Application No:	
Date received:	
Employee's signature:	

APPLICATION FOR A SOCIAL SCHOLARSHIP
in the academic year …. / ….

I request the award of a social scholarship in accordance with the Rules on Benefits for Students of WSEI University
(*tick as appropriate)*

☐ **social scholarship**
☐ **scholarship with the increased amount for full-time students**

I. Details of the scholarship applicant

Surname	First name	Field of study
PESEL		Marital status
Studies: ☐ first-cycle studies ☐ second-cycle studies ☐ long cycle master's studies		Full-time Part-time / Student Register No.
Year of study: ☐ first ☐ second ☐ third ☐ fourth ☐ fifth		Nationality:
Address of residence ………………………………………………………… ……… –………………………………………………		Email (mandatory) Contact phone (mandatory) + 48

II. Details of family members:

No.	Surname and first name	Date birth d/m/y	Degree of kinship	**Place of employment/source of income on the date of submitting the application and date of receipt** *(commencement of employment, receipt of an allowance, etc.)*	Number of months in 2022 in which income was earned
1.			**STUDENT APPLICANT**		
2.					
3.					
4.					
5.					
6.					
7.					

III. Justification for the application for an increased amount of a social scholarship for full-time students (when the student is accommodated at a student dormitory or other establishment and daily commuting from a permanent residence to a university makes it impossible or significantly impede studying)

....

....

I declare that the address of my permanent residence (before undertaking studies) is:

....

Address of the current place of residence (at a student dormitory or in an establishment other than a student dormitory):

....

IV. I hereby attach the following documents:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

--	--
(place, date)	*(student's legible signature)*

Please transfer the scholarship awarded to my personal bank account

☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

In case the deadline for the tuition fee expires, I agree to the payment of this scholarship to settle the arrears that have arisen.

The provided account number must also be entered in the student's details at the 'Virtual Dean's Office'. Failure to complete the bank account number will result in the payment of the scholarship being suspended.

--	--
(place, date)	*(student's legible signature)*

INCOME DECLARATION OF THE STUDENT'S FAMILY MEMBERS

In the calendar year **2022**, the student's family members (including the student):

1. earned income not subject to personal income tax in accordance with the rules laid down in Art. 27, 30b, 30c, 30e and 30f of the Personal Income Tax Act of 26 July 1991 (e.g. a parental benefit, an alimony maintenance allowance, a family maintenance fund benefit, income earned abroad, amount of unused tax relief)

   ☐ **YES** ☐ **NO**

2. earned income from activities subject to tax under the rules on flat-rate income tax on certain income earned by natural persons – tax deduction card or flat-rate record

   ☐ **YES** ☐ **NO**

*(if **YES** is ticked, please attach to the application a certificate from the tax office containing data related to the taxation of taxable activities under the provisions on flat-rate income tax on certain income earned by natural persons – flat-rate recordable or tax deduction card)*

3. earned farm income

   ☐ **YES** ☐ **NO**

-- --

(place, date) *(student's legible signature)*

In the calendar year **2022** or **after:**

☐ loss of income ☐ no loss of income

Loss of income refers to loss of income caused by:

a) obtaining the right to a parental leave,
b) loss of an unemployment benefit or scholarship,
c) loss of permanent employment or other gainful employment,
d) loss of an early retirement allowance or a pre-retirement benefit, a teachers' compensatory benefit, as well as a pension, a disability pension, a family pension, a social pension and a supplementary parental benefit as referred to in the Act of 31 January 2019 on a supplementary parental benefit (Journal of Laws 2022, item 1051), or a monetary benefit granted in accordance with the rules laid down in the Act of 8 February 2023 on the financial benefit to family members of officers or regular soldiers whose death was caused by the service or performing activities outside the service to save human life or health or property (Journal of Laws 2023, item 658),
e) removal from the registry of non-agricultural economic activities or suspension of these activities within the meaning of Art. 16b of the Farmers' Social Insurance Act of 20 December 1990 (Journal of Laws 2022, item 933, 1155 and 2140) or Art. 36aa(1) of the Act of 13 October 1998 on the social security system (Journal of Laws 2022, item 1009 as amended),
f) loss of a sickness benefit, rehabilitation or maternity benefit following loss of employment or other gainful employment,
g) loss of maintenance allowances due to the death of the person liable to these allowances or the loss of monetary benefits paid in the event of failure in the maintenance allowance enforcement in connection with the death of the person liable for these allowances,

h) loss of a parental benefit,
i) loss of a maternity allowance referred to in the provisions on farmers' social security,
j) loss of the doctoral scholarship referred to in Art. 209(1) and (7) of the Act of 20 July 2018 – the Higher Education and Science Law.

