

TERMS AND CONDITIONS
OF GRANTING FINANCIAL AID TO STUDENTS OF
VINCENT POL UNIVERSITY
IN LUBLIN

effective as of 1st October 2019

GENERAL PROVISIONS

§ 1

Pursuant to Act of 20 July 2018 Law on Higher Education and Science (Dziennik Ustaw - Official Journal of Laws of 2018, item 1668, as amended)

in agreement with the Student Council, there were established the following rules, conditions, procedures of granting, losing and paying out financial benefits in the academic year 2019/2020 for students of Vincent Pol University in Lublin, further referred to as "University".

§ 2

1. Students have the right to apply for financial aid from government budget funds for this purpose in a form of:
 - 1) social scholarship, or social scholarship in increased amount,
 - 2) scholarship for people with disabilities,
 - 3) Rector's scholarship
 - 4) hardship benefits
2. Students also have the right to apply for Minister's scholarship, awarded for exceptional scientific, artistic or sports achievements.
3. Application form for social scholarship, or social scholarship in increased amount, mentioned in § 1, section 1, item 1 constitutes Appendix No. 1 (form generator) to these Terms and Conditions.
4. Application form for special scholarship for people with disabilities, mentioned in § 1, section 1, item 2 constitutes Appendix No. 2 to these Terms and Conditions.
5. Application form for Rector's scholarship for the best students, mentioned in § 1, section 1, item 3 constitutes Appendix No. 3 to these Terms and Conditions.
6. Application form for hardship benefits, mentioned in § 1. section 1. item 4. constitutes Appendix No. 4 to these Terms and Conditions.
7. Rules of granting Minister's scholarships for students with exceptional achievements are regulated by the following provisions:
 - art. 93, sec. 1-3, art. 359, art. 361 and art. 363, item 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Dziennik Ustaw - Official Journal of Laws of 2018, item 1668, as amended) and

- Regulation of the Minister of Science and Higher Education of 1 April 2019 on Scholarships of Minister of Higher Education and Science for students and outstanding young scientists (Dziennik Ustaw – Official Journal of Laws, item 658).

§ 3

Terms used in these Terms and Conditions mean the following:

1. *income* – means income after deducting maintenance costs paid for the benefit of other people, according to court's decision or court settlement (income mentioned in Appendix No. 6 to these Terms and Conditions);
2. *family income* – means total income of all family members;
3. *income per family member* – means monthly average income per family member achieved in the calendar year preceding the academic year when students apply for benefits, subject to loss and generation of income;
4. *student* – means a VPU student attending first-cycle, second-cycle or long-cycle Master studies, both full-time and part-time programmes;
5. *child* – means student's own child, spouse's child, adopted child, and child who's subject to adoption case or child under legal custody;
6. *single parent* – means spinster, bachelor, widow, widower, person remaining in separation by a legally-binding decision of the court, divorced person, unless they raise at least one child together with its parent.
7. *agricultural holding* – means a holding of the area exceeding 1 physical hectare or 1 conversion hectare, pursuant to provisions on agricultural taxation;
8. *institution providing 24-hour (free of charge and complete) maintenance and care* (art. 3, point 7 of the Act on Family Benefits) - means:
 - a) nursing home,
 - b) youth fostering centre,
 - c) juvenile shelter,
 - d) youth detention centre,
 - e) custody suite,
 - f) penitentiary,
 - g) military school or other school.
9. *child with disabilities (University student)* – means a child or a University student, who's a holder of disability certificate, pursuant to provisions on Vocational and Social Rehabilitation and Employment of People with Disabilities (Dziennik Ustaw – Official Journal of Laws of 2016, item 2046, as amended);
10. *dependants* – means family members who make a living thanks to combined income of those persons;
11. *de facto guardian of a child* – a person who actually takes care of a child, if they filed petition for adoption in Family Court;
12. *legal guardian* – means a person who was entrusted the care of a child, according to rules mentioned in Family and Guardianship Code – Act of 25 February 1964 Family and Guardianship Code ((Dziennik Ustaw – Official Journal of Laws of 2017, item 682)
13. *family* - refers to the following family members:
 - a) a University student

