*Warsaw, ……………………………..*

**APPLICATION**

**FOR EXEMPTION FROM FEES / PAYMENT OF FEES FOR EDUCATIONAL SERVICES IN INSTALMENTS - OTHER THAN TUITION FEES FOR STUDIES IN THE ACADEMIC YEAR……………**

|  |
| --- |
| **PERSONAL DETAILS**  |
| **Surname:** | **Name** |
| **Student Record Number** | **Year** |
|  | **Field of Study** |
| **Type of studies\*** | first-cycle second-cycle  part-time (extramural)  |
| **Grade average for the entire course of studies\*\*** | **GPA from the last year\*\*** |
|  **POSTAL ADDRESS** |
|  |
| **phone number** | **e-mail**  |

\*Delete as appropriate \*\*Fill in if the basis for the exemption/dividing payment of fees into instalments is the student's outstanding performance

|  |
| --- |
| I am applying for an exemption from fees for educational services i.e. fees for ………...........in the amount of………….........I am applying for dividing payment of fees for educational services i.e. fees for………………………………. into instalments - please provide a proposal for the amount of instalments and payment dates…………………………………......................................... ………………………………………………………………………........................................ |
| DETERMINING THE BASIS FOR EXEMPTION OR DIVIDING PAYMENT OF FEES INTO INSTALMENTS TOGETHER WITH JUSTIFICATION |

|  |
| --- |
| **STUDENT'S HOUSEHOLD INCOME \*\*\*** |
| **No.** | **Persons Living in a Common Household** | **Year of Birth** | **Degree of Kinship** | **Type of Livelihood** | **Annual Income from 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 |  |  |

*\*\*\** Fill in case when the basis for the exemption/dividing the fees into instalments is a significant deterioration of the student's financial situation during his/her studies

|  |
| --- |
| **INFORMATION ON BENEFITING FROM FUNDING TO DATE** |
| I declare that so far I have benefited from the following forms of co-financing and fee exemptions\*:* 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 funds of WNPiSM *[Faculty of Political Science and International Studies]* of the University of Warsaw in the amount of ……% in the academic year …………………………………………………………………
* full or partial cancellation of conditional registration for the subsequent term of study fees
* full or partial cancellation of fees for repeating the year
* full or partial cancellation of fees for differences in the study curriculum,
* I HAVE NOT BENEFITED FROM ANY FORM OF FUNDING OR CANCELLATION OF PAYMENTS.

\*Delete as appropriate |

|  |
| --- |
| **INFORMATION ON FINANCIAL SUPPORT OBTAINED BY THE STUDENT** **IN THE CURRENT ACADEMIC YEAR** |
| Please specify the type and amount of benefits received at the University of Warsaw and from other sources. |

*Being aware of the criminal and disciplinary liability for providing untrue information, I hereby declare that the information provided above is true.*

*……………………………………………………..*

*date and signature of the applicant*

|  |
| --- |
| **DECISION OF THE HEAD OF THE DIDACTIC UNIT** |
|  |

***GENERAL NOTES***

1. The applicant shall be obliged to prove the fulfilment of the prerequisite condition constituting the basis for applying for a total or partial exemption or dividing payment of fees for educational services into instalments. The documentation confirming the fulfilment of a given prerequisite condition should be attached to the applications.
2. A significant deterioration of the student's financial situation during studies shall be proved by the student in accordance with the rules set out for determining income for the purposes of granting a social scholarship;
3. If an undocumented, incomplete application is submitted, the applicant shall be requested to supplement it within a period not shorter than 7 days. Failure to supplement the application
within the time limit specified in the application form shall result in issuing a notification that the application has not been considered.