

## **DEADLINES AND PLACE OF SUBMITTING APPLICATIONS FOR FINANCIAL ASSISTANCE**

1. Applications for maintenance scholarship, scholarship for individuals with disabilities, and fortuitous allowance should be submitted to the Social Affairs Centre for Students and Doctoral Students, ul. Lumumby 1, 91-404 Lodz.
2. Applications for the Rector's scholarship are submitted to the appropriate dean's office.
3. Appeals against decisions on the Rector's scholarship, maintenance scholarship, scholarship for individuals with disabilities, and fortuitous allowances should be submitted to the Social Affairs Centre for Students and Doctoral Students, ul. Lumumby 1, 91-404 Lodz.
4. Deadlines for submission of applications:

### **Students / doctoral students**

For maintenance scholarship - from 4 May to 23 June,

- For scholarships for individuals with disabilities - until 31 October,
- For the Rector's scholarship - within the deadline specified in Appendix 23 to the Regulations of scholarship benefits for students and doctoral students of the University of Lodz on determining the number of students and doctoral students eligible for the Rector's scholarship of the University of Lodz in a given academic year.

### **Persons admitted to the first year of studies at the University of Lodz**

- For maintenance scholarship - by 15 September or within 14 days from the date of submission of documents to the Recruitment Committee,
- For scholarships for individuals with disabilities - until 31 October,
- Eligibility for the Rector's scholarship, available to students entering their first year of studies in the year they take the matura exam, is based on achieving laureate status in an international contest, being recognized as laureates or finalists in a central-level contest per educational system regulations, or earning medals in at least one sports competition for the title of Polish Champion in a specific sport according to sports regulations, with all applications due by the specified deadline as outlined in Appendix 23 of the Regulations concerning scholarship benefits for students and doctoral candidates at the University of Lodz, determining the number of recipients for outstanding students and doctoral candidates in any given academic year.

If the deadline for submitting an application under these regulations falls on a Saturday or on a day declared a legal holiday, the application deadline will be extended to the first following business day.

## **RULES FOR DOCUMENTING THE FINANCIAL SITUATION**

### **1. Students may apply for financial assistance on the basis of the following documents:**

1. Maintenance scholarship - the maintenance scholarship application (Appendix 3);
2. Scholarship for individuals with disabilities - the application for a scholarship for individuals with disabilities is a form generated from the Usosweb system;
3. Fortuitous allowance application - the fortuitous allowance application is a form generated from the Usosweb system;
4. The Rector's scholarship - the Rector's scholarship application is a form generated from the USOSweb system;
5. Appeal against the Rector's decision on the Rector's scholarship for students (Appendix 5);
6. Appeal against the Rector's decision on the Rector's scholarship for doctoral students (Appendix 6).

### **2. The monthly per capita income in the student's family entitling the student to apply for a social grant is determined according to the rules set forth in the Act of 28 November 2003 on Family Benefits (uniformed text Journal of Laws of 2023, item 390, as amended), presenting the income supporting documents:**

