

*Appendix to Ordinance no.103/2020  
of the Rector of Pope John Paul II State School of Higher Education  
in Biala Podlaska of 10.09.2020*

**POPE JOHN PAUL II STATE SCHOOL OF HIGHER EDUCATION  
IN BIAŁA PODLASKA**



**REGULATIONS OF BENEFITS FOR THE STUDENTS OF POPE JOHN PAUL II  
STATE SCHOOL OF HIGHER EDUCATION IN BIAŁA PODLASKA**

Biała Podlaska, 2020

## TABLE OF CONTENTS

I.	GENERAL PROVISIONS	3
II.	SCHOLARSHIP COMMITTEES	7
III.	SOCIAL BENEFIT	8
IV.	BENEFIT FOR DISABLED PEOPLE	20
V.	THE RECTOR'S SCHOLARSHIP	21
VI.	ALLOWANCE	26
VII.	BENEFITS FOR INTERNATIONAL STUDENTS	26
VIII.	MODE OF GRANTING BENEFITS	27
IX.	FINAL PROVISIONS	29

## I. GENERAL PROVISIONS

### §1

1. These regulations determine types of financial aid for the students of Pope John Paul II State School of Higher Education in Biała Podlaska, conditions and mode of their granting and payment.
2. Whenever the Regulations refer to:
  - a. the act Law on higher education – it is understood as the act of 20 July 2018 Law on higher education and science (uniform text Journal of Laws of 2020, items 85, 374, 695),
  - b. act on social assistance – it is understood as the act of 12 March 2004 on social assistance (Journal of Laws of 2019, items 1507, 1622, 1690, 1818, 2473),
  - c. act on family benefits – it is understood as the act of 28 November 2003 on family benefits (uniform text Journal of Laws of 2020, item 111),
  - d. MSP regulation – it is understood as the regulation of the Minister of Family, Labour and Social Policy of 27 July 2017 concerning the manner and mode of procedure in cases for granting family benefits and the scope of information which must be included in the application, certificates and declarations for the determination of the right to family benefits (Journal of Laws, item 1466),
  - e. Code of Administrative Procedure – it is understood as the act of 14 June 1960 Code of Administrative Procedure (uniform text Journal of Laws of 2020, items 256, 695),
  - f. act on foreigners – it is understood as the act of 12 December 2013 on foreigners (uniform text Journal of Laws of 2020, item 35),
  - g. Regulations – it is understood as these Regulations,
  - h. act on the protection of personal data – it is understood as the act of 10 May 2018 on the protection of personal data (uniform text Journal of Laws of 2019, item 1781),
  - i. Penal Code (p.c.) – it is understood as the act of 6 June 1997 Penal code (uniform text Journal of Laws of 2019, items 1950, 2128 as amended),
  - j. subsidy – it is understood as the funds transferred to the University from the state budget for tasks related to non-refundable financial aid for students.

### §2

1. Financial aid may be received by a student who meets the requirements determined in the act Law on higher education and in these Regulations.
2. Financial aid for students, paid from the scholarship fund referred to in art. 412 of the act Law on higher education, includes:
  - a. social benefit,
  - b. benefit for disabled people,
  - c. allowance,
  - d. the rector's scholarship.

### §3

1. Financial aid is granted within the subsidy transferred to the University from the state budget. The scholarship fund is formed from the funds allocated for this purpose.
2. The subsidy funds for financial aid for students, allocated for the rector's scholarships, constitute no more than 60% of total funds allocated for the rector's scholarships, social benefits and allowances.
3. In the given calendar year, the rector in agreement with the Student Self-Government divides the subsidy transferred to the University from the state budget, for tasks related to the non-refundable financial aid for students and in the given academic year determines:
  - a. the amount of income per person in the student's family which entitles the student to apply for the social benefit; the income amount cannot be lower than 1.30 of the amount referred to in art. 8 par. 1 pt 2 of the act on social assistance, or higher than 1.30 of the sum of the amounts referred to in art. 5 par. 1 and art. 6 par. 2 pt 3 of the act on family benefits;
  - b. the amount of the social benefit, benefit for disabled people, the rector's scholarship.
4. The rector in agreement with the Student Self-Government may change the amount of granted benefits during the academic year or grant an additional amount for one-time payment.
5. The total monthly amount of the social benefit and the rector's scholarship for the student cannot exceed 38% of the professor's salary.

#### §4

1. Financial aid is granted upon the student's request after registering it electronically.
2. The benefits referred to in §2 par. 2 of the Regulations:
  - a. are granted in first-cycle programmes, second-cycle programmes and uniform master's degree studies but no longer than for 6 years;
  - b. are not granted to the student who holds a professional title of:
    - master (magister), master of science (magister inżynier) or equivalent,
    - bachelor (licencjat), bachelor of science (inżynier) or equivalent if they start a first-cycle programme again;
  - c. are not granted to students who are candidates for professional soldiers or professional soldiers who started studies based on the referral by a competent military authority and received help in connection with receiving education under the provisions on military service of professional soldiers;
  - d. are not granted to students who are officers of state services in the candidate service or who are officers of state services who started studies based on the referral or consent of a competent supervisor and received help in connection with receiving education under the provisions on service.
3. The total period when a given person may receive benefits within their studies – independently of their type and length, or the university where the studies are conducted – cannot exceed 6 years. This deadline also runs when the person is on leave from classes but remains a student. If the person interrupts and resumes their studies, the counting of the indicated period is continued but not restarted. Similarly, if a first-cycle programme is

completed and a second-cycle programme or uniform master's degree studies are started, only the periods of studying in these programmes are summed up while the break between these programmes is excluded.

The 6-year period of entitlement to benefits also includes the period of studying before the act – Law on higher education and science – became effective, i.e. before 1 October 2018.

4. The student who applies for benefits referred to in §2 par. 2a, b and d of the regulations, or who receives such benefits, is required to immediately inform the university about obtaining the professional title which results in the loss of the right to these benefits or about the expiry of the deadline when the student was allowed to apply for the benefits or receive them.
5. Financial aid (social benefit, benefit for disabled people, allowance) is granted by the Scholarship Committee.
6. The decisions of the Scholarship Committee are signed by the chairperson of the committee or the deputy.
7. The decision of the Scholarship Committee is appealed against to the Scholarship Committee of Appeal. The appeal is submitted through the Scholarship Committee within 14 days of delivery of the decision. The appeal is examined within 30 days of the date of receipt.
8. The decisions of the Scholarship Committee of Appeal are signed by the chairperson of the committee or the deputy.
9. In the case of a decision on the rector's scholarship, within 14 days of the date of decision delivery, the student may apply for the reconsideration of the case. The application for the reconsideration of the case is examined within 30 days of the date of receipt. The decision may not be appealed.
10. The decisions are delivered in writing against a receipt, in person or by post.
11. The rector supervises the activity of all committees. As part of this supervision, the rector may revoke a decision of the Scholarship Committee or the Scholarship Committee of Appeal which is inconsistent with the law.
12. Financial aid is granted for 9 months of a year of studies (two semesters), i.e. from October to June of the following year (X, XI, XII, I, II – first semester; III, IV, V, VI – second semester) for programmes starting in the winter semester, except for the cases when the last year of studies, in accordance with the plan of study, lasts only one semester.  
For programmes starting in the summer semester, financial aid is granted for one summer semester, i.e. from March to June, or the winter semester, i.e. from October to February of the following year.
13. The scholarship documentation is collected and kept by the dean.
14. The student who simultaneously studies in several programmes of study may only receive a social benefit, benefit for disabled people, the rector's scholarship, allowance in only one field of study, indicated by the student.
15. The student who, after completing one programme of study, continues to study in another programme, is not entitled to a social benefit, benefit for disabled people, allowance, or

the rector's scholarship unless they start the second-cycle programme in order to obtain a professional title of a master but no longer than for 3 years.

