**REQUEST FOR EXEMPTION FROM**

**EDUCATION FEES**

*Pursuant to Resolution No 17/III/2019 of the Senate of the Jagiellonian University dated March 27th 2019*

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| --- | --- | --- | --- | --- |
| **Surname, first name:** |  | **Programme /** **principal field of study:** |  | |
| **Permanent home address:** |  |
| **Relevant Tax Office:** |  | **Cycle and year of study** | Cycle of study: First-cycle/second-cycle / long-cycle\* | Year of study: |
| **Student Register No:** |  | **Form of study:** | full-time / extramural\* | |

**Dr hab. Ewa Bogacz-Wojtanowska, JU Professor**

**Dean of the Faculty of Management and Social Communication of the Jagiellonian University in Kraków**

through

**…..........................................................**

**Head of the Institute................../Department Head**

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| **REQUEST FOR** *(to be completed by the requesting student)****:*** |

**□** exemption from education fees: tuition fees / course retake fees\*

**– exemption amount requested: ……………… in the ………………………semester of the 20…/20**… **academic year.**

**REASON FOR REQUESTING THE EXEMPTION (**please mark as appropriate):

□ **The student’s financial circumstances have changed materially for the worse due to causes beyond his or her control**;

***□* Outstanding academic performance** *(with a grade point average for the previous year of study at 4.75 or more)*;

□ **Participation in international student exchange programmes.**

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| **TO BE COMPLETED BY THE FACULTY COORDINATOR FOR MATERIAL ASSISTANCE** | | |
| Net income per family member:  signature and stamp | | |
| **TO BE COMPLETED BY A STAFF MEMBER OF THE SECRETARY’S OFFICE FOR STUDENT AFFAIRS** | | |
| Student status as at the request date: | active/definitely removed from the register of students\* | |
| Amount of the total tuition/retake fees payable in the academic year in which the student is applying for exemption: |  | |
| Description of the student’s circumstances: |  | |
| Grade point average for the previous academic year: |  |  |

…………………………………………………

date, signature and stamp of the staff member responsible for the management of studies

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| **OPINION BY THE INSTITUTE HEAD/DEPARTMENT HEAD** | |
| Opinion: | date, signature and stamp |

|  |  |
| --- | --- |
| **DECISION GIVEN BY THE DEAN** (acting on the authority of the JU Rector): | |
| I grant the request /I do not grant the request \* – reasons: | date, signature and stamp |

**GROUNDS FOR THE REQUEST FOR EXEMPTION FROM**

**EDUCATION FEES**

Description of the causes that have led to the student’s financial circumstances changing materially for the worse, along with a list of attached documents evidencing the facts described. In the absence of a relevant note by the Faculty Coordinator for Material Assistance, also a list of attached documents evidencing the amount of net income per family member.

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**I, the undersigned, having been advised of criminal liability (under Art. 233.1 of the Polish Criminal Code), declare that – as at the date of submitting this request – all data contained herein truly reflect the relevant facts.**

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date and signature of the requesting student:

Enclosed with the request should be a set of documents evidencing the circumstances that may justify the grant of the exemption, in particular:

1) a set of documents necessary to determine the amount of income per family member, confirming the student’s financial circumstances, in accordance with the relevant requirements that have to be met when applying for a maintenance grant under separate regulations;

2) documents evidencing the causes that have led to the deterioration of the student’s financial circumstances;

3) opinion from the social welfare unit responsible for determining the income and financial circumstances of individuals and families;

4) other documents evidencing the circumstances described in the request.