

**CONTRACT**  
**regarding conditions for payment for educational services at the University of Gdańsk**  
**rendered during training courses**

This Contract is entered into on ..... (date), in Gdańsk, between the parties:  
Ms./Mrs./Mr.\* .....  
details from identification document:.....  
address for correspondence:.....  
who enrolling in the training course (name of course) .....  
conducted by .....  
for the period of: .....  
further referred to as the Participant,

and

the University of Gdańsk, further referred to as the University, represented by: .....,  
who is authorized to make declarations on behalf of the University by the Rector.

§ 1

The subject of this Contract is to set forth the conditions for collecting payment for educational services rendered during the training course (name of course) .....  
conducted by \*\* ....., in accordance with article 99 section 1 point 5 of the Act of July 27, 2005 on the Law for Higher Education (Journal of Laws, 2012, No. 572 with subsequent amendments), referred to further as the Act.

§ 2

1. The University declares that:
  - 1) it will conduct the training course (name of course) .....  
.....;
  - 2) it meets the conditions, including the personnel and material resources, necessary for conducting training courses.....;
  - 3) the organization and progression of the studies and the associated rights and obligations of the Participant are described in the Regulations for Training Courses at the University of Gdansk.
2. Additionally, the University declares the following:
  - 1) it will collect fees for educational services as described in article 99 section 1 point 5 of the Act and for issuing certificates of confirmation of earning qualifications or for issuing other documents confirming the completion of a training course;
  - 2) the conditions of payment for university courses of study, educational services rendered by the University of Gdańsk, and the procedures and conditions for waiving such payments are regulated by UG Senate resolution, the text of which is available at the University Internet website [www.ug.edu.pl](http://www.ug.edu.pl);
  - 3) fees for educational services rendered as part of training courses and for issuing certificates of confirmation of earning qualifications or for issuing other documents confirming the completion of a training course are determined by the Rector of the University.

§ 3

1. The University declares it will:
  - 1) ensure that classes are conducted by academic teachers or by other persons who possess appropriate qualifications to teach in the field of the training courses being conducted;
  - 2) ensure the facilities necessary for the proper implementation of training course programs;

- 3) issue the Participant a certificate of confirmation of earning a qualification or another document confirming the completion of the training course.
2. The Participant declares he/she will:
  - 1) participate in classes as set forth in the training course plan and to meet all requirements of it;
  - 2) meet all obligations imposed upon him/her by the the Regulations for Training Courses at the University of Gdańsk and other internal regulations of the University;
  - 3) pay fees for educational services rendered for the training course specified above in a timely manner;
  - 4) pay for the issue of a certificate of confirmation of earning a qualification or another document confirming the completion of the training course.

§ 4

1. The Participant who begins the training course (name of course) .....  
for the period of ..... agrees to pay in full for educational services either in full or in installments according to the following:
  - 1) for payment in full: in the amount of ..... PLN by (date) .....
  - 2) for payment in installments: in a total of (number) ..... installments and in the amount and by the due dates specified below by the Parties  
.....  
.....  
.....
2. The initial payment in the amount of ..... PLN paid by the Participant during recruitment \*\*\* is applied to the total fee for educational services for the training course referred to above.
3. Fees for educational services rendered and for issuing a certificate of confirmation of earning a qualification or another document confirming the completion of the training course are payable to the University bank account designated by the director of the training course specified above.
4. If the fees for educational services are not paid by the date specified in the Contract, the director of the training course will remove the Participant from the list of participants.

§ 5

1. The Participant is entitled to a full refund of fees paid for educational services if he/she withdraws from the training course by the first day of the training course, or in part if he/she withdraws from the training course after it has begun proportionally to the period remaining until the completion of the training course.
2. To obtain a refund of fees paid, the Participant must submit a written request to the director of the training course. The Director of the training course determines the amount of the refund based on the costs incurred by the University.
3. If the Participant does not pay the required fees for educational services, if he/she withdraws from the training course after starting it, or he/she is removed from the list of participants of the training course, the University will demand payment within 7 days of the receipt of the final notice to pay, or legal proceedings will be instituted.

§ 6

1. This Contract is entered into for the duration of the training course mentioned above, i.e., (dates of course) .....
2. This Contract will terminate prior to the conclusion of the course referred to in section 1 if:
  - 1) the decision to remove the Participant from the list of training course participants is final;
  - 2) the Participant submits written notice of withdrawal from his/her training course.
3. This contract is terminated on the day the training course concludes.

§ 7

1. Any matters not addressed in this Contract are subject to the regulations in the Act and the regulations of the Civil Code.

2. The Parties will seek to resolve amicably any conflict arising from this Contract. If it is impossible to reach a compromise, the case will be heard by the court of general jurisdiction in Gdańsk.
3. This Contract has been drawn up in two identical copies, one for each Party to this Contract.

Participant

By authority of the Rector

.....  
*(legible signature)*

.....  
*(signature and personal stamp)*

*\* score out inapplicable*  
*\*\* specify the organizational unit*  
*\*\*\* if this is a recruitment requirement*