- b) student's spouse, as well as minors who are dependants of the student or their spouse, children who pursue studies and are under 26 years of age – and if 26th year of age occurs in the last year of studies – until completion of studies, and children with disabilities regardless of their age,
 - c) student's parents, legal guardians or de facto guardians, as well as minors who are their dependants, children who pursue studies and are under 26 years of age – and if 26th year of age occurs in the last year of studies – until completion of studies, and children with disabilities regardless of their age.
- 14. Students have the right to apply for social scholarship without declaring income obtained by persons mentioned in section 13, item c:
 - 1) if they do not maintain a common household with any of parents, and confirmed that by submitting appropriate declaration, and fulfil one of the following conditions:
 - a) are at the age of 26 or older,
 - b) are married,
 - c) have children to support, pursuant to section 13, item b,
 - d) attained the age of majority while remaining under foster care, or
 - 2) in the case of collective fulfilment of the following conditions:
 - a) having a steady source of income in the last tax year,
 - b) having a steady source of income in the current year,
 - c) having monthly income in the periods mentioned in letters a and b, which is equal to or higher than 1.15 of sum of amounts mentioned in article 5, section 1 and amount mentioned in article 6, section 2, item 3 of the Act of 28 November 2003 on Family Benefits (i.e. 930.35 zł)
 - d) not maintaining a common household with any of parents and confirming that fact in submitted declaration.
- 15. *mild degree of disability* – refers to:
 - a) adjudicated partial incapacity to work,
 - b) having a certificate of 3rd category of disability,
- 16. *moderate degree of disability* – refers to:
 - a) disability of moderate degree, pursuant to provisions on Vocational and Social Rehabilitation and Employment of Persons with Disabilities,
 - b) full incapacity to work, adjudicated pursuant to provisions on old-age pensions and disability pensions paid from the Social Insurance Fund,
 - c) having a certificate of 2nd category of disability.
- 17. *severe degree of disability* – refers to:
 - a) disability of severe degree, pursuant to provisions on Vocational and Social Rehabilitation and Employment of Persons with Disabilities,
 - b) full incapacity to work and lead an independent existence, adjudicated pursuant to provisions on old-age pensions and disability pensions paid from the Social Insurance Fund,
 - c) permanent or long-term incapacity to work in agricultural holding, and lead an independent existence, adjudicated pursuant to provisions on social insurance for farmers, for the purpose of obtaining benefits mentioned in those provisions,

- d) having a certificate of 1st degree of disability.
18. *steady source of income* – refers to (permanent or cyclical) constant source of income in the year, which means for the last tax year for a period of 12 months, in particular remuneration for: employment relationship, labour based relationship, performing work or providing services on the basis of agency agreement, contract of mandate, contract of specific work, conducting non-agricultural business activity, etc.;
 19. *Act* – refers to Act of 20 July 2018 Law on Higher Education and Science (Dziennik Ustaw - Official Journal of Laws of 2018, item 1668)
 20. *UKS* – refers to appropriate University Scholarship Commission (Uczelniana Komisja Stypendialna);
 21. *OKS* – refers to Appeal Commission for Scholarship;
 22. *loss of income* - refers to loss of income caused by conditions mentioned in Appendix No. 6 to these Terms and Conditions;
 23. *obtaining income* – refers to obtaining income caused by conditions mentioned in Appendix No. 6 to these Terms and Conditions;
 24. *completion of studies* – refers to completion of studies according to the Regulations of Studies at the VPU.

§ 4

1. Financial aid benefits, mentioned in § 2, section 1, items 1, 2, 4, are granted on request of students by University Scholarship Commission.
2. Rector's scholarships for the best students, as mentioned in § 2, section 1, item 3, are granted by the Rector on students' request.

§ 5

1. Rector, on request of competent authority of VPU Student Commission (University Board of Student Council), establishes University Scholarship Commission and Appeal Commission for Scholarship
2. Commissions mentioned in section 1 are established from among students delegated by department or University executive body of Student Council and University Staff, respectively. Operating commissions consist of: three students and three members of University staff.
3. A member of University Scholarship Commission cannot be a member of Appeal Commission for Scholarship at the same time.
4. University Scholarship Commission and Appeal Commission for Scholarship participate in meetings, where protocols are prepared and signed by all members present at the meetings.
5. University Scholarship Commission and Appeal Commission for Scholarship maintain their competence until the commissions for new academic year are established.
6. In the case of scholarships mentioned in § 2, section 1, items 1, 2, 4, students have the right to appeal to OKS within 14 days since receiving the decision of UKS.
7. In the case of Rector's decision on scholarship mentioned in § 2, section 1, item 3, it is possible to file a motion for reconsideration within 14 days from receiving the decision.

