



Poznań 18th May 2012

The procedure of returning the tuition fees in case of resigning from studies:

1. In case of not being able to study the admitted student can request to have their tuition fees returned;
2. The application fee is non-refundable;
3. The University will refund the amount that was received in PLN (Polish zlotys). The amount paid in other currencies will be exchanged to PLN based on current exchange rates of Narodowy Bank Polski and bank fees deducted to process the transfer;
4. All bank fees and other costs that may arise from processing the refund are covered by the student and are deducted from the tuition fees;
5. The student applies for a refund by filling out a form containing full bank information. The information shall be emailed to Center for Studies in English;
6. After the correct information is received, the formal request to the Rector is issued;
7. The request must be approved by the Vice-Rector for Education and Students and the University's Bursar (it may take up to two weeks);
8. After the request is signed by both the Vice-Rector for Education and Students and the Bursar, it is forwarded to the Finance Department and the tuition is sent to the account given by the student;
9. The process of transferring funds internationally may take around two weeks.

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