- a) **certificates from the tax office or statements of family members on income** (Appendix 13) subject to taxation in accordance with the rules set forth in Articles 27, 30b, 30c and 30e and Article 30f of the Personal Income Tax Act of 26 July 1991 (uniformed text Journal of Laws U. of 2022, item 2647, as amended), generated in the calendar year preceding the academic year for which the application is submitted, less deductible expenses, due personal income tax, social security contributions not included in deductible expenses, and **health insurance premiums actually paid in the amount of 9%** (\*health insurance premiums may be documented by a certificate from the Social Security Office, from the employer, or on Appendix 15 to the Regulations), or **statements of family members about income** (Appendix 13 a) in the case of students-foreigners coming from Ukraine who, due to the war, are unable to provide income certificates from the relevant offices,
- b) a certificate from the tax office or a written statement on the amount of net settlement from the PIT ULG-1,
- c) **certificates from the tax office of family members who account for themselves under the provisions of the flat-rate income tax** on certain income earned by natural persons, containing information, respectively, on: the form of tax paid, the amount of income, the tax rate, the amount of tax paid,
- d) **child support** (alimony judgment, settlement before a mediator or other enforcement title originating or approved by the court, certificate from a bailiff on ongoing enforcement in the calendar year preceding the academic year, certificate on alimony fund benefits paid in the calendar year preceding the academic year),
- e) **income received from an agricultural holding,**
- f) **a document on the use of social or welfare assistance (MOPS/GOPS/OPS) or a certificate on the income and property situation of the student and their family (MOPS/GOPS/OPS)**
- g) **applicant's statement of income not subject to personal income tax on family members** (Appendix 12) earned in the calendar year preceding the academic year for which the application is submitted, on the basis of the provisions on income tax on natural persons listed in Art. 3 item 1 letter c) of the aforementioned Act:
  - **sickness benefits** as defined in the regulations on social insurance for farmers and in the regulations on the social insurance system,
  - parental benefit,
  - maternity allowance as referred to in the provisions on social insurance for farmers,
  - dues from the employment relationship or on account of a stipend of natural persons having their place of residence in the territory of the Republic of Poland, staying temporarily abroad - in the amount corresponding to the equivalent of per diems for business travel outside the country established for employees in state or local government units of the budgetary sphere under the Act of 26 June 1974 - Labor Code (uniformed text Journal of Laws of 2023, item 1465)
  - monetary payments received from renting guest rooms in rural residential buildings on the farm to vacationers, as well as earnings obtained from providing meals to these individuals,
  - benefits specified in the regulations on the exercise of the mandate of deputy and senator,
  - **income earned abroad of the Republic of Poland**, less income tax paid abroad and contributions to compulsory social insurance and compulsory health insurance, respectively,
  - pensions as defined in the regulations on supporting rural development with funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the regulations on supporting rural development with funds from the European Agricultural Fund for Rural Development,
  - income from securities trading (PIT 38),
  - pensions specified in the regulations on provision for war and military invalids and their families,
  - pensions disbursed to repressed individuals and their family members, awarded in accordance with the regulations outlined in the provisions concerning support for war and military veterans and their families,
  - cash benefits and an energy lump sum, as defined in the regulations regarding financial benefits and entitlements for soldiers of alternative military service who are forcibly employed in coal mines, quarries, uranium ore plants, and construction battalions,
  - veteran's allowance, energy lump sum, and compensation allowance as specified in the regulations concerning veterans and specific individuals who have suffered from war and post-war repressions,

- cash benefits, as defined in the regulations pertaining to monetary compensation for individuals who were deported to forced labor and imprisoned in labor camps by the Third German Reich or the Union of Soviet Socialist Republics,
- pensions and invalidity allowances received by individuals who lost their eyesight as a result of the hostilities that occurred during 1939-1945 or due to explosions involving unexploded bombs and ordnance from that wartime period,
- invalidity allowance for war-related disabilities, provision amounts granted to victims of war and their family members, and accident pensions for individuals whose disabilities resulted from forced labor in the Third German Reich during 1939-1945, received from foreign sources,
- non-repayable foreign aid funds received from foreign governments, international organizations or international financial institutions, derived from non-repayable aid funds granted on the basis of a unilateral declaration or agreements concluded with these countries, organizations or institutions by the Council of Ministers, the competent minister or government agencies, including in cases where the transfer of these funds is made through an entity authorized to distribute non-repayable foreign aid funds to the entities for which the aid is intended,
- monetary compensation provided to police officers, soldiers, customs officers, and personnel of military and police units deployed overseas for engagement in armed conflicts, reinforcement of state or allied forces, peacekeeping missions, counterterrorism operations, or their aftermath, including financial dues disbursed to soldiers, police officers, customs officers, and personnel serving as observers in peacekeeping missions under international organizations and multinational forces,
- monetary compensation derived from the service relationship, received during the candidate service period by officers of the Police, the State Fire Service, the Border Guard, and the Government Protection Bureau, calculated based on the duration during which these individuals earned income,
- earnings of agricultural production cooperative members stemming from their membership in the cooperative, reduced by the amount of social security contributions,
- amounts of per diems not subject to personal income tax received by persons performing social and civic duties,
- allowances for secret teaching as defined in the Act of 26 January 1982. - Teachers' Charter (uniformed text Journal of Laws of 2023, item 984, as amended),
- income generated through business activities conducted under a permit within a special economic zone, as defined in the regulations governing special economic zones,
- cash equivalents for coal depreciation as defined in the regulations on commercialization, restructuring and privatization of the state enterprise "Polskie Koleje Państwowe",
- equivalents for the right to free coal, as defined in the regulations on coal mining restructuring in 2003-2006.

**In the event of a change in income within the student's family, whether it be a loss or gain**, the calculation of the per-person income for a student applying for a social grant is determined by submitting a request for income recalibration (as outlined in Appendix 10).