In the calendar year **2022** or **after 2022:**

☐ income was earned ☐ no income was earned

Earning income refers to earning income due to:

a) termination of a parental leave,
b) entitlement to obtain an unemployment benefit or a scholarship,
c) employment or other gainful employment,
d) entitlement to obtain an early retirement allowance or a pre-retirement benefit, a teachers' compensatory benefit, as well as a pension, a disability pension, a family pension, a social pension and a supplementary parental benefit as referred to in the Act of 31 January 2019 on a supplementary parental benefit, or a monetary benefit granted in accordance with the rules laid down in the Act of 8 February 2023 on the financial benefit to family members of officers or regular soldiers whose death was caused by the service or performing activities outside the service to save human life or health or property,
e) commencement of non-agricultural economic activities after a period of suspension within the meaning of Art. 16b of the Farmers' Social Insurance Act of 20 December 1990 or Article 36aa(1) of the Act of 13 October 1998 on the social security system,
f) entitlement to obtain a sickness, a rehabilitation or a maternity allowance after the loss of employment or other gainful employment,
g) entitlement to obtain a parental benefit,
h) entitlement to obtain a maternity allowance referred to in the provisions on farmers' social security,
i) obtaining a doctoral scholarship as referred to in Art. 209(1) and (7) of the Higher Education and Science Act of 20 July 2018.

The provisions on loss of income and receipt of income shall not apply to income from employment or other gainful employment and income from the removal from the registry or from the commencement of non-agricultural economic activities, if a family member, a person studying or a child under the care of a legal guardian has lost income from these entitlements and received income from the same employer or mandator or the contracting authority or has re-established a non-agricultural economic activity within a period of 3 months from the date of the loss of income.

The total amount of maintenance allowances provided to other persons in **2022** was PLN.......................

(in case of maintenance allowances for persons outside the family, a copy of settlement agreement or the court judgment awarding a maintenance allowance (original document available) and documents confirming the amount of the maintenance allowance actually paid shall be submitted.

-- --

(place, date) *(student's legible signature)*

DECLARATION OF INCOME NOT
SUBJECT TO PERSONAL INCOME TAX

I declare that **in the calendar year 2022,** the members of my family

☐ **did not receive** income not subject to income tax,

☐ **they received** the following income not subject to income tax:

1. Agricultural holding of ....conversion hectares area at the amount of PLN...........................
2. Maintenance allowance: .... at the amount of PLN...........................
3. Child support fund benefit.................................... at the amount of PLN............................
4. Sickness/maternity allowance from the Agricultural Social Insurance Fund [Polish: KRUS] .... at the amount of PLN............................
5. Unused tax relief...at the amount of PLN............................
6. Other *(which?)*.. at the amount of PLN............................
   ....at the amount of PLN..........................

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(place, date) *(student's legible signature)*

INSTRUCTION

The declaration shall cover the following income, to the extent not subject to income tax:

