee to be paid	The amount of instalment

Apart from a standard tuition fee discussed by the above table the Student shall pay a part of the tuition fee in USD in 1 or 2 instalments amounting to:

- USD 550 at Master of Business Administration studies,
- USD 950 at Franklin University Master of Business Administration studies.

The tuition fee in USD is paid in PLN according to an average exchange rate of the NBP as of 30<sup>th</sup> April 2020 (1<sup>st</sup> instalment) and 31<sup>st</sup> March 2021 (2<sup>nd</sup> instalment) in the following deadlines: 15<sup>th</sup> May 2020 and 15<sup>th</sup> April 2021.

2. The fees as discussed in point 1 take into account the following promotions:  
*Discount in the tuition fee: zł 2000*
3. Detailed terms for the promotional offer are defined by the Rules of the Promotional Offer.



4. The fees due under the Agreement (hereinafter referred to as the Agreement) may be lowered by the University for a definite period of time in cases other than defined in point 3 of this section when the Students satisfies the terms of the promotional offer or conditions for other reduction according to the principles defined by the University.
5. The Student undertakes to make payments for the studies according to the schedule. A standard schedule is presented by the table below:

10 instalments	Deadline	2 instalments	Deadline	1 instalment	Deadline	A single payment	Deadline
1st instalment	15.10*	I instalment	15.10*	II instalment	15.10*	I instalment	15.10*
2nd instalment	15.11						
3rd instalment	15.12						
4th instalment	15.01						
5th instalment	15.02						
6th instalment	15.03	II instalment	15.03				
7th instalment	15.04						
8th instalment	15.05						
9th instalment	15.06						
10th instalment	15.07**						

\* First year students pay the first instalment by 31<sup>st</sup> October.  
\*\* Second year students pay the last instalment under 10-instalment scheme by 1<sup>st</sup> July.

6. A standard tuition fee according to § 1 point 1 is presented by the table below:

Number of instalments		Single payment	1	2	10
Year 1	Amount of instalment				
	Total per year				
Year 2	Amount of instalment				
	Total per year				

7. During the studies the University may charge the Student with additional fees according to the table below:

Type of charge	Type of studies	Amount	Deadline for paying a fee
Non-refundable fee for qualification procedure	MBA/Executive MBA/ FU MBA	zł 200	Before an interview
Admission fee	FU MBA/Executive MBA – Business Trends	zł 500	Payable within 14 days of receiving a decision about enrolment for studies
	MBA/Executive MBA – Project Management	zł 300	
Fee for resuming studies (related to the procedure of re-admission to studies)	MBA/ Executive MBA/ FU MBA	zł 200	After receiving a decision of resuming the studies
Fee for repeating a module or a selection of an additional module	MBA/Executive MBA	zł 2500	Payable within 14 days of receiving a decision about being included in the Students' list
	FU MBA	zł 3900	
Interest for delay in making payments	MBA/ Executive MBA/ FU MBA	statutory	On the on-going basis
Fee for overdue books in the library	MBA/ Executive MBA/ FU MBA	zł 0.50 for every day of delay	On the on-going basis



Fee for issuing a duplicate copy of a certificate	MBA/ Executive MBA/ FU MBA	zł 45	14 days of submission of an application
Fee for certifying a document issued in relations to the studies designated for legal purposes abroad	MBA/ Executive MBA/ FU MBA	zł 26	On the on-going basis

**§ 4**

**FINAL PROVISIONS**

1. In the event of low enrolment for the studies selected by the Student, the University may decide not to start the MBA studies. Such a decision is taken by the University not later than 14 days before commencement of classes.
2. If the Student does not choose another field of study within 14 days of being informed by the University about not starting his previously chosen field of study, it means that he gives up studying and there is no need of submitting additional statements. In such a case the University reimburses the Student all his payments made and the agreement is dissolved after the deadline mentioned.
3. The agreement is concluded for a definite period of time meaning it is terminated after graduation from the studies on the principles defined by the Rules of MBA Studies or after crossing the Student off the students' list.
4. Any amendments to this agreement shall be made in writing or else null and void.
5. The Rules of payment, Rules of MBA studies, Rules of Promotions, the Statutes of the University, regulation of the Act – Law on Higher Education and science and its relevant executive deeds, the Civil Code apply to the issues not governed by this Agreement.
6. If the Agreement is concluded in two language versions and in the event of interpretation discrepancies between the two versions, the Polish version shall be used at first as the interpretation basis. The Polish law applies to this Agreement.

.....  
Student

.....  
Signature of the University  
As authorized by Vice Chancellor  
Of WSB University in Wrocław  
stamp

**STATEMENT**

1. I hereby give consent to the transfer of all information necessary to execute this Agreement in the electronic manner in particular through Extranet electronic system.

.....  
Student's signature

2. I hereby state that before signing this Agreement I was provided with the Rules of MBA studies, the Rules of Promotional Offer and the Rules of payment and I am familiar with their content.

.....  
Student's signature