8. Decisions issued by UKS and OKS are signed by those commissions' heads or by their deputies acting on authority delegated by heads of commissions.
9. The Rector monitors activity of UKS and OKS.
10. The Rector has the right to revoke the decision of aforementioned commissions, if they do not comply with provisions of the law or these Terms and Conditions.

§ 6

1. Decisions on granting social scholarship, social scholarship in increased amount and Rector's scholarship are valid for a period of one semester or one academic year, decisions on granting scholarship for people with disabilities are valid for a period of one academic year, and if one year of studies lasts one semester – for a period of five months, subject to section 2 and § 25, section 4, but no longer than till 30th June in the given academic year.
2. In the case of students who graduate from the University ahead of schedule, before the date mentioned in the Regulations of Studies, the decision on granting benefits mentioned in § 2, section 1, expires at the end of the month when Diploma Examination was passed.

§ 7

Students mustn't receive both Rector's scholarship for the best students and Minister's scholarship for outstanding achievements at the same time. Receiving such scholarships does not exclude student's right to receive other material aid benefits, mentioned in § 2, section 1, and the right to receive scholarship granted by local government authorities and employers, as well as those coming from the resources of European Union Structural Funds.

§ 8

1. Student who study a few programmes at the same time, as well as those who study at a few different higher education institutions, might receive benefits mentioned in § 2, sections 1- 2, only in one study programme chosen by themselves, at one higher education institution.
2. Benefits mentioned in § 2, sections 1- 2 might be granted to students of first-cycle studies, second-cycle studies and long-cycle master's studies, but for a period no longer than 6 years.
3. Benefits mentioned in § 2, sections 1- 2 shall not be granted to students who are holders of master's degree, degree of Master in Engineering or its equivalent, as well as bachelor's degree, degree of Bachelor of Engineering or its equivalent, if they pursue first-cycle studies again.
4. Provisions of section apply also to those people who have professional titles obtained abroad.
5. Total monthly sum of scholarships, mentioned in § 2, section 1, items 1 and 3, i.e. Rector's scholarship, and social scholarship or social scholarship in increased amount or scholarship for people with disabilities cannot exceed 38% of basic remuneration of Professor.
6. If the received sum of benefits mentioned in section 5 exceed the Mount provided in section 5, the amount of scholarship granted at a later date shall be reduced

accordingly, which is agreed by the student in the application form (Appendix No. 1 to these Terms and Conditions) in the section "Declarations".

7. Students are obliged to submit declaration that they do not receive material aid benefits at more than one study programme.
8. Decision on granting material aid benefits mentioned in § 2, section 1, expires on the last day of the month when students were discontinued or graduated from the programme where they received benefits, or lost the right to benefits pursuant to section 2.
9. Students who receive material aid benefits are obliged to immediately notify the University if circumstances mentioned in section 2 arise, as they affect material aid benefits.

§ 9

1. Material aid benefits are granted to those who, according to Regulations of Studies at the VPU, have a status of students and were not suspended.
2. Material aid benefits are not granted to students who retake a semester or have a Dean's leave, subject to section 3.
3. Benefits mentioned in § 2, section 1 might be granted if the aforementioned leave was granted due to health condition, emergency or necessity to take care of a child.
4. Students who complete studies ahead of the time mentioned in Regulations of Studies shall receive scholarships for the last time for the month when Diploma Examination was taken.
5. Material aid benefits are paid to the bank account indicated by students.

§ 10

1. Material aid benefits might be realized only by means of financial resources granted to the University for that purpose.
2. Subsidies are distributed by the Rector, in agreement with the University executive body of University Council, in accordance with the principle that funds for Rector's scholarships shall be granted in a number not greater than 10% of a number of students at each study programme offered by the University, and constitute not more than 60% of resources allotted in total for Rector's scholarships, social scholarships and hardship benefits. If a number of students at a given study programme is lower than ten, Rector's scholarship might be granted to one student.
3. Resources of material aid fund shall not be used for any other purpose than material aid for students.