**Loss of income** means **only** the income indicated in Article 3(23) of the Act on Family Benefits (Journal of Laws of 2023, item 390, as amended), i.e. related to:

- 1) acquisition of the right to parental leave,
- 2) loss of unemployment benefit or scholarship,
- 3) loss of employment or other gainful activity,
- 4) loss of pre-retirement benefit or pre-retirement benefit, teacher's compensation benefit, as well as old-age or disability pension, survivor's pension, social pension or parental supplementary benefit referred to in the Act of 31 January 2019 on parental supplementary benefit (Journal of Laws of 2022, item 1051),
- 5) deletion from the register of non-agricultural economic activity or its suspension within the meaning of Article 16b of the Act of 20 December 1990 on social insurance for farmers (Journal of Laws of 2023, item 208 as amended) or Article 36aa(1) of the Act of 13 October 1998 on the social security system (Journal of Laws of 2023, item 1230, as amended).
- 6) loss of sickness benefit, rehabilitation benefit or maternity benefit following loss of employment or other gainful activity,

- 7) loss of ordered maintenance benefits due to the death of the person liable for such benefits or loss of cash benefits paid in the event of unsuccessful enforcement of child support due to the death of the person liable for maintenance;
- 8) loss of parental benefit,
- 9) loss of maternity allowance as referred to in the provisions on social insurance for farmers,
- 10) loss of a doctoral scholarship granted on the basis of Article 285 of the Act of 3 July 2018, Provisions introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), and in Article 209(1) and (7) of the Act of 20 July 2018 - Law on Higher Education and Science.

**Earning income** means **only** the income indicated in Article 3(24) of the Act on Family Benefit (uniformed text Journal of Laws of 2023, item 390, as amended). related to:

- 1) end of parental leave,
- 2) obtaining unemployment benefits or scholarship,
- 3) obtaining employment or other gainful activity,
- 4) obtaining of pre-retirement benefit or pre-retirement benefit, teacher's compensation benefit, as well as old-age or disability pension, survivor's pension, social pension or parental supplementary benefit referred to in the Act of 31 January 2019 on parental supplementary benefit,
- 5) commencement of non-agricultural economic activity or resumption of its performance after a period of suspension within the meaning of Article 16b of the Act of 20 December 1990 on social insurance for farmers or Article 36aa (1) of the Act of 13 October 1998 on the social security system,
- 6) obtaining sickness benefit, rehabilitation benefit or maternity benefit due after loss of employment or other gainful employment,
- 6) obtaining parental benefit,
- 7) obtaining a maternity allowance as referred to in the provisions on social insurance for farmers,
- 8) obtaining a doctoral scholarship granted on the basis of Article 285 of the Act of 3 July 2018, Provisions introducing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), and in Article 209(1) and (7) of the Act of 20 July 2018 - Law on Higher Education and Science.

**3. The applications referred to in item 1 must be accompanied by documents that make it possible to determine the financial situation of the student or the student and their family members:**

- 1) certificates from the tax office or statements of family members (appendixes no. 13 and 21) on income subject to taxation according to the rules set forth in Articles 27, 27f, 30b, 30c and 30e of the Law of 26 July 1991 on Income Tax on Natural Persons, earned in the calendar year preceding the academic year, statements of family members of foreign students coming from Ukraine on income (Appendix 13a);
- 2) certificates from the tax office of family members who account for themselves under the provisions of the flat-rate income tax on certain income earned by natural persons, containing information, respectively, on: the form of tax paid, the amount of income, the tax rate, the amount of tax paid,
- 3) applicant's declaration regarding the income of family members exempt from personal income tax, earned in the calendar year preceding the academic year (as indicated in Appendix 12);
- 4) certificates obtained from the Social Insurance Institution, employer documents, or statements provided by family members, all of which include details about the health insurance contributions made during the calendar year prior to the academic year (as specified in Appendix 15);
- 5) a certificate issued by the appropriate municipal authority, a payment order, or a statement that indicates the size of the agricultural holding, expressed in converted hectares of the total area, for the calendar year preceding the academic year (as outlined in Appendix 16). In the event that income from an agricultural holding is used to determine the amount of income entitling to apply for financial assistance, this income is determined on the basis of the area of agricultural land in conversion hectares and the amount of average income from work on individual farms from 1 conversion hectare, announced on the basis of Article 18 of the Act on Agricultural Tax of 15 November 1984 (uniformed text Journal of Laws of 2020, item 333).