16. The student who during the academic year moves to another programme of study, loses the right to receive a social benefit or benefit for disabled people in the former programme. The payment of the benefit is suspended from the month following the month in which the student started another programme. The decision to grant the benefit expires on the last day of the month in which the student moved to another programme.
17. In such an event the student may apply for a social benefit and benefit for disabled people in the new programme.
18. The student on leave from classes is not entitled to financial aid except for the rector's scholarship to which they acquired the right in the previous year.
19. The student on leave from classes for health reasons, in unique, substantiated and documented cases may receive a social benefit and allowance. The decision on granting the above benefit is taken by the Scholarship Committee.
20. During the waiting period for the repetition of the semester, year, subject(s), the student is not entitled to financial aid.
21. The student loses the right to financial aid if they are not enrolled for the next semester of study (are removed from the student roster) or abandoned their studies. The payment of the benefits granted is suspended from the month following the month in which the student was removed from the student roster.
22. The decision to grant financial aid expires on the last day of the month in which the student was removed from the student roster or completed studies in the programme in which they received benefits.
23. If the student fails to provide relevant documents confirming the income and property situation of the student and their family, the Scholarship Committee may request the student to provide explanations. Failure to provide explanations within the prescribed period results in the refusal to grant the given benefit.
24. The student who has been removed from the student roster retains the right to financial aid if the decision to remove the student is revoked as a result of the appeal.
25. Documented applications for financial aid (social benefit, benefit for disabled people, allowance) are submitted in the dean's office:
  - a. by 15 October and by the 15<sup>th</sup> day of each month (from November to June) – for programmes starting in the winter semester;
  - b. for programmes starting in the summer semester – by the end of February and by the 15<sup>th</sup> day of each month (from March to June) and by 15 October and the 15<sup>th</sup> day of each month (from November to February).

If the deadline is exceeded, financial aid may be granted from the following month after the submission of the complete application.

26. If the application for a social benefit, benefit for disabled people or the rector's scholarship is submitted after the deadline applicable at PSW (by 15 October for the winter semester and by the end of February for the summer semester), the committee may refuse to grant the above benefits if the benefit funds have already been distributed, despite the fact that the student meets the criteria for their receipt.

27. Applications for the rector's scholarship must be submitted by 15 October for the programmes starting in the winter semester and by the end of February for the programmes starting in the summer semester.
28. If the documents are written in a language other than Polish, they must be submitted with the translation into Polish made by a sworn translator.
29. Financial aid benefits are paid every month but the benefits for October may be paid in November, and if the programme starts in the summer semester, the benefits for March may be paid in April of the given academic year or in November of the following calendar year.
30. The payment of benefits granted is made by a bank transfer to the account indicated by the student by the 25<sup>th</sup> day of each month.
31. The benefits obtained on the basis of false data constitute undue benefits and must be returned.
32. If it is found that the student has provided false data, the student may be subject to disciplinary and criminal liability.

## **II. SCHOLARSHIP COMMITTEES**

### §5

1. The Scholarship Committee is appointed by the rector from the students and employees. The committee consists of at least 6 persons but the students constitute the majority of the committee.
2. The Scholarship Committee of Appeal is appointed by the rector from the students and employees but the students constitute the majority of the committee.
3. The chairpersons and the deputy chairpersons of both committees are nominated by the rector.
4. The scholarship committees and the scholarship committees of appeal are appointed every year for the given academic year, i.e. from 1 October to 30 September of the following year.
5. A member of the scholarship committee of appeal may not be a member of the scholarship committee.

### §6

1. The activity of the scholarship committees is supervised by the rector.
2. Under the supervision referred to in par. 1, the rector may revoke the decisions of the scholarship committees issued contrary to the provisions of the law.

### §7

1. Every member appointed to the scholarship committees in the given academic year signs an authorisation to process personal data.
2. The committees meet on dates determined by the chairpersons of particular committees.

3. A member of the scholarship committee who is personally interested in the resolution, and a member of the committee who participated in the examination of the case in a lower committee are excluded from examining the case.

#### §8

1. If a committee member graduates, is removed from the student roster, resigns from membership in the committee or is dismissed by the rector, the composition of the committee is supplemented according to the same rules as for the appointment of committee members.
2. In justified cases, the rector may dismiss a committee member on the rector's initiative or upon the chairperson's request.

#### §9

1. The scholarship committee:
  - a. examines applications for financial aid;
  - b. requests the student to supplement the missing documents;
  - c. issues individual decisions to grant or refuse financial aid and establishes the date and place of delivery;
  - d. accepts appeals against decisions and submits them to the Scholarship Committee of Appeal along with the case files within 7 days of the date of receipt of the appeal unless it decides that the appeal is fully admissible and then it may issue a new decision in which the committee revokes or amends the appealed decision;
  - e. informs the rector on violations of these Regulations.
2. The Scholarship Committee of Appeal:
  - a. examines appeals against the decisions of the scholarship committee;
  - b. requests the student to supplement the missing documents;
  - c. issues individual decisions to grant or refuse financial aid and establishes the date and place of delivery;
  - d. informs the rector on violations of these Regulations.