SOCIAL SCHOLARSHIPS

DETAILED CRITERIA ENTITLING STUDENTS TO APPLY FOR SOCIAL SCHOLARSHIP

§ 11

1. Social scholarship might be granted to students in a difficult financial situation.
2. The basis for granting social scholarship is the amount of income obtained in the calendar year preceding given academic year, income per one member of student's

family maintaining common household, subject to provisions on lost and obtained income. Composition of student's family shall be provided as of the day when application is submitted.

3. Students whose income per family member does not exceed the amount mentioned in article 8, section 1, item 2 of the Act of 12 March 2004 on Social Assistance (i.e. 528.00 zł) is obliged to submit the certificate from the social welfare centre concerning financial situation of themselves and their family, together with application form for social scholarship.
4. Material aid is granted to Polish citizens as well as foreigners mentioned in article 324 of the Act (detailed information on students who do not have Polish citizenship are included in Appendix No. 7 to these Terms and Conditions).
5. Students might be granted social scholarship or social scholarship in increased amount. Those benefits shall not be added up.
6. Social scholarship or social scholarship in increased amount are granted on student's request, on the basis of the form that constitutes Appendix No. 1 to these Terms and Conditions.
7. In the case of incorrectly filled application form the University shall issue a written request or request in a form of telephone conversation to rectify or complete the form within 14 days from receiving that request. In the case of non-compliance with the request, the form shall not be further considered. The result of the lack of further consideration of the form shall be provided to students in the aforementioned request.
8. The payment of scholarship shall be withheld if students are discontinued, suspended by final decision of disciplinary committee or if students resigned from pursuing studies.

§ 12

1. Students of full-time studies who are in a difficult material situation might be granted social scholarship in increased amount on account of:
 - a) living in a student dormitory or other facility, if every day travel from the place of permanent residence to VPU would prevent student from or make it difficult to a large extent to pursue studies,
 - b) living with an unemployed spouse or student's child in a student dorm or in other facility.
2. A sample application form for social scholarship in increased amount is included in Appendix No. 1 to these Terms and Conditions.
3. Students who apply for scholarship in increased amount on account of staying at the facility other than student dormitory (which signed agreement with VPU), are obliged to provide document confirming their stay at that facility, in particular by submitting declaration included in Appendix No. 9 to these Terms and Conditions (*declaration of student's stay at student dormitory or other facility*),

§ 13

1. Income mentioned in § 11, section 1 shall be confirmed by proper documentation, issued by appropriate institution, and declarations allowed by these Regulations.
2. A detailed list of documents mentioned in section 1 is included in Appendix No. 6 to these Terms and Conditions.

3. If some special circumstances that might take effect on the amount of benefits require certification by means of a document other than those mentioned in Appendix No. 6 to these Terms and Conditions, UKS or OKS might demand presenting such document.
4. Copies of documents required in the process of granting the right to material aid might be authenticated by state or local government institution, notary public or institution that issued the document. In justified cases UKS or OKS might allow for authenticating the copy of document by the student who – at the same time – will submit the declaration that this is a true copy of the original document, under the penalties of perjury.

§ 14

1. If the University has certain doubts in the case concerning granted financial aid benefit, and those doubts are related to circumstances having effect on the right to those benefits, the student is immediately notified that it is necessary to submit explanations or essential documents within the set time, no longer than 14 days from receiving that notification. If students fail to submit required explanations or submit essential documents within the set time, payment of material aid benefits is withheld until the next payment term.

§ 15

1. Scholarships mentioned in § 2, section 1 are granted to students not earlier than starting from the month when the application form with full documentation was submitted, subject to § 11, section 7.
2. Income per person in student's family shall be calculated on the basis of certificates of material situation in the calendar year preceding the given academic year.