In situations involving both farm income and non-agricultural income, these two sources of income are aggregated. When calculating income from a farm, family income is established by considering the average number of converted hectares owned by the family during the calendar year preceding the period of benefit application;

- 6) a copy of the lease agreement, in the case of leasing part or all of a family-owned farm on the basis of a contract concluded in accordance with the provisions of the social insurance of farmers, or leasing a

- farm in connection with the receipt of an annuity specified in the provisions on support for rural development with funds from the Guarantee Section of the European Agricultural Guarantee Fund;
- 7) a contract concluded in the form of a notarial deed, in the case of the contribution of a farm for use by an agricultural production cooperative;
  - 8) a copy of an enforceable court decision awarding alimony to persons within or outside the family, or a copy of the minutes of the meeting containing the contents of the court settlement, or a copy of a court-approved settlement reached before a mediator, or any other enforceable title originating from or approved by the court, obligating alimony to persons within or outside the family;
  - 9) money orders or money transfers that serve as evidence of alimony payments made, when family members are legally obligated by court judgment, court settlement, or settlement reached through mediation, or any other enforcement order approved or originating from the court, to provide financial support to individuals outside the family. These payments are taken into account when calculating income, and the documented amounts are subtracted from the income reported through other documents;
  - 10) should the eligible individual not receive alimony or receive an amount lower than what has been stipulated in a court judgment, court settlement, or mediation agreement:
    - a certificate from the authority overseeing enforcement proceedings confirming the total or partial failure of alimony enforcement, along with details regarding the enforced alimony amount, or
    - information from the relevant court or competent institution indicating whether the authorized person has undertaken actions concerning the enforcement of the enforcement title abroad, or if such actions have not been initiated, notably due to the absence of a legal basis for pursuing them or the inability of the authorized person to determine the overseas residence of the maintenance debtor, should the debtor be residing abroad;
  - 11) a document detailing the date of income loss (such as a copy of the employment certificate or commissioned contracts) and a certificate issued by the District Labor Office indicating the date of obtaining unemployment status, along with the net unemployment benefit amount received for the month immediately following acquisition. If not registered with the District Labor Office (PUP), a statement must be provided regarding the current employment status, accompanied by "I acknowledge the potential criminal liability for making false statements" clause;
  - 12) a document that specifies the income amount earned by a family member and the number of months during which this income was earned, particularly if it was earned during the calendar year prior to the academic year;
  - 13) a document that specifies the income amount earned by a family member starting from the month following the month in which the income was earned, especially when this income is earned after the calendar year preceding the academic year;
  - 14) death certificates of parents or a copy of the enforceable judgment awarding alimony or a copy of the minutes of the meeting containing the contents of the court settlement, or a copy of the settlement approved by the court concluded before a mediator, obliging to alimony - in the case of a student;
  - 15) a copy of the residence card, in the case of a foreigner residing on the territory of the Republic of Poland on the basis of a permit to settle, a residence permit for a long-term resident of the European Communities, a temporary residence permit in connection with the circumstances referred to in Article 159(1) or Article 186(1)(3) or (4) of the Act of 12 December 2013 on foreigners (uniformed text Journal of Laws of 2023, item 519, as amended); or in connection with obtaining Refugee Status or Supplementary Protection in the Republic of Poland; a copy of a certificate certifying knowledge of Polish as a foreign language, as referred to in Article 11a (2) of the Polish Language Act of 7 October 1999 (uniformed text Journal of Laws of 2021, item 672, as amended), at least at the C1 language proficiency level;
  - 16) a copy of an extract of the final judgment of a family court declaring divorce or separation, or a copy of the death certificate of the spouse or parent of the child - in the case of a single parent;
  - 17) a complete copy of the child's birth certificate, in case the father is unknown;
  - 18) a copy of the final judgment dismissing the alimony claim;
  - 19) a court decision obliging one parent to bear the entire cost of supporting the child;
  - 20) a copy of a final judgment of a family court declaring adoption or a certificate from a family court or an adoption and foster care centre on ongoing court proceedings for the adoption of a child;
  - 21) family court decision on the determination of the child's legal guardian;
  - 22) a certificate from the police unit responsible for the case on the acceptance of the report of the disappearance of a family member, and in the case of foreigners from the competent institution. When

calculating the family income, the income earned by the absent family member is not considered, and when determining the income per person within the family, the missing individual is not included in the count;

- 23) a copy of the student's disability or incapacity certificate, as well as a copy of the aforementioned documents if the family is raising a disabled child,
- 24) a copy of the child's abbreviated birth certificate or other official document confirming the age of the non-student sibling or children;
- 25) a certificate from the school or a statement that the student's sibling or child attends school or college (Appendix 17);
- 26) employer's certificate or statement of the date and period for which the parental leave was granted and at least six months of employment immediately prior to the right to parental leave (Appendix 18);
- 27) a certificate of a 24-hour care facility, if a child is placed in it, about the number of days per week on which the child is receiving 24-hour care in it, or a statement that a child placed in