### **III. SOCIAL BENEFIT**

#### §10

1. The social benefit may be granted to a student in a difficult financial situation. To apply for the benefit, the student must submit an application on an appropriate form (appendix no. 1) along with the certificates required, documenting net monthly income per person in the student's family.
2. The basic requirement for granting a social benefit is net monthly income per person in the student's family, which does not exceed the amount determined by the rector in agreement with the Student Self-Government. The basis for the calculation of this income is the student's family income (including the income earned by the student).
3. The income which is the basis for granting a social benefit is calculated in accordance with the rules determined in the act on family benefits and is calculated on the basis of:

- a. income presented by the student – revenue taxable under the applicable provisions of the act of 26 July 1991 on personal income tax reduced by tax deductible costs, due personal income tax, social insurance premiums not included in tax deductible costs and health insurance premiums;
  - b. income presented by the student, the student’s parents and adult siblings – revenue taxable under the applicable provisions of the act of 26 July 1991 on personal income tax (Journal of Laws of 2019, item 1387 uniform text), reduced by tax deductible costs, due personal income tax, social insurance premiums not included in tax deductible costs and health insurance premiums;
  - c. net income presented by the student, the student’s parents and adult siblings running economic activity on the basis of a tax card, declared but undocumented, reduced by due income tax and paid social and health insurance premiums;
  - d. income from activity taxable under the provisions on flat-rate income tax on certain revenues obtained by natural persons, in this case the student completes appendix no. 9 showing the income depending on the form of tax (flat-rate tax or tax on recorded revenue without deductible costs):
    - a) obtained in the calendar year preceding the benefit payment, monthly income is 1/12 of the income announced annually by the competent minister for family in the Official Journal of the Republic of Poland “Monitor Polski” by 1 August of each year,
    - b) obtained after the year preceding the benefit payment, declared, for the month following the month in which it was obtained, by submitting a declaration on the income obtained;
  - e. farm income calculated on the basis of the number of conversion hectares owned by the family in the calendar year preceding the date of submitting the application.
4. Certificates from the Tax Office are valid for three months from the date of issue, other certificates are valid for one month from the date of issue.
  5. Family members are only: the student, the student’s parents, (the student’s and their siblings’) legal or actual guardians, the student’s parents’ own and adopted underage children who are in education up to 26 years of age (if the age of 26 falls in the last year of studies, until their completion) and disabled children, regardless of age, dependent on them, as well as the student’s spouse and their children, including the student’s spouse’s underage children who are in education up to 26 years of age (if the age of 26 falls in the last year of studies, until their completion) and disabled children regardless of age, dependent on them.
  6. In the application for a social benefit, the student enters the family status as of the day of submitting the application.
  7. The student who does not share the household with any of their parents, legal or actual guardians, is financially independent if the student meets one of the following requirements:
    - a. is 26 years of age;
    - b. is married;

- c. has underage children, children in education up to 26 years of age, and if the age of 26 falls in the last year of studies, until their completion, and disabled children, regardless of age;
  - d. reached the age of majority in foster care;
  - e. has a permanent source of income and their average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to in par. 9 is higher or equal to 1.15 of the sum of the amounts determined in art. 5 par. 1 and art. 6 par. 2 pt 3 of the act of 18 November 2003 on family benefits.
8. If the student applies for a social benefit and is financially independent, the student must submit the declaration (appendix no. 2).

## §11

The following rules of calculating the income in the student's family are determined:

1. **THE STUDENT'S INCOME INCLUDES** (after the deduction of the amounts of maintenance provided to other persons):
  - a. revenue taxable under the applicable provisions of the act of 26 July 1991 on personal income tax (Journal of Laws of 2019, item 1387, as amended), reduced by tax deductible costs, due personal income tax, social insurance premiums not included in tax deductible costs and health insurance premiums;
  - b. income from activities taxable under the provisions on flat-rate income tax on certain revenues obtained by natural persons;
  - c. other income non-taxable under the provisions on personal income tax:
    - pensions determined in the provisions on the provision of war and military invalids and their families,
    - pensions paid to repressed persons and members of their families, granted under the provisions on the provision of war and military invalids and their families,
    - cash benefit, compensation allowance and energy lump sum determined under the provisions on cash benefits and entitlements for alternative military service soldiers, forced to work in coal mines, quarries, and uranium plants and construction battalions,
    - veterans' allowance, energy lump sum and compensation allowance determined under the provisions on veterans and certain persons who are victims of war and post-war repression,
    - cash benefit determined under the provisions on cash benefit for persons deported for forced labour and imprisoned in labour camps by the Third German Reich or the Union of Soviet Socialist Republics,
    - energy lump sum, retirement pensions and disability pensions received by people who lost their eyesight as a result of hostilities in 1939-1945 or an explosion of live bombs left after that war,
    - disability pensions due to war disability, amounts of benefits received from abroad by war victims and their family members, accident pensions of persons

whose disability is connected with forced labour in the Third German Reich in 1939-1945,

- sickness benefits determined under the provisions on the social insurance of farmers and on the social insurance system,
- non-refundable foreign aid funds received from foreign governments, international organisations or international financial institutions, from non-refundable aid funds granted under a unilateral declaration or agreements concluded with these states, organisations or institutions by the Council of Ministers, competent minister or government agencies, including the cases when these funds are transferred through an entity authorised to distribute non-refundable foreign aid funds for entities whom this aid is to serve,
- receivables from an employment relationship or from a scholarship of natural persons residing in the Republic of Poland, temporarily staying abroad – in the amount equivalent to an allowance for a business trip abroad, determined for employees of state or local government budgetary units under the act of 26 June 1974 – Labour Code (Journal of Laws of 2018, items 917, 1000, 1076, 1608 and 1629),
- monetary dues paid to police officers, soldiers, customs officers and employees of military and police units used abroad in order to participate in an armed conflict or strengthen the forces of the allied state(s), participate in a peacekeeping mission, action to prevent acts of terrorism or their consequences as well as monetary dues paid to soldiers, police officers, customs officers and employees acting as observers in peacekeeping missions of international organisations and multinational forces,
- monetary dues from the service relationship, received during the candidate service by officers of the Police, State Fire Service, Border Guard, Government Protection Bureau and Prison Service, calculated for the period in which these persons received this income,
- income of members of agricultural production cooperatives due to their membership in an agricultural production cooperative, reduced by social insurance premiums,
- child support payments,
- doctoral scholarships granted under art. 209 par. 1 and 7 of the act of 20 July 2018 – Law on higher education and science (Journal of Laws, items 1668 and 2024), sports scholarships granted under the act of 25 June 2010 on sport (Journal of Laws of 2018, items 1263 and 1669) and other scholarships of social nature, granted to pupils or students,
- amounts of dietary allowances non-taxable with personal income tax, received by persons performing activities related to the performance of social and civic duties,
- monetary dues for renting guest rooms in residential buildings located in rural areas on a farm to people on holiday or for catering for these people,

