

**Rules and Regulations for
financial support from a cash donation made
by NAU Broker Ubezpieczeniowy Sp. z o.o.**

§ 1

These Rules and Regulations lay down the principles and procedures for granting financial support to the projects carried out by the University of Lodz (UL) (further: the University) for the benefit of the UL students (including international students), in particular in view of deterioration in their financial situation as a result of the outbreak of SARS-CoV-2 pandemic in Poland.

§ 2

The donor, NAU Broker Ubezpieczeniowy Sp. z o.o., has made a donation of 10,000 PLN to the University under a donation agreement of 22 April 2020 for the purposes set out in § 1.

§ 3

1. Any person holding a status of the UL student may apply for the financial support.
2. The students applying for the one-off support in connection with a difficult financial situation may be asked to provide documents certifying their income/loss of income for all members in their household.
3. Applications for the support should be submitted via an application form constituting Appendix 1 to these Rules and Regulations.
4. Application forms should be submitted to the UL Student Service Centre [*Centrum Obsługi Studentów i Doktorantów UŁ – Sprawy Bytowe*].
5. Application forms (with supporting documents) may be submitted:
 - 1) by e-mail, to: cos@uni.lodz.pl;
 - 2) by letter or in person:
 - a) to the address: Centrum Obsługi Studentów i Doktorantów UŁ – Sprawy Bytowe, ul. Lumumby 1/3, 91-404 Łódź;
 - b) during the limited opening hours of the University, a full set of documents can be left in the specially marked letter box.

§ 4

1. The financial support is granted by Vice-Rector for Student Affairs and Education (further: the Vice-Rector).
2. The amount of the financial support depends on the circumstances invoked in the student's application.
3. If the circumstances specified in § 3(2) occur, the Vice-Rector may apply the rules specified in the Scholarship Regulations (in particular in Chapter VI and VII) constituting Appendix 1 to Internal Regulation 172 of the Rector of the UL of 15 September 2020.
4. The UL students who are not entitled to receive scholarships under Article 86 of the Act of 20 July 2018 the Law on Higher Education and Science [*Prawo o szkolnictwie wyższym i nauce*] (consolidated text, Journal of Laws of 2020, item 85 as amended) may apply for the financial support due to their difficult financial situation, unless the Vice-Rector decides otherwise.

§ 5

1. Students who have been granted the support are obliged to provide their bank account number to which the support payments will be made.
2. After receiving a positive decision, each student delivers to the Student Service Centre (located at ul. Lumumby 1/3) a filled out form: "Information for tax purposes" constituting Appendix 2 (for Polish citizens) or Appendix 3 (for citizens of other countries) to these Rules and Regulations. The above requirement is a prerequisite for payments.
3. The one-off payment of the financial support constitutes 'other revenue' for the student. The University does not withhold an income tax advance on the payment.
4. Each student who has been granted support will receive a Personal Income Tax Return from the University of Lodz. The return should be used by the student for settlement of their income in a given tax year with a relevant tax office.
5. International students who are not Polish tax residents will receive a PIT-11 form. The return should be used by the student for settlement of their income with a relevant tax office in Poland.

§ 6

Decisions of the Vice-Rector for Student Affairs and Education are final and binding, and cannot be appealed against.