

## **Regulations for payment and reimbursement of the application fees to the first year of studies**

### **Art. 1**

1. The application fee, hereinafter referred to as the "Application Fee", should be paid in such a way that the money is credited to the University's bank account generated in the IRK system as soon as possible, individually for each candidate and field of study.
2. The application fee shall be collected from:
  - 1) a candidate for a degree program (long-, first- and second-cycle studies conducted in Polish and English),
  - 2) a candidate for studies admitted through the validation of learning outcomes.
3. In the case of launching second application process for a designated course and form of higher education, the application fee:
  - 1) <sup>1</sup> shall not be charged if the candidate participated in the first and/or second application process for the same course of study, regardless of the form of study,
  - 2) shall be charged when the candidate participated in the application process for a course of study other than the one indicated in the second application,
  - 3) shall be charged when the candidate participated in the application process for the same or a different course of study than the one indicated in the second application, regardless of the form of study, and received a decision on refusal of admission due to resignation or failure to submit the required documents, within the time limit specified in the admission schedule,
  - 4) <sup>2</sup> shall be charged when the candidate did not participate in the application process for any course of study at Wrocław Medical University,
  - 5) confirmation of payment of the application fee will be visible in the candidate's individual registration profile in the Online Candidate Registration System (pl. Internetowa Rejestracja Kandydatów, IRK). It is not possible for the candidate to indicate in the system that they have paid the fee.
4. Receipt of the application fee into the University's bank account after the date specified in the admission schedule shall be deemed a withdrawal from the application process.

### **Art. 2**

1. The application fee is reimbursed upon the candidate's application submitted in the IRK System or upon the candidate's written application (the application form is specified in the appendix to these Regulations) submitted to the relevant Admission Board by 30 October of the calendar year in which the academic year for which the candidate was enrolled began, in the following cases:
  - 1) failure to launch a course of study,
  - 2) underpayment,
  - 3) overpayment,
  - 4) payment of the application fee after the deadline specified in the admission schedule.
2. A written request for a refund of the application fee submitted to the relevant admission board should be accompanied by proof of payment of the application fee.
3. <sup>3</sup> The application fee, in the case(s) referred to in:
  - 1) sec. 1(1) – is fully refunded
  - 2) sec. 1 (2) and (4) –is refunded after the deduction of the costs referred to in sec. 5;
  - 3) sec. 1(3) – shall be refunded in an amount equal to the difference between the amount paid and the fee required, after deduction of the costs referred to in sec. 5.
4. In case the Admission Board approves the application for reimbursement, the application fee will be refunded by the Bursar's Office to the bank account number indicated by the candidate.
5. <sup>4</sup> In the circumstances referred to in sec. 1 (2) to (4), the candidate shall bear all bank charges related to the payment of the fee, including bank fees, commissions, and bank charges related to the reimbursement of the funds. In cases referred to in se. 1 (1), the fees shall be borne by the University.

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<sup>1</sup> Amended by Ordinance No. 29/XVI R/2021 of the Rector of Wrocław Medical University of 3 February 2021 <sup>2</sup> Amended by Ordinance No. 29/XVI R/2021 of the Rector of Wrocław Medical University of 3 February 2021 <sup>3</sup> Amended by Ordinance No. 55/XV R/2020 of the Rector of Wrocław Medical University of 12 March 2020 <sup>4</sup> Amended by Ordinance No. 55/XV R/2020 of the Rector of Wrocław Medical University of 12 March 2020.