- allowances for secret teaching determined in the act of 26 January 1982 – Teacher’s Charter (Journal of Laws of 2018, item 967),
- income obtained from economic activity conducted under the permit in a special economic zone determined under the provisions on special economic zones,
- cash equivalents for coal allowances determined under the provisions on commercialisation, restructuring and privatisation of the state-owned company “Polskie Koleje Państwowe”,
- equivalents for the right to free coal, determined under the provisions on the restructuring of the hard coal mining industry in 2003-2006,
- benefits under the provisions on the performance of the mandate of an MP and senator,
- farm income,
  - 1) The farm income is determined on the basis of the number of conversion hectares owned by the student and the student’s family in the calendar year preceding the academic year and the amount of average income from work in an individual farm from 1 conversion hectare, announced annually by the President of Statistics Poland in September.
  - 2) Income from a farm and non-agricultural income are added together.
  - 3) A farm is understood as an area of land classified in the land and building register as agricultural land or wooded or shrubby land on agricultural land, except for the land used for business activity other than agricultural activity, with a total area exceeding 1 hectare or 1 conversion hectare, which are owned or held by a natural or legal person or organisational unit, including a company without legal personality. For a smaller area of land, the farm income is not determined.
  - 4) A change in the size of a farm (e.g. purchase) does not constitute a gain or loss of income. All changes are taken into account for the years which are the basis for the financial aid benefit with the reservation that if the change of the size took place during the calendar year, it is counted proportionally to the number of months of possessing the farm. The income calculated in this way is divided by twelve months.
  - 5) When calculating the farm income, the health insurance premium is not deducted from the income.
  - 6) The certificate from the Commune Office must clearly state that in the last full calendar tax year the given person was the owner of the farm of the given size (a certificate with the current date stating that the given person is the owner of the farm with the size provided – is insufficient; the size of the farm in the last full calendar tax year must be confirmed). The amount of farm income is not needed in this certificate.
- income obtained outside the Republic of Poland, reduced, respectively, by the following, paid outside the Republic of Poland: income tax, compulsory social and health insurance premiums,

- pensions determined under the provisions on support for rural development from the funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and the provisions on support for rural development from the funds of the European Agricultural Fund for Rural Development,
  - maintenance advance determined in the provisions on proceedings against maintenance debtors and on maintenance advance,
  - financial benefits paid in the event of ineffectiveness of the enforcement of maintenance payments,
  - benefits referred to in art. 212 of the act of 20 July 2018 – Law on higher education and science,
  - amounts received under art. 27f par. 8-10 of the act of 26 July 1991 on personal income tax,
  - financial benefits determined in the act of 20 March 2015 on anti-Communist opposition activists and people repressed for political reasons (Journal of Laws of 2018, item 609 and of 2019, item 730),
  - parental benefit,
  - maternity allowance referred to in the provisions on social insurance for farmers,
  - scholarships for the unemployed funded by the European Union.
- d. If a family member earns income outside Poland, the income is calculated on the basis of the average foreign currency exchange rate, announced by the President of the National Bank of Poland, from the last working day of the calendar year from which the income of the family members is the basis for determining the right to a social benefit. The documents must obligatorily be translated by a sworn translator.
- e. The student who has started their own family and is not financially independent, and the spouse is not a student and does not have any sources of income, may receive a social benefit based on the student's parents' income. The student's family then includes their spouse and child(ren).
- f. For the student who was raised in a foster family, after reaching the age of majority, only the income earned by the student is considered as income for the scholarship purposes.

**2. THE STUDENT'S FAMILY INCOME DOES NOT INCLUDE:**

- a. scholarships received by pupils, students and PhD candidates under:
- European Union structural funds,
  - non-refundable funds from aid granted by the member states of the European Free Trade Association,
  - international agreements or executive programmes drawn up to these agreements or international scholarship programmes;
- b. financial aid benefits received by pupils under the provisions on the system of education;
- c. scholarships of social nature, granted by entities referred to in art. 21 par. 1 pt 40b of the act of 26 July 1991 on personal income tax (Journal of Laws of 2018, items 1509, 1540, 1552 and 1629);

- d. financial aid for students and PhD candidates in the form of a social benefit, benefit for disabled people, allowances, the rector's scholarship, scholarship funded by a local government unit, scholarship for academic or sports results funded by a natural person or legal person other than a state or local government legal person, the minister's scholarship granted under art. 359 par. 1 or scholarships granted from the university fund for academic results for students, and academic scholarships for employees and PhD candidates;
- e. parental benefits received under the provisions on parental benefits, family and care allowances, allowances for guardians received under the provisions on the determination and payment of allowances for guardians, childbirth allowances received under separate provisions and childcare allowance received under the provisions on state assistance in raising children;
- f. the parents' income if the student is financially independent.

In order to calculate income in the student's family, all income earned by the student and the student's family members in the calendar year preceding the academic year in which the student applies for financial aid is added up. The monthly income per person in the student's family is calculated by adding the student's family members' and the student's income, and afterwards dividing it by the number of persons in the family at the time of submitting the application and by the number of months.

When calculating the amount of income, the amount of adjudicated maintenance allowance for a child, student or other member of the student's family is taken into account.

When a family member has maintenance adjudged but does not receive it or receives in an amount lower than that determined by a court judgment or settlement, the family income includes the maintenance in the amount received. To confirm the amount of maintenance, a certificate of the body conducting the enforcement proceedings on the partial ineffectiveness of the enforcement of maintenance and the amount of the maintenance enforced must be presented.

The non-taxable income includes benefits from the Maintenance Fund.

The student's sibling or child over the age of 26 is not considered as the student's family member even if they are dependent unless they have a decision about disability.

## §12

The student who applies for a social benefit is required to document the amount of the family members' income by submitting relevant documents (certificates or declarations) in accordance with the list of documents required when applying for a social benefit.

### **DOCUMENTS WHICH MUST BE ATTACHED TO THE APPLICATION FOR A SOCIAL BENEFIT:**

1. CERTIFICATES FROM THE TAX OFFICE for the last full calendar tax year are submitted by the student and those family members of the student who remain in the

shared household with the student and are 18 years of age on the day of submitting the application.

The student's and the student's family members' certificates from the Tax Office on income taxable with personal income tax under the provisions of the act of 26 July 1991 on personal income tax;

Certificate issued by the competent head of the tax office, concerning the student or the student's family members who settle accounts under the provisions on flat-rate income tax on certain revenues earned by natural persons, respectively including the information about: a) the form of tax paid, b) the amount of the revenue, c) the tax rate, d) the amount of the tax paid in the calendar year preceding the payment of benefits, or 3) declaration on the income declared (net – after deducting due contributions and tax) (appendix no. 9) for the month following the month in which the income was earned by persons subject to provisions on flat-rate income tax on certain revenues earned by natural persons when earning the above income took place after the calendar year preceding the academic year in which the benefit is granted;

