*Warsaw,……………………………..*

**APPLICATION**

**FOR EXEMPTION FROM FEES / PAYMENT OF FEES FOR EDUCATIONAL SERVICES IN INSTALMENTS - 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

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| I am applying for an exemption from fees for educational services (tuition fees) in the amount of ………………………………………………………………………………………………..  I am applying for dividing payment of fees for educational services (tuition fees) 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

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| **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 |

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| **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*

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| **DECISION OF THE HEAD OF THE DIDACTIC UNIT** |
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***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 request letter shall result in issuing a notification that the application has not been considered.