§ 16

1. The Rector, in agreement with the University authority of Student Council, determined the income per person in student's family that entitles to apply for social scholarship.
2. Income mentioned in section 1 cannot be lower than 1.30 of the amount mentioned in article 8, section 1, item 2 of the Act of 12 March 2004 on Social Assistance (Dziennik Ustaw - Official Journal of Laws of 2016, item 930, as amended), and higher than 1.30 of the sum of amounts mentioned in article 5, section 1 and article 6, section 2, item 3 of the Act of 28 November 2003 r. on Family Benefits (Dziennik Ustaw - Official Journal of Laws of 2016, item 1518, as amended).
3. Monthly income per family member that entitles students to apply for social benefits is provided in the separate regulation.

SCHOLARSHIPS FOR PEOPLE WITH DISABILITIES

§ 17

1. Scholarship for people with disabilities might be granted to students that are holders of disability certificate, degree of disability certificate or certificate mentioned in article 5 and article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation

and Employment of Persons with Disabilities (Dziennik Ustaw – Official Journal of Laws of 2018, item 511, as amended).

2. Scholarship for persons with disabilities is granted on student's request (Appendix No. 2 to these Terms and Conditions), irrespective of their material situation. The application form shall include the copy of valid certificate mentioned in section 1.
3. In the case of certificate issued for a definite period of time scholarship is granted for a period not longer than validity period of certificate, with the opportunity to prolong the period of taking scholarship after presenting current certificate.
4. Scholarship for persons with disabilities might be granted during the academic year, and is paid out starting from the month when the application form was submitted, without the opportunity to pay out with adjustment.

HARDSHIP BENEFITS

§ 18

1. Hardship benefits might be granted to students who are temporarily in a difficult life situation.
2. Hardship benefit is a non-returnable, one-off benefit, granted not more frequently than two times in an academic year.
3. Hardship benefits cannot be granted two times on account of the same factual state (on account of one fortuitous event).
4. Application for hardship benefit shall be submitted by a student if the event on account of which benefit is to be paid didn't occur earlier than six months before. Student's application shall include proper documentation.

RECTOR'S SCHOLARSHIP

§ 19

1. Rector's scholarship is granted in a number not higher than 10% of a number of students at each study programme offered by VPU, however, if a number of students at the study programme is lower than ten, Rector's scholarship might be granted to one student.
2. Rector's scholarship might be granted to students whose average grade for a previous year of studies is not lower than 4.0, or to students who have scientific or artistic achievements, or high sports scores in international or national competitions.
3. Rector's scholarship for the best students might be granted to students who got admission to the first year of studies in the year of taking Matura exam, and who are international school contest laureates, or laureates or finalists of school contest at the central stage, as mentioned in provisions on educational system.
4. Rector's scholarship might be granted to students of the first year of second-cycle studies, if those studies began during the academic year when first-cycle studies were completed, and if those students fulfil criteria included in section 2 on the last year of first-cycle studies. Students are obliged to attach a copy of Bachelor's Degree Diploma to the application form mentioned in § 2, section 5.
5. Rector's scholarship might be granted to students not earlier than after passing the first year of studies, subject to sections 3 and 4.

6. Rector's scholarship shall not be granted to students who retake a year or semester of studies, or student placed on conditional enrolment for the next semester of studies.
7. Average grade at a given study programme is determined annually by the Rector. While calculating average grade grades for all taken exams and graded credits are taken into consideration.
8. Scientific and artistic achievements are evaluated by competent scholarship commission, on the basis of information included in the application form for granting Rector's scholarship that constitutes Appendix No. 3 to these Terms and Conditions.
9. Rector's scholarship for the best students might also be granted to students who, in a previous academic year, in particular:
 - a) won the places from 1 to 5 in international competition while representing Poland;
 - b) won the places from 1 to 3 during Poland Championships in the category and sports discipline represented by them;
 - c) won the places from 1 to 3 while representing the University in Academic Championship of the Region;
 - d) won the places from 1 to 3 while representing the University in Poland Championships AZS and Academic Championships of Poland or Europe.
10. The basis for obtaining scholarship is submitting written application form, together with attached certificates confirming sports achievements mentioned in section 9.