2. DECLARATION ON THE INCOME OF THE STUDENT AND THE STUDENT'S FAMILY MEMBERS if they settle accounts under the provisions on flat-rate income tax on certain revenues earned by natural persons in the form of tax on registered revenue without deductible costs and flat-rate tax, with the income earned in the calendar year preceding the academic year (appendix no. 9);
3. THE STUDENT'S FAMILY MEMBERS' AND THE STUDENT'S CERTIFICATE INCLUDING THE INFORMATION ON THE AMOUNT OF HEALTH INSURANCE PREMIUMS IN THE CALENDAR YEAR PRECEDING THE ACADEMIC YEAR (e.g. Social Security, County Labour Office) only if in the last full calendar tax year these persons earned income indicated in the certificate from the Tax Office;
4. CERTIFICATES FROM THE COMMUNE OFFICE OR THE MUNICIPAL OFFICE on the size of the farm, in conversion hectares in the calendar year preceding the academic year are submitted by all family members regardless of age;
5. ESTABLISHING FAMILY INCOME ON THE FARM, leased agricultural land is included in the area of the farm which is the basis for the assessment of agricultural tax, with the exception of lease:
  - a. submit the lease agreement – if the whole or a part of the farm owned by the student or the student's family is leased under the agreement concluded in accordance with the provisions of the act on social insurance for farmers, i.e. the lease agreement concluded in writing for at least 10 years and registered in the land and building records, concluded with a person who is not: the lessor's spouse, the lessor's descendant or stepchild, the descendant's or the stepchild's spouse, a person remaining in the shared household with the lessor, the spouse of the person remaining in the shared household with the lessor;
  - b. the lease agreement if the farm is leased in connection with receiving a pension determined in the provisions on support for rural development;
6. AGREEMENT CONCLUDED IN THE FORM OF A NOTARIAL DEED IF THE FARM IS PLACED FOR USE BY AN AGRICULTURAL PRODUCTION COOPERATIVE;

7. CERTIFICATE ON THE AMOUNT OF THE MAINTENANCE ALLOWANCE AWARDED:
  - a. a court judgment on the amount of the maintenance allowance granted;
  - b. a certificate from the bailiff on the amount of the maintenance allowance enforced or on the ineffectiveness of enforcement;
  - c. a certificate from the social welfare centre on the amount of the maintenance allowance granted (maintenance advance) or on their absence;
8. If a single person raising a child (the student or one of their parents) is not awarded a maintenance allowance for a child from the other parent of the child, the student is not entitled to social benefit unless:
  - a. the other parent is dead;
  - b. the child's father is unknown;
  - c. an action for the establishment of a maintenance allowance from the other parent has been dismissed;
  - d. the court obliged one of the parents to bear the full cost of maintaining the child and did not oblige the other parent to a maintenance allowance for this child;
  - e. the child, in accordance with the court's decision, is under alternate care of both parents in comparable and repeated periods;
9. CERTIFICATES FROM THE LABOUR OFFICE confirming the fact of being unemployed with or without the right to unemployment benefit in the case of unemployed members of the student's family. The certificate with the net amount of the unemployment benefit.

Persons who are unemployed but not registered in the Labour Office submit a declaration on being an unemployed unregistered person.
10. CERTIFICATE ON ATTENDING SCHOOL OR HIGHER EDUCATION SCHOOL by the applicant's siblings or children aged 18-26, but if the 26<sup>th</sup> year of age falls in the last year of studies, till the completion of these studies. If the student has adult siblings/children who go to school or study, a certificate from the Tax Office must be submitted on the student's net income for the previous tax year, and disabled children regardless of age (in this case a certificate from school or a document confirming the disability must be submitted);
11. DECISIONS OF THE SOCIAL SECURITY; DECISIONS OF THE AGRICULTURAL SOCIAL INSURANCE BUDGET (photocopy + original for certification) on the amount of family pension, parents' pensions and retirement pension for the student and their siblings;
12. EMPLOYER'S CERTIFICATE ON THE DATE OF THE POST-MATERNITY LEAVE of the student's family member and the period for which the leave is granted as well as the periods of employment;
13. CERTIFICATE FROM THE SOCIAL WELFARE CENTRE ON THE INCOME AND PROPERTY SITUATION OF THE STUDENT'S FAMILY if the monthly income per person in the family does not exceed the amount in art. 8 par. 1 pt 2;
14. COMPLETE COPY OF THE BIRTH CERTIFICATE if the father is unknown;
15. IF INCOME ABROAD IS EARNED – certificate on the net income for the last full calendar tax year, translated into Polish by a sworn translator;

16. OTHER REQUIRED DOCUMENTS, NECESSARY TO ESTABLISH INCOME IN THE STUDENT'S FAMILY OR CONFIRMING THE STUDENT'S FAMILY SITUATION (E.G. CERTIFICATES ON ALLOWANCES FROM THE SOCIAL WELFARE CENTRE, CERTIFICATE ON STAY OF THE STUDENT'S FAMILY MEMBER IN PLACES OF SEPARATION etc.).

§13

**RULES CONCERNING INCOME LOSS AND GAIN**

1. **INCOME LOSS**, in accordance with art. 3 par. 23 of the act on family benefits is only understood as the loss of income caused by:
- a. obtaining the right to a post-maternity leave;
  - b. loss of unemployment benefit or scholarship;
  - c. loss of employment or other gainful work;
  - d. loss of a pre-retirement allowance or pre-retirement benefit, teacher's compensation benefit, as well as retirement or disability pension, family pension, social pension or parental supplementary benefit referred to in the act of 31 January 2019 on parental supplementary benefit (Journal of Laws, item 303);
  - e. deletion from the register of non-agricultural activity or suspension of this activity under art. 16b of the act of 20 December 1990 on social insurance for farmers (Journal of Laws of 2017, item 2336 and of 2018, items 650 and 858) or art. 36aa par. 1 of the act of 13 October 1998 on the system of social insurance (Journal of Laws of 2017, item 1778, as amended);
  - f. loss of a sickness benefit, rehabilitation benefit or maternity benefit, payable after the loss of employment or any other gainful work;
  - g. loss of adjudicated maintenance payments due to the death of the person liable for these benefits or the loss of financial benefits paid in the event of ineffectiveness of the enforcement of the maintenance allowance due to the death of the person liable for the maintenance allowance;
  - h. loss of a parental benefit;
  - i. loss of a maternity benefit referred to in the provisions on social insurance for farmers;
  - j. loss of a PhD scholarship determined in art. 209 par. 1 and 7 of the act of 20 July 2018 – Law on higher education and science;

In this situation, appendix no. 10 must be completed.

2. **INCOME GAIN**, in accordance with art. 3 par. 24 of the act on family benefits, is understood solely as income gain caused by:
- a. termination of a post-maternity leave;
  - b. receiving an unemployment benefit or scholarship;
  - c. starting employment or other gainful work;
  - d. receiving a pre-retirement allowance or pre-retirement benefit, teacher's compensation benefit, as well as retirement or disability pension, family pension,

social pension or parental supplementary benefit referred to in the act of 31 January 2019 on parental supplementary benefit;

- e. starting non-agricultural activity or resuming this activity after the period of suspension under art. 16b of the act of 20 December 1990 on social insurance for farmers or art. 36aa par. 1 of the act of 13 October 1998 on the system of social insurance;
- f. receiving a sickness benefit, rehabilitation benefit or maternity benefit, payable after the loss of employment or any other gainful work;
- g. receiving a parental benefit;
- h. receiving a maternity benefit referred to in the provisions on social insurance for farmers;
- i. receiving a PhD scholarship determined in art. 209 par. 1 and 7 of the act of 20 July 2018 – Law on higher education and science.