- disability pensions under the War and Military Disabled Persons and Families Support Act,
- pensions paid to repressed persons and members of their families, awarded in accordance with the War and Military Disabled Persons and Families Support Act,
- monetary benefit, compensatory allowance and electricity allowance specified in the provisions on financial benefits and entitlements of soldiers of compulsory military service forcibly employed in coal mines, quarries, uranium ore plants and building battalions,
- combatant allowance, electricity allowance and compensatory allowance specified in the provisions on combatants and certain persons who are victims of war repression and the post-war period,
- monetary benefit set out in the provisions on monetary benefits for persons deported to forced labour and detainees in labour camps by the Third German Reich or the Soviet Union,
- electricity allowance, pensions and disability pensions received by persons who lost their sight as a result of the 1939-1945 war or the explosions, remaining after that war, of unexploded ordnance and misfire,
- war disability pensions, support benefits received by victims of war and members of their families, accident pensions of persons whose disability was a result of forced labour residence in the area of third German Reich in 1939-1945, received from abroad,
- **sickness benefits specified in the provisions on farmers' social security and the regulations on the social security system,**
- non-refundable foreign aid funds received from governments of foreign countries, international organizations or international financial institutions coming from non-refundable aid resources granted on the basis of unilateral declarations or agreements concluded with those states, organizations or institutions by the Council of Ministers, the competent minister or government agencies, including the cases where the transfer of such funds is made through an entity authorized to distribute non-refundable foreign aid to the entities for whom the assistance is intended,
- entitlements arising from employment or scholarship of natural persons residing in the territory of the Republic of Poland staying temporarily abroad — at the amount of the equivalent of travel allowances outside Poland established for employees employed in state or local government budgetary units on the basis of the Labour Code of 26 June 1974 -Journal of Laws of 26 June 1974 (Journal of Laws 2022, item 1510, 1700 and 2140 as amended),
- **monetary benefits paid to police officers, soldiers, customs officers and personnel of military and police units** used outside the country to participate in armed conflict or in the reinforcement of state or allied state forces, peacekeeping missions, actions to prevent acts of terrorism or their consequences, as well as monetary benefits paid to soldiers, police officers, customs officers and staff holding an observer position in international peacekeeping missions and multinational forces,

- **monetary benefits from service received during the candidate service** by police officers, the State Fire Service, the Border Guard and the Government Security Bureau and Prison Service, calculated for the period in which they received their income,
- the income of members of farming cooperatives from the membership in a farming cooperative, reduced by social security contributions,
- **child maintenance**,
- **doctoral scholarships** awarded under Art. 209(1(7) of the Act of 20 July 2018 –the Higher Education and Science Law (Journal of Laws 2022, item 574, as amended), sports scholarships awarded on the basis of the Sports Act of 25 June 2010 (Journal of Laws 2022, item 1599 and 2185) and other maintenance grants awarded to pupils or students,
- **amounts of allowances not subject to personal income tax received by persons performing social and civic duties**,
- **monetary benefits received due to the rental of guest rooms** in buildings situated in farm rural areas to holiday makers and received due to the provision of board for those persons,
- allowances for clandestine teaching classes specified in the Teachers' Charter Act of 26 January 1982 (Journal Of Laws 2021, item 1762 and 2022, item 935, 1116, 1700 and 1730 as amended),
- **income from business activities carried out under the permit within a special economic zone defined in the provisions on special economic zones,**
- **monetary equivalents for coal deposits** as defined in the provisions on the commercialisation, restructuring and privatisation of the state-owned company Polish National Railways [Polish: Polskie Koleje Państwowe],
- **monetary equivalents for the right to free coal** laid down in the regulations on the restructuring of hard coal mining in 2003-2006,
- **allowances specified in the provisions on the exercise of the mandate of a Member of Parliament and a Senator,**
- **income from a farm holding,**
- **income earned outside the Republic of Poland**, reduced by the income tax and compulsory social security and health contributions, respectively, paid abroad,
- **pensions as defined in the provisions on support for rural development** from resources obtained from the Guarantee Section of the European Agricultural Guarantee Fund and in the provisions on support for rural development with funding from the European Agricultural Fund for Rural Development,
- **maintenance advance laid down in provisions on proceedings against debtors and maintenance advance**,
- monetary benefits paid in the event of failure in the alimony maintenance enforcement,
- **benefits** referred to in Art. 212 of the Higher Education and Science Act of 20 July 2018 (**granted to a doctoral candidate by a local government unit),**
- **amounts received pursuant to Art. 27f(8-10) of the Personal Income Tax Act of 26 July 1991**,
- monetary benefit as defined in the Act of 20 March 2015 on anti-communist opposition activists and persons repressed for political reasons (Journal of Laws 2021, item 1255 and 2022, item 2461 as amended),
- **parental benefit**,
- **maternity allowance referred to in the provisions on farmers' social security,**
- **unemployment grants financed by the European Union or the Labour Fund**, irrespective of the body which pays them,
- **income exempt from income tax pursuant to Art. 21(1)(148) of the Personal Income Tax Act of 26 July 1991**, reduced by the social security and health contributions, i.e. revenues from:
- employment, home-based work, the cooperative work,
- contract to perform specific work referred to in (8) of Art. 13,
- graduate traineeship as referred to in the Act of 17 July 2009 on graduate traineeships (Journal Of Laws 2018, item 1244),
- pupil internship referred to in Art. 121a of the Act of 14 December 2016 – The Education Law,
- maternity allowance referred to in the Act of 25 June 1999 on social security monetary benefits in the event of sickness and maternity
- **received by a taxpayer up to the age of 26, up to an amount not exceeding in the tax year the sum of PLN 85528;**
- **income exempt from income tax pursuant to Art. 21(1)(152(c), (153)(c) and (154) of the Act of 26 July 1991 on income tax on natural persons from non-agricultural economic activities taxed in accordance with the provisions laid down in Art. 27 and 30c of that law, reduced by social security contributions and health insurance contributions,**
- **income from non-agricultural economic activities taxed on a flat-rate basis on the recorded income referred to in Art. 21(1)(152)(c), (153)(c) and (154) of the Personal Income Tax Act of 26 July 1991, determined in accordance with Art. 5(7a).**