PROCEDURE OF GRANTING MATERIAL AID

§ 20

1. Application forms mentioned in § 2, section 1, items 2-3, together with required documentation, shall be submitted to Dean's offices of individual departments. Applications mentioned in § 2, section 1, item 1, together with required documentation shall be submitted to a Dean's office employee who's in charge of scholarship issues.
2. Applications for benefits mentioned in § 2, section 1, items 1-3, shall be submitted:
 - a) by 31 October – in the case of applying for benefits for a period of academic year or for winter semester,
 - b) by 31 March - in the case of applying for benefits for summer semester.
3. After the dates mentioned in section 2, the application might be submitted by students whose material situations changed during the academic year, in particular due to: change of a number of student's family members, loss of income by a student or student's family member.
4. Application form mentioned in section 3 shall be properly documented.
5. Application forms submitted after the dates mentioned in section 2 shall not be further considered.
6. Application forms mentioned in § 2, section 1, items 1-3, submitted before October 1, shall be treated as submitted at October 1.
7. Students who don't have Polish citizenship are obliged to attach copies of admission decisions to applications mentioned in § 2, section 1, items 1-3.
8. VPU employee shall certify completeness and correctness of student's application form by their handwritten signature.

9. VPU employee includes information on the mode of studies pursued by a foreigner in the designated place.
10. Students are obliged to present documents confirming the situation that justifies the opportunity to apply for benefits mentioned in § 2, section 1, in Polish language. If documents were prepared in other languages, students shall attach the translation by certified translator to the application form.

§ 21

1. Decisions on granting social scholarship, social scholarship in increased amount, scholarship for persons with disabilities and hardship benefits are made by UKS in first instance. The time period from submitting a complete application form by a student to notifying about the decision shall not last longer than 30 days.
2. Written decision is delivered against confirmation of receipt, immediately after making the decision by the competent Commission.
3. Dean's Offices are in charge of preparing decisions of UKS and OKS and timeliness of notifying students about all the decisions.

PRINCIPLES OF DETERMINING THE AMOUNT OF BENEFITS AND PAYMENT OF BENEFITS

§ 22

1. The rector, in agreement with competent Student Council authority determines and discloses to the public, in a form of regulation:
 - a) monthly income per family member that entitles to apply for social scholarship,
 - b) income thresholds for social scholarships and social scholarships in increased amount, as well as payments that are granted within those thresholds,
 - c) the rate of special scholarship for disabled persons
 - c) rate of hardship benefits.
 - d) rates of Rector's scholarships granted for individual categories.

§ 23

1. Scholarships mentioned in § 2, section 1, items 1-3 are paid out every month, subject to section 5.
2. Hardship benefit is a one-off benefit.
3. Bursar's Office is in charge of timely preparation of the list of payments and realizing those payments.
4. Scholarships are paid out every month, after 20th day of each month.
5. The first payment of benefits mentioned in § 2, section 1, items 1-3, is made by the end of November, with adjustment for October, and in the summer semester by the end of April, with adjustment for February and March.
6. The last payment of social scholarship in increased amount is granted for the last month of staying at the student dormitory or other facility, but no longer than till June of a given year.

APPEAL PROCEDURE IN THE CASE OF NOT RECEIVING MATERIAL AID

§ 24

1. In the case of scholarships mentioned in § 2, section 1, items 1, 2 student have the right to appeal to UKS within 14 days from receiving UKS decision.
2. In the case of Rector's decision on scholarship mentioned in § 2, section 1, item 3, students have the right to apply for reconsideration of the case within 14 days from receiving the decision.
3. The decision made within appeal procedure mentioned in sections 1 and 2 is final. Students might appeal against that decision in competent Voivodeship Administrative Court – pursuant to art. 207 of the Law - and students shall be notified about that.
4. Decisions made within the appeal procedure are signed by the head of OKS or their deputy acting on authority delegated by the head.

SUSPENSION, LOSS AND EXPIRATION OF THE RIGHT TO MATERIAL AID

§ 25

1. In the case of changes in a number of family members, obtaining income and other changes that take effect on the right to material aid, students are obliged to immediately notify Dean's office employee in charge of scholarship issues.
2. If students no longer stay in student's dorm or other facility provided in the declaration, they are obliged to immediately notify appropriate Dean's office about this fact.
3. Students who receive material aid are obliged to provide, on request of the authority that is in charge of granting benefits, explanations and information concerning circumstances that might affect the right to those benefits.
4. If students refuse to provide or fail to provide within set time explanations or opinion mentioned in § 14, sections 1 and 2:
 - a) payments of granted material aid are withheld, if such benefits were granted,
 - b) ongoing proceedings are suspended – student shall be requested again to submit explanations within some additional set time; such request shall include notification about effects of failure to submit explanations or opinions.
5. If students, though requested again to submit explanations or present opinions, fail to do that within set time:
 - a) if material aid has already been granted, competent authority decides on the loss of granted rights to material aid, ordered by previously issued decision starting from the day when the set time passed;
 - b) ongoing proceedings – application form is left unconsidered.

