

CONTRACT

On the payment conditions for educational services rendered by the Foreign Languages Centre at the University of Gdańsk relating to the conduct of training courses

This Contract is concluded on (date), in Gdańsk, between the Parties:

Ms./Mrs./Mr.

details from the identity document:

address for correspondence:

enrolling in a training course entitled:

conducted by:

for the term:,

further referred to as the Participant,

and the University of Gdansk – the Foreign Languages Centre at the University of Gdańsk, further referred to as the Centre, represented by: who is authorized to make declarations on behalf of the Centre by the Rector.

§ 1

The subject-matter of this Contract is to set forth the terms and conditions for collecting payment for educational services relating to the conduct of a training course entitled **Course of Polish for Foreigners**.

§ 2

1. The Centre declares that:

- 1) it will conduct a training course entitled
- 2) the course will be partly held at the University of Gdańsk and partly conducted online;
- 3) it meets the conditions, including the personnel and material resources, necessary for conducting the above-mentioned training course;
- 4) the organisation and progression of the training course and the associated rights and obligations of the Participant are described in the Regulations for Training Courses at the University of Gdańsk.

§ 3

1. The Centre declares that it will:

- 1) ensure that classes are conducted by academic teachers or by other persons who possess relevant qualifications to teach in the field of the above-mentioned training course;
- 2) ensure the facilities necessary for the proper implementation of the educational program of the above-mentioned training course;
- 3) issue the Participant of the training course with certification attesting to any qualification obtained or other certification confirming completion of the relevant training course.

2. The Participant declares that he/she will:

- 1) participate in classes as set forth in the above-mentioned training course plan and pass the required tests and examinations;
- 2) meet all obligations imposed upon him/her by the Regulations for Training Courses at the University of Gdańsk and other internal regulations of the University;

§ 4

1. The Participant who begins the training course entitled for the period is required to pay fees for educational services in total/in instalments* accordingly:
 - 1) payment in full: fees in the amount ofby (date),
payment in instalments: in a total number of instalments at a level agreed on by the Parties:
.....
2. The initial payment in the amount of paid by the Participant during recruitment** is deducted from the total fee for educational services relating to the training course mentioned above.
3. Fees for educational services are payable to the University's bank account number made available to the Participant by the director of the above-mentioned training course.
4. If the fees for educational services are not paid by the date they are due, the director of the above-mentioned training course will remove the Participant from the list of participants in the training course.

§ 5

1. The Participant shall be entitled to a complete refund of fees paid for educational services if he/she withdraws from participation in the training course one week/two weeks*** before the date of its commencement by submitting a written notice of withdrawal. The Participant shall be entitled to a partial refund if he/she withdraws from the training course by submitting a written notice of withdrawal after the course has begun – such refund being proportional to the time remaining to the end of the training course.
2. The participant must apply in writing to the director of the training course for any refund. The director of the training course sets the level of the refund taking into consideration fixed costs incurred by the Centre.
3. If the Participant withdraws from the training course after it has commenced or is removed from the list of participants in the training course and does not pay the required fees, the Centre may take measures to obtain payment by instituting legal proceedings.

§ 6

1. This Contract is entered into for the duration of the above-mentioned training course, which is for the period of
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 participants in the training course is final;
 - 2) the Participant submits written notice of withdrawal from the training course.
3. This contract is terminated upon the Participant's conclusion of the above-mentioned training course.

§ 7

1. The Parties will seek to resolve amicably any conflict arising in matters covered by this Contract. In the absence of amicable resolution of differences, the case will be heard by the competent Court of general jurisdiction.
2. This Contract has been drawn up in two identical copies, one for each Party to this Contract.

Participant

Director of the Foreign Languages Centre

.....
(legible signature)

.....
(signature and personal stamp)

* delete where inappropriate

** if this is required as part of the recruitment procedure

*** depending on the length of the course (two weeks in case of courses over 400 hours; one week in case of shorter courses)