In this situation, appendix no. 10 must be completed.

- 3. The change in employment conditions does not constitute income gain (e.g. salary increase, increased work time) or income loss (e.g. salary reduction, reduced work time).
- 4. An unpaid leave does not constitute income loss.
- 5. The following income can be neither “income lost” (it must be included in the calculations although it does no longer exist) nor “income gained” (it must not be included in the calculations although it appeared after the last full calendar tax year and appears at present):
  - a. farm income;
  - b. rental income;
  - c. income from the maintenance allowance (only maintenance allowance from the last full calendar tax year from a person who died is “income lost”);
  - d. income from benefits from the maintenance fund.
- 6. The provisions on the loss and gain of income do not apply to income from employment or other gainful work and income from deregistration or starting non-agricultural economic activity if the student or a family member has lost income from these activities and within 3 months from the date of income loss obtained income with the same employer, principal, or ordering party, or restarted non-agricultural economic activity.
- 7. If the amount of income in the student’s family changes during the academic year and affects the amount and the right to a social benefit due to:
  - a. income loss,
  - b. income gain,
  - c. change in the number of family members,the student is required to immediately notify the scholarship committee by submitting relevant documents along with an application – appendix no.10.
- 8. The right to income is determined from the first full month following the month in which the income loss took place, but not earlier than from the month of the submission of the application.

9. In the event of income gain during the academic year, the scholarship committee determines the income on the basis of the income increased by the amount of income obtained from the month following the month in which income gain took place, if the income is obtained in the period for which the right to a benefit is determined or verified.
10. If the number of family members changes, the scholarship committee again determines the income per one family member from the month following the submission of the application.
11. In the case referred to in par. 7, the Scholarship Committee revokes or amends the previous decision.

#### §14

1. The basis for refusing to grant a social benefit to the student whose monthly income per person in the family does not exceed the amount determined in art. 8 par. 1 pt 2 of the act of 12 March 2004 on social assistance is the lack of a certificate from the social welfare centre on the income and property situation of the student and the student's family, attached to the application for a social benefit unless the reasons for the failure to attach the certificate to the application were justified and the student has documented the sources of the family's income. In this case, appendix no. 11 must be completed (information on the justification of the reasons for the failure to attach the certificate from the social welfare centre on the income and property situation of the student and the student's family, and on the sources of the family's income, to the application for a social benefit).
2. In case of doubt, upon the request of the scholarship committee, the student is required to provide additional documents confirming the student's financial situation.

#### §15

1. The benefits referred to in §2 par. 2 are granted not earlier than from the month in which the application for a benefit, correctly completed, with the full documentation, taking into account §15 par. 4 and 5.
2. The student applying for a given benefit is liable for the timely submission and correct completion of the application as well as the completion of the documents which are the basis for considering the application for a benefit.
3. The applying student confirms the correctness of submitted documents along with the application for a given benefit and the information included in it with their own legible signature.
4. If the application for a given benefit is submitted as incorrectly completed and/or incomplete, the Scholarship Committee in writing requests the student applying for the benefit to correct the application or supplement the gaps within 7 days of the date of receipt of the request, with the instruction that the failure to supplement these gaps will result in the unfavourable consideration of the application. In urgent matters, the student may also be summoned by phone or by means of electronic communication on the student's individual account in the Bazus electronic system. The template of the request is determined in appendix no. 3.

5. If the gaps are supplemented within 7 days of receipt of the request, the given benefit is granted from the month of the submission of the application.

#### §16

1. In particularly justified cases, the amount of the social benefit may be increased upon the student's request.
2. The right to the increased social benefit is determined on the basis of the application submitted by the student (appendix no. 4).
3. The increased social benefit may be granted:
  - a. in the event of living in the student dorm or other facility, if daily commuting from the place of permanent residence to the university made it impossible or significantly difficult to study. This does not apply to students who have a registered address in the city of Biała Podlaska and their income exceeds the amount determined in art. 8 par. 1 pt 2 of the act of 12 March 2004 on social assistance. A copy of the tenancy agreement must be attached to the application. The increased benefit is granted for the period determined in the agreement.

In the event of termination of the tenancy agreement by one of the parties, the student is requested to notify the university, i.e. the Scholarship Committee, in writing about it within 7 days of the event.
  - b. due to orphanhood, i.e. the fact of not having both parents or one of them; being raised in the children's home or a foster family. The death certificate(s) of the student's parent(s) and the documents confirming the stay in the children's home or a foster family must be attached to the application.
  - c. when the student or the member of the student's closest family, mentioned in the application for a social benefit, is seriously and/or chronically ill. The relevant documents confirming the situation, e.g. a current certificate from a specialist doctor, must be attached to the application.
  - d. other particularly justified and documented case.

### **IV. BENEFIT FOR DISABLED PEOPLE**

#### §17

1. The student may receive a benefit for disabled people due to their disability confirmed by a decision of a competent authority.
2. The benefit for disabled people is granted to the student regardless of the income earned by the student's family.
3. The right to a benefit for disabled people is determined on the basis of the application submitted by the student (appendix no. 5).

#### §18

A benefit for disabled people may be granted to a student with a certificate of disability, certificate of the degree of disability or:

1. a Social Security doctor's certificate of:

- a. total incapacity for work, pursuant to art. 12 par. 2, and incapacity of unaided existence, pursuant to art. 13 par. 5 of the act of 17 December 1998 on Social Security Fund retirement pensions and disability pensions, which is treated as equal to a certificate of a severe disability;
  - b. incapacity of unaided existence, pursuant to art. 13 par. 5 of the act referred to in pt 1a, which is treated as equal to a certificate of severe disability;
  - c. total incapacity for work, pursuant to art. 12 par. 2 of the act referred to in pt 1a, which is treated as equal to a certificate of moderate disability;
  - d. partial incapacity for work, pursuant to art. 12 par. 3, and the need for vocational change referred to in art. 119 par. 2 and 3 of the act referred to in pt 1a, which is treated as equal to a certificate of slight disability;
2. certificate of:
- a. I group of disability, which is treated as equal to a certificate of severe disability;
  - b. II group of disability, which is treated as equal to a certificate of moderate disability;
  - c. III group of disability, which is treated as equal to a certificate of slight disability;
- as long as it is valid and was issued before 1 January 1998;
3. certificate of permanent or long-term incapacity for work on a farm, but:
- a. persons who are entitled to a nursing allowance are treated as severely disabled;
  - b. other persons are treated as slightly disabled.

#### §19

The amount of a benefit for disabled people may be different depending on the degree of disability.

#### §20

If the certificate of a degree of disability is no longer valid, and thus the student loses the right for a benefit for disabled people, the student submits a new application with the current certificate of a degree of disability.

