Krakow, ***Select a date***

***Click to add name and surname***

*Name, surname*

***Click to add student number***

*Student number*

***Choose a field of study*** *-* ***Choose a degree of study and semester***

*Degree, year i semester of studies*

***Click to add e-mail***

*e-mail*

***Click to add phone number***

*phone number*

full-time studies

***Choose the vice-dean of your field of study***

Vice Dean for Education

Faculty of Electrical Engineering, Automatics,

Computer Science and Biomedical Engineering

**Podanie o rozłożenie czesnego na raty**

**Request for Tuition Fee Installment Plan**

I am writing to kindly request the option to divide my tuition fee payment into two installments for the ***Enter the academic year*** In the semester ***select which semester*** into two equal installments of PLN/EUR\* each.

The reason for my inability to make a one-time upfront payment is [***briefly explain the reason, such as financial constraints or unforeseen circumstances***].

I assure you that I am committed to making the installment payments promptly to the Department. I understand that any delay in payment will incur statutory interest charges for each day of delay.

................................................

(student signature)

I have been informed that according to the University's Study Regulations, I can only apply for tuition fee installment plan twice during my academic program.

**Place for decision:**

After reviewing your request, I hereby grant/deny\* approval for the tuition fee installment plan. The installment amounts and payment deadlines are as follows:

**I Installment: …………... – payment deadline: …….**

**II Installment: …………..– payment deadline: ……..**

Justification(in case of disagreement) …………………………………………………………………………………………………………………………………………………

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(Signature of the Vice-Dean for Education)