………………………………….., …………………

………………………………………………

name and surname

………………………………………………

………………………………………………

correspondence address

………………………………………………

phone number ………………………………………………

student number ………………………………………………

field of study

first-cycle studies/second-cycle studies/

long-cycle studies\*

………………………………………………

form of study

*place date*

Vice-Rector for Student Affairs and Education Quality

Dr hab. Arnold Kłonczyński,

Associate professor

**Request by student**

**for reimbursement of study fees \*\***

I would like to request that the study fee be returned due to overpayment/withdrawal from studies/removal from the register of students/ permission to take student leave/other\*: ………………………………………………………………………………………………………………………………………………………………...

Field of study: …………………………………………………………………………………………………………………………………...

Faculty …………………………………………………………………………………………………………………………………........................

Request refers to the winter/ summer\* semester of the academic year …………………………………………………….

The amount due to be collected:

- **at the UG Cash Office\*** (after receiving written notification at the correspondence address provided),

- **via bank transfer to the bank account no.\* .**………………………………………………………………………………………………………

……………………….. ……………………….………………...

*date signature of student*

**Annotations by Dean’s office employee**

List of payments due and made:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Amount due for | Amount due | Amount of payment | Date of payment |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

I confirm an overpayment in the student account to the amount of: …………………………………………………………

……………………….. ……………………….…….……………...

*date signature of Dean’s Office employee*

**Decision by competent Deputy Dean for Student Affairs**

I grant the request / I do not grant the request\* for study fees to the amount of …………………………… PLN to be reimbursed.

……………………….. ……………………..…………….………………………………...

*date signature of Deputy Dean for Student Affairs*

**Decision by competent Vice-Rector for Student Affairs**

On the basis of § \_\_\_\_\_\_\_ of the Decree of the Rector of the University of Gdańsk no. \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_ (date) on the fees referred to in Article 79 sections 1 and 2 of the Act of 20 July 2018 – Law on Higher Education and Science, collected from students of the University of Gdańsk and on the conditions and procedures for the waiving of these fees, I consent to the fee for studies to the amount of …………………………… PLN\* to be reimbursed due to overpayment/withdrawal from studies/removal from the register of students/ permission to take student leave /other \* in the winter/summer\* semester of the academic year 20….. / 20….. .

……………………….. ……………………..………………….……….………………...

*date signature of Vice-Rector for Student Affairs*

\* delete where applicable

\*\*request should be accompanied by proof of payment