### **V. THE RECTOR'S SCHOLARSHIP**

#### §21

1. The rector's scholarship is granted to a student with outstanding academic performance, scientific or artistic achievements, or sports achievements in at least national competitions.
2. Up to 10% of all students in a given field of study may receive the rector's scholarship, but when the number of students in a field is beneath 10, the rector's scholarship may be granted to one student.
3. The rector's scholarship may be granted to a student who:
  - a. is a first-year student of a first-cycle programme (appendix no. 7) and meets the following requirements jointly:
    - is admitted to study in the year of passing the matriculation examination,

- is a laureate of an international contest or a laureate or finalist of a central-level contest, referred to in the provisions on the education system,
  - is a medallist of a sports competition for at least the title of the Champion of Poland in a given sport, which is referred to in the provisions on sport.
- b. is at least a second-year student of a first-cycle programme, a student of a second-cycle programme or uniform master's degree studies. For first-year students of a second-cycle programme, the student must start studying within a year of graduating from the first-cycle programme, i.e. in the following 365 days – (appendix no. 6). Moreover, the student referred to in pt 3b must meet the following requirements jointly:
- in the last completed year of studies, the student obtained a high grade mean in examinations and final tests or has scientific or artistic achievements, or high sports performance in competitions of at least a national level, with the reservation that the achievements obtained during the leave from classes, when the student did not represent the university, or when the achievements are not related to learning outcomes connected with the field of study, are not taken into account when considering the application,
  - completed the previous year of studies (winter and summer semesters) in the deadlines determined in the schedule of the academic year and fulfilled all student duties resulting from the Study Regulations, necessary to complete the year and is registered in the student roster of the following year of studies (also applies to students who took their studies within the international exchange, e.g. Erasmus+).
4. For first-year students of a second-cycle programme, the consideration of the application concerns the grade mean and the achievements obtained during the last year of the first-cycle programme.
  5. The rector's scholarship may be granted to a student who in the previous year of studies took up studies within the Erasmus+ programme etc. if they met the scholarship requirements, determined in this section.
  6. The rector's scholarship is not granted to a student who obtained 0 points in the ranking list.

## §22

1. The student's place on the ranking list decides about granting the rector's scholarship and its amount. This place depends on the result obtained after calculating the students' achievements.
2. Within each of four categories, the student may receive maximally 100 points, including up to 40 points for a high grade mean, up to 20 points for scientific achievements, up to 20 points for artistic achievements, up to 20 points for sports achievements in at least national competitions.
3. Points for a high grade mean are calculated on the basis of the grade mean 4.01 to 5.00 according to the following converter:

Mean	Number
------	--------

4.01 – 4.20	20
4.21 – 4.40	25
4.41 – 4.60	30
4.61 – 4.80	35
4.81 – 5.00	40

4. If the ranking list includes students with the same number of points obtained within only one category, the student who obtained points due to a higher grade mean is higher on the ranking list than the student who obtained these points within another achievement.
5. If the ranking list includes students with the same number of points obtained within the category of a high grade mean, an additional criterion which determines the ranking order is the grade mean from the previous semester of studies.
6. If the ranking list includes students with the same number of points obtained within only one and the same category of scientific or artistic achievements, or high sports performance in at least national competitions, an additional criterion which determines the ranking order is the grade mean for the previous year of studies.
7. If the ranking list includes students with the same number of points obtained within more than one category, the place on the ranking list is determined by the sum of points in all categories.
8. Second- and third-year students of first-cycle programmes and students of second-cycle programmes are obliged to attach photocopies of certificates and diplomas which document the achievements obtained in the previous academic year (depending on the type of achievements) to the scholarship application, in the case of volunteering a copy of a voluntary service agreement or contract is required, respectively:

**a. scientific achievements:**

Type	Number of points for an event
Studies in another university within an international scholarship or national interacademic programmes (e.g. ERASMUS+)	20
Documented participation in scientific and research work conducted in the home university or in another research centre	10
Professional internship in another unit within a scholarship or international programme (e.g. ERASMUS+, summer schools)	10
A scientific article in a peer-reviewed journal or monograph (copy of the article, date and place of publication)	10

Publication in Bialski Przegląd Akademicki	3
Paper delivered during an all-Poland scientific conference, lectures	5
Active participation in a scientific circle	5
Other (courses, trainings, workshops etc.)	2

**b. artistic achievements:**

Type	Number of points for an event
Laureate of a top place or prize in international or national contests, reviews and festivals	20
Active participation in university events	10
Other (organising cultural events by the student self-government, volunteering, work in a committee, etc.)	2

**c. high sports performance in at least national competitions:**

Type	Place					
	1	2	3	4	5	participation
World or European Championship	20 pt			10 pt		
Academic World Championship						
Academic European Championship						
Championship of Poland	15 pt			5 pt		
Academic Championship of Poland						
Active participation in team competitions in the highest national league and/or first league				10 pt		
Active participation in team competitions in II, III and IV leagues				5 pt		
Other ( organising sports competitions etc.)				2 pt for an event		

9. First-year students of first-cycle programmes must attach to the scholarship application photocopies of:
  - a. the certificate of matriculation;
  - b. a certificate of studying;
  - c. certificates, documents or diplomas documenting their achievements.

### §23

1. The rector's scholarship may be granted to a student who has a proper position on the ranking list and meets the requirements determined in §21.
2. Ranking lists are determined for particular fields of study, separately for each level of studies with the reservation that for the field of philology, ranking lists are determined in particular majors within this field.
3. Determining the number of 10% of students in a given field, 100% of the students in a given field is determined as of:
  - a. 31 October;
  - b. 1 March.
4. If 10% of the students in a given field is a non-integer, the number is rounded down to the whole number.
5. If after establishing the number of 10% of the students in a given field, the ranking list of students in a given field includes a group of applicants with the same number of points which would result in exceeding the limit referred to in §22 par. 2, none of these persons is entitled to the scholarship.
6. If not all places within 10% of the students in a given field are used, transfers between levels of studies within this field are possible with the reservation that the number of the rector's scholarships granted cannot exceed the number of 10% of the students in this field.

### §24

The rector's scholarship is granted according to three thresholds in accordance with the points obtained, provided in the rector's announcement on the amount of benefits for students, in compliance with §21.

Number of points obtained	Scholarship threshold
22 - 48	III
49 - 74	II
75 - 100	I

## **VI. ALLOWANCE**

### §25

1. An allowance may be granted to a student who is temporarily in a difficult life situation.
2. A difficult life situation is in particular: a random event, extraordinary and unexpected event, e.g. theft, fire, flood, serious illness of the student or the student's immediate family causing an increase in treatment costs (purchase of expensive medicaments, rehabilitation costs incurred by the student or the student's immediate family etc.), death of a close family member.
3. The event indicated by the student in the application (appendix no. 8) as the reason which may justify applying for the allowance must be confirmed with a relevant document. In the event of applying for an allowance due to a serious illness of the student or the student's immediate family, the student is required to provide an opinion of a specialist doctor competent in treating the above illness or other equivalent document.
4. Due to one and the same event, the student may receive the allowance only once. The subsequent allowance cannot be granted based on the same event, i.e. based on the same facts.
5. The application for an allowance must be submitted immediately but within 3 months of the date of event entitling to the allowance.
6. An allowance is not granted due to the student's long-term difficult financial situation.
7. The cause of applying for an allowance cannot coincide with the reasons determined in §16 par. 3 pt c if a social benefit has been granted in an increased amount.