I declare that I have become familiar with the instruction

(student's legible signature)

STUDENT DECLARATION

I hereby certify that under the penalty of perjury for giving false testimony – Article 233 § 1 of the Criminal Code ('whoever, while making a statement intended to serve as evidence in court proceedings or in other proceedings conducted pursuant to this Act, gives false testimony or withholds the information shall be subject to imprisonment from 6 months to 8 years'), perjury under Article 286(1) of the Criminal Code ('whoever, for the purpose of financial gain, causes another person to dispose of his or her own or another person's property by misleading him or her or using his/her error or inability to understand the act properly, shall be subject to a imprisonment from 6 months to six months)[1] and legal and disciplinary liability, I hereby declare:

- the data I have provided in my request are accurate and complete,
- the copies of the documents I have submitted are true copies,
- I have become familiar with and accepted the Rules of Awarding Benefits for Students of WSEI University and the annexes to the Rules,
- I have become with the data privacy notice, including information on the purpose and means of personal data processing and of my rights in relation to the personal data processing,
- I do not receive a student benefits for more than one field of study: a social scholarship, a scholarship for disabled persons, the Rector's scholarship and/or special assistance grant and, in the event of receiving benefits in another field of study or university, I undertake to immediately inform the University Scholarship Commission thereof in writing,
- my declaration concerns studying in Poland and abroad.

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(place, date) *(student's legible signature)*

I declare that the address given in my application is the address for delivery of postal items, including registered items, and I undertake to inform WSEI University of any change of address for delivery. In the event of failure to comply with this obligation, the document delivery at the stated address shall have legal effect.

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(place, date) *(student's legible signature)*

I declare that ***complete all boxes or write 'not applicable')***:

– In addition, I am studying ☐ **YES**... ☐ **NO**
(name of university, field of study, cycle of study and year)

– I hold a degree of:

7. Master, Master of Science, Engineer or equivalent ☐ **YES** ☐ **NO**
date of awarding: ..../........./............

8. Bachelor, Engineer or equivalent ☐ **YES** ☐ **NO**
date of awarding: ..../........./............

4. The total duration of my studies with regard to leaves taken (regardless of receiving benefits) is .... semesters including

☐ first-cycle studies – number of semesters: ......
☐ second-cycle studies – number of semesters: ......
☐ long-cycle master's studies – number of semesters: ......