MONITORING AND CONTROL OF REALIZING MATERIAL AID

§ 26

1. The person in charge of monitoring activity of UKS or OKS is the Rector.
2. Within that monitoring the Rector might repeal decisions that do not comply with provisions of the law and these Regulations.

§ 27

1. Control over realization of material aid is carried out by:
 - 1) The Rector or employees delegated by them

- 2) Bursar or delegated employees of Bursar's Office.
2. The control mentioned in section 1, item 1, refers to, in particular:
 - 1) on-going monitoring of UKS administrative management and realization of benefits, including monitoring of on-going update of data concerning granted benefits in IT system of the University;
 - 2) on-going monitoring of the list of scholarship payments, concerning their actual state, as well as timeliness of payments' realization;
 - 3) monitoring of at least 5% of student files, involving completeness of documents concerning material aid, including correctness of income documentation and calculation of income entitling to benefits, as well as compliance of procedure with the current provisions;
 - 4) monitoring of current update of data on student status in IT system of the University.
3. The control mentioned in section 1, item 2, includes, in particular:
 - 1) current control of correctness of benefit payments' lists and their compliance with data in IT system of the University;
 - 2) comparison of realization of benefits with the plan of material aid fund for students.

REIMBURSEMENT OF UNDULY RECEIVED BENEFITS

§ 28

1. The right to scholarships shall be established according to the state as of the date of decision making.
2. Students who unduly received material aid benefits mentioned in § 2, sections 1, 2 are obliged to reimburse them. Unduly received benefits might refer to:
 - 1) benefits paid out despite the circumstances that resulted in extinction or suspension of the right to those benefits, if students were notified of no right to receive them,
 - 2) benefits granted and paid out on the basis of false information of documents or, in the other case, fraudulent misguidance of authorities granting material aid benefits.
3. If students were granted other benefits, amount of unduly received material aid shall be deductible from paid out benefits if students express their consent for that.

TEMPORARY AND FINAL REGULATIONS

§ 29

1. Benefits mentioned in § 2, section 1, are paid out from Material Aid Fund, pursuant to article 95 of the Law.
2. To all matters not settled by the provisions of these Terms and Conditions provisions of the Law shall apply.

§ 30

1. Changes to these Terms and Conditions might be made by the Rector, in agreement with University executive authority of the VPU Student Council or on Rector's request.
2. The Terms and Conditions shall come into force on the day of 1st October 2019.

The list of appendices:

1. **Appendix No. 1** - A sample application form for social scholarship or social scholarship in increased amount (form generator).
2. **Appendix No. 2** - A sample application form for scholarship for people with disabilities.
3. **Appendix No. 3** - A sample application form for Rector's scholarship.
4. **Appendix No. 4** - A sample application form for hardship benefit.
5. **Appendix No. 5** - Regulation of the Minister of Science and Higher Education on scholarships for outstanding achievements awarded to students.
6. **Appendix No. 6** - Principles of determining of family composition and income of a student.
7. **Appendix No. 7** - Principles of granting material aid to students without Polish citizenship.
8. **Appendix No. 8** - Declaration of non-taxable income.
9. **Appendix No. 9** - Declaration of staying in a student dormitory or in the other facility.
10. **Appendix No. 10** - Declaration of not conducting business activities.
11. **Appendix No. 11** - Declaration of not possessing agricultural land.
12. **Appendix No. 12** - Declaration of unemployed person not registered in the Employment Agency.
13. **Appendix No. 13** - Declaration of obtained professional titles and period of studies.
14. **Appendix No. 14** - Consent for personal data to be processed for the purposes of granting material aid.

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Head of University Commission

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Rector