### §26

1. Applications for an allowance submitted after 15 June will be considered by 30 September of the given academic year.
2. The amount of the allowance depends on the student's situation.
3. The allowance may not be granted more frequently than twice in an academic year.

## **VII. BENEFITS FOR INTERNATIONAL STUDENTS**

### §27

1. International students may apply for financial aid in the form of the rector's scholarship, benefit for disabled people and allowance.
2. The right to apply for a social benefit is granted solely to:
  - a. a foreigner who has been granted a permanent residence permit or a EU long-term resident;
  - b. a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in art. 159 par. 1 or art. 186 par. 1 pt 3 or 4 of the act of 12 December 2013 on foreigners;
  - c. a foreigner who has the refugee status granted in the Republic of Poland or enjoys temporary protection or subsidiary protection in the Republic of Poland;

- d. a foreigner – a holder of a certificate confirming the knowledge of Polish as a foreign language, referred to in art. 11a par. 2 of the act of 7 October 1999 on the Polish language (Journal of Laws of 2019, item 1480 uniform text), at least at the C1 language proficiency level;
  - e. a holder of the Polish Charter or a person who has been granted the decision on the statement of Polish citizenship;
  - f. a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, living in the territory of the Republic of Poland;
  - g. a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in art. 151 par. 1 or art. 151b par. 1 of the act of 12 December 2013 on foreigners, or staying in the territory of the Republic of Poland due to a short-term mobility of a scholar on conditions determined in art. 156b par. 1 of this act, or holding a national visa in order to conduct scientific research or development work.
3. International students referred to in par. 1-2 may apply for financial aid in the mode and on the terms determined for Polish citizens and are required to submit all documents determined in these Regulations.

## VIII. MODE OF GRANTING BENEFITS

### §28

1. Benefits for students are granted upon the student's request. Application templates are the appendices to these Regulations, respectively:
  - a. **appendix no. 1** – application for a social benefit;
  - b. **appendix no. 2** – declaration on the applicant's financial independence;
  - c. **appendix no. 3** – request to supplement the gaps in the documentation;
  - d. **appendix no. 4** – application for an increased social benefit;
  - e. **appendix no. 5** – application for a benefit for disabled people;
  - f. **appendix no. 6** – application for the rector's scholarship;
  - g. **appendix no. 7** – application for the rector's scholarship for first-year students of first-cycle programmes;
  - h. **appendix no. 8** – application for an allowance;
  - i. **appendix no. 9** – declaration of the student's family member on the income earned from non-agricultural activity of persons who settle their accounts under the provisions on flat-rate income tax on certain revenues obtained by natural persons;
  - j. **appendix no. 10** – notification of changes affecting the right to a social benefit;
  - k. **appendix no. 11** – information on the justification for the reasons for the failure to attach to the application for a social benefit a certificate from the social welfare centre on the income and property situation of the student and the student's family and on the family's sources of income.
2. The student is required to complete and submit the applications referred to in par. 1 along with the whole required documentation.

### §29

1. The student may authorise another person to perform any activities related to applying for financial aid. The authorisation is effective if the signature is notarised or authenticated by an employee of a public administration unit or an employee of the dean's office.
2. Personal data of the students applying for financial aid and of their family members are processed under the act of personal data protection, these regulations and other provisions of the law, in the scope required to consider and implement applications for benefits for students. The administrator of the personal data is Pope John Paul II State School of Higher Education in Biała Podlaska. The student has the right to inspect and correct their data.

### §30

1. The Scholarship Committee verifies applications along with appendices.
2. The student is responsible for the proper completion of the documents required to receive financial aid.
3. If the application for financial aid does not meet the requirements determined in these regulations, the committee or an authorised member of the committee may request the student to supplement the gaps. The failure to supplement the gaps in the documents in the application at a fixed time results in the refusal to grant the benefit.
4. The committee issues decisions on granting or refusing to grant benefits. The decisions are collected by the students from the dean's office. If the student does not collect the decision, it is delivered to the student by post to the address indicated by the student (with acknowledgement of receipt).

### §31

1. In the case referred to in §30 par. 3, the right to financial aid is established from the month in which the application was correctly completed and supplemented with required documents.
2. If the student's failure to deliver the required document is caused by the documented failure to issue the document by a relevant institution within the statutory deadline, the financial aid benefits are granted from the month in which the application was submitted.

### §32

1. The student loses the right to benefits if:
  - a. the student is removed from the student roster in the field in which they were granted the benefit;
  - b. the student completed studies in the field in which they were granted the benefit;
  - c. the circumstances occur, referred to in §4 par. 2-4;
  - d. gross violation of the law.
2. The decision to grant benefits expires on the last day of the month of the occurrence of the circumstance referred to in par. 1, and the benefit is paid in full for the given month in which the decision was issued or another event took place which resulted in the loss of the right to this benefit.

3. The student who has unduly received a benefit is required to return it, and the unduly received scholarship is in particular:
  - a. the scholarship paid despite the circumstances referred to in par. 1 if the student has been informed about the lack of the right to it;
  - b. the scholarship paid, which was granted on the basis of false data or in other cases of the student knowingly or unknowingly misleading the scholarship committee.
4. In the case referred to in par. 3, the execution of the decision on granting a benefit is suspended. The committee requests the student to provide an explanation on the case. The benefits unduly received by the student must be returned under pain of disciplinary liability and are transferred to the Scholarship Fund. The committee issues an amending decision in which the student is required to return unduly paid benefits. If the student does not agree to the change of the decision, the rector may initiate a disciplinary procedure.
5. If the student is removed from the student roster, the payment of the benefits granted to the student is suspended from the month following the month in which the student was removed from the student roster.
6. The student loses the right to suspended benefits on the day when the decision to expel the student is legally binding.
7. If the decision to expel the student is revoked, the payment of suspended benefits is resumed from the following month with the compensation for the period of suspended payment.

## **IX. FINAL PROVISIONS**

### §33

1. In matters not covered by the provisions of these Regulations, the provisions of the act Law on higher education and science and the provisions of the Code of Administrative Procedure shall apply.
2. The contents of these Regulations may only be amended in an ordinance of the Rector of Pope John Paul II State School of Higher Education in Biała Podlaska.
3. The Regulations have been agreed with the Student Self-Government of Pope John Paul II State School of Higher Education in Biała Podlaska.
4. These Regulations become effective on 1 October 2020.