

### IMPORTANT INFORMATION REGARDING THE RELATIONSHIP BETWEEN DEADLINES AND THE CALCULATION OF EDUCATION FEES

- Beginning of the academic year on February, 24th 2025
- Classes are conducted online and off-line. Access to online classes will be sent to private e mails from the IT department before the start of the academic year. Log in to the Virtual University student portal, where the class schedule will be visible, and start using the student e-mail in the *wsb.edu.pl* domain.
- Participating in online classes is mandatory even if you are not in Poland yet.

#### **Finances and student status !**

In case of resignation from studies or transfer of application to the winter semester 2025

#### **I. FULL REFUND**

- a) The full refund is due upon presenting the visa refusal document and submitting a refund application to the university **by April 15th, 2025!** at the latest**
- b) Full transfer of money to the winter semester 2025 is possible based on an application submitted **by April 15th, 2025!** at the latest**

To sum up, you must **submit** an application called „Resigning from continuing study” to withdraw from your studies by April 15th, 2025 at the latest if you have received a visa refusal or you wish to transfer your application to studies to the winter semester 2025. Only based on this application presented till 15.04.2025 the full funds will be refunded/transferred.

### II. PARTIAL REFUND

**If you withdraw from studies after April 15th** - the funds for the first semester will be reduced by the duration of the semester. Fees for a given month are charged after every 5th of a given month

*Example: The semester fee is 1049 EUR. The semester is divided for 5 months (February, March, April, May, June). You resign from studies based on personal reasons by May, 4th. It means the 3 months of academic year already have past and these are February, March, April) 1049 EUR /5 months = 209,8 EUR per month. As the 3 months passed you will be charged of 209,8 EUR x 3 months = 629,4 EUR.*

*That means that the refund for first semester will be 1049 EUR – 629,4 EUR = 419,6 EUR*

### III. IMPORTANT

The application to resign from studies or to postpone starting your studies should be sent to your recruiter who you had contact with during the admission process. In Dąbrowa Górnicza Campus these can be:

Olga Smolarek	<a href="mailto:osmolarek@wsb.edu.pl">osmolarek@wsb.edu.pl</a> [EN]
Julia Kretowicz	<a href="mailto:jkretowicz@wsb.edu.pl">jkretowicz@wsb.edu.pl</a> [EN]
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Postponing your application between 15.04.2025 – 30.04.2025 may involve the obligation to pay additional fees, such as admission fee, the semester part which passed and difference between semester prices.

After 30.04.2025 postponing the application will be not possible (!)

# Akademia WSB

Dąbrowa Górnicza, Cieszyń, Olkusz, Żywiec, Kraków

## WSB University

**Taking into consideration above mentioned – if you find yourself in problematic situation in receiving the visa or finding available slot what prevents you from coming to Poland till 30.04.2025 (deadline for personal registration in our office), it is more profitable to submit application to postpone starting your semester before 15.04.2025.**

PLEASE BEAR IN MIND THE DATES. HOPEFULLY YOU WILL GET THE VISA AS SOON AS POSSIBLE AND WITHOUT ANY COMPLICATION WE WILL BE ABLE TO SEE YOU SOON IN POLAND !