*Warsaw, on ……………………………..*

**APPLICATION**

**OF A STUDENT OF THE POLITICAL SCIENCE AND INTERNATIONAL STUDIES FACULTY REGARDING THE CANCELLATION FEES (EXCLUDING TUITION FEES) IN THE ACADEMIC YEAR ……………**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DATA** | | | | | | |
| **Last name** | | | | | | **Last name** |
| **Register No.** | | | **Register No.** | | | |
| **Year of study** | | **Year of study** | | | | |
| **Type of studies \*** | **Type of studies \*** | | | | | |
| **Average of grades from the whole course of studies \*\*** | | | | **Average of grades from the whole course of studies \*\*** | | |
| **ADDRESS FOR CORRESPONDENCE** | | | | | | |
|  | | | | | | |
| **phone number** | | | | | **e-mail** | |

\* delete as appropriate \*\*confirmed by faculty office

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| The application concerns:   * total exemption from fee for ……………………………………………………   ………………………………………………………………………………………………..   * partial (by ......%) exemption from the fee for ………………………………………   ……………………………………………………………………………………………….   * payment of the fee for ................................................ in ... installments payable on dates ……………………………………………………………………………   **TOTAL AMOUNT OF FEES:…………………………………………………….** |
| JUSTIFICATION FOR APPLICATION |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **STUDENT'S HOUSEHOLD INCOME** | | | | | | |
| **No.** | **Persons staying in a common household** | **year of birth** | **Degree of relationship** | **Source of income** | **Annual income for the last year** | **Monthly income in the current year** |
| 1. |  |  | Student |  |  |  |
| 2. |  |  | Mother |  |  |  |
| 3. |  |  | Father |  |  |  |
| 4. |  |  | Siblings |  |  |  |
| 5. |  |  | Siblings |  |  |  |
| 6. |  |  | Siblings |  |  |  |
| 7. |  |  | Siblings |  |  |  |
| 8. |  |  | Siblings |  |  |  |
| TOTAL |  |  |

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| **INFORMATION ON PRIOR USE OF FUNDING** |
| I declare that I have so far used the following forms of financing and exemptions from payments \*:   * co-financing of tuition fees by the rector of the University of Warsaw in the amount of .......% in the academic year ………………………………………………………………… * co-financing of tuition fees from the Faculty of Political Sciences and International Studies of the University of Warsaw in the amount of ......% in the academic year ………………………………………………………………… * total or partial cancellation of fees for conditional credit * total or partial cancellation of fees for repeating a year * total or partial cancellation of fees for program differences * I HAVE NOT USED ANY FORM OF FINANCING OR CANCELLATION OF PAYMENTS.   \* delete as appropriate  Confirmation of information by the faculty office |

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| **INFORMATION ON MATERIAL HELP OBTAINED BY A STUDENT IN THE CURRENT ACADEMIC YEAR** |
| Provide the type and amount of benefits received at the University of Warsaw and other sources.  Confirmation of information by the Finance Section of the Faculty of Political Sciences and International Studies, University of Warsaw |

*Aware of criminal and disciplinary liability for providing false information, I declare that the above data are consistent with the facts.*

*……………………………………………………..*

*date and signature of the applicant*

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| **DECISION OF THE COMMISSION** |
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***NOTICE***

*The application* ***should be accompanied by documentation*** *of the financial situation of the household (certificates from the Tax Office on last year's income, certificates on earnings, pensions, pensions, court judgment on maintenance, information on family benefits obtained, etc.), health (disability certificate, medical certificate etc.) and official documentation of the events that caused the submission of the grant application (e.g. death certificate of a close family member, certificate from the Poviat Labor Office, child birth certificate, etc.).* ***The student is required to document the state of payments to the Faculty of Political Sciences and International Studies of the University of Warsaw.***

*A student may be considered as financially independent when he / she meets the conditions of Article 179 (6) of the Law on Higher Education (Journal of Laws of 2005, No. 164, item 1365).*

***Undocumented applications will not be considered.***

***THE STUDENT IS REQUIRED TO ATTACH A LETTER EXPLAINING THE REASONS FOR THE DELAY TO THE APPLICATION SUBMITTED AFTER THE DEADLINE SPECIFIED IN THE PAYMENT REGULATIONS.***