– I am a candidate for a regular soldier or I am a regular soldier and I have undertaken studies upon referral from a competent military authority, or I have received assistance for studying under the regulations on military service of regular soldiers
Yes ☐ **No** ☐

- I am a public officer and I have undertaken studies upon referral or consent of the competent superior, and I have received assistance for studying under the provisions on public service: **Yes** ☐ **No** ☐

-- --

(place, date) *(student's legible signature)*

[1] Please tick as appropriate

The application must be submitted together with:

I. **Certificates or declarations providing evidence of the student's financial situation obtained from:**

1. **the Tax Office –** certificates of income received **by the student and all adult family members** in the calendar year preceding the academic year, including: the amount of income, the amount of social security contributions deducted from income, the amount of tax due – the certificate is compulsory for all adults on the date of the submission of the application for the scholarship of the family members included in the application, whether or not they have received income; spouses submitting a joint tax declaration should provide separate certificates and (if applicable) certificates for family members making declarations under the provisions on flat-rate income tax on certain income earned by natural persons, containing information on the form of the tax paid, the amount of income, the tax rate, the amount of tax paid.
2. **The Social Insurance Institution [Polish: ZUS] or the Agricultural Social Insurance Fund [Polish: KRUS] – certificates** of health insurance contributions paid in the calendar year preceding the academic year (applicable to the student's family members who have earned their income).
3. **The Municipal Office – an agricultural holding:** a certificate from the competent municipal authority or payment order for the calendar year preceding the academic year indicating the size of the agricultural holding in conversion hectares; lease, where part or all of the holding held by the family is leased, on the basis of a contract concluded in accordance with the provisions on farmers' social security, in connection with the receipt of a pension.
4. **The Employment Office** - a certificate stating that the student or a member of his/her family is unemployed, registered with or without entitlement to an unemployment benefit at the employment office. Unemployed persons not registered with the employment office shall attach a 'Declaration of an nemployed person'.
5. **The Social Welfare Centre** – a certificate from the social welfare centre on the income and property situation of the student and his/her family, where the monthly income per person in the family does not exceed the amount specified in Art. 8.(1)(2) of the Act of 12 March 2004 on social assistance, i.e. PLN 600,00.

If the student or his/her family member has lost or received income in the calendar year preceding or after the academic year, please attach the relevant documentation – detailed explanations and a list of the necessary documents in the Rules.

II. **Other certificates or declarations and documents necessary to establish entitlement to a social scholarship:**

1. In order to document a family composition, the following must be provided:

- a duplicate of a certified copy of the birth certificate (original document available at the request of the University) or a current school certificate when the family is composed of persons of up to 16 years old,
- a current certificate from schools and universities confirming the course of education when the family is composed of pupils or students aged 16 to 26,
- a duplicate of a certified copy of the birth certificate and the current disability certificate (original document available) when the family includes disabled persons (children or the student's siblings) over 18 years old.

2. In case of single-parent families, the student shall include, depending on the family situation:

- a duplicate of a certified copy of the death certificate (original document available at the request of the University) if the parent(s) or the spouse are deceased.
- a duplicate of a certified copy of the court decision on separation or divorce (original document available at the request of the University);
- a duplicate of a certified copy of the alimony maintenance order (original document available at the request of the University);
- a duplicate of a certified copy of the court decision on dismissing the claim for alimony maintenance (original document available);
- money orders or transfers documenting the amount of the maintenance received, if different from that ordered by the court decision;
- a certificate from the bailiff confirming the total or partial ineffectiveness of the enforcement of maintenance in the calendar year preceding the academic year as well as the amount of maintenance received in the calendar year preceding the academic year;
- a certificate of the maintenance received from the maintenance fund in the calendar year preceding the academic year or the decisions granting the maintenance;
- a duplicate of a certified copy of the full copy of the child's birth certificate if the child's father is unknown (original document available at the request of the University);
- the court judgment and money orders or transfers documenting the amount of maintenance, if the family members are obliged by the court judgment to pay it to a person outside the family.

A copy of the tenancy contract or the contract of lending for use (original document available at the request of the University), if the student lives outside the permanent residence or the student dormitory certificate/ contract are necessary documents for applying for an increased amount of a social scholarship (applicable to full-time students).
In case the circumstances of the matter, which affect the entitlement to obtain a scholarship, require certification with a document other than those mentioned above, the student is obliged to provide such a document (e.g. a certificate of income earned outside the territory of the Republic of Poland, a certificate of receipt of benefits from a social welfare centre, decisions on obtaining a social pension, a family pension, decisions on a parental leave, a certificate from the police on the disappearance of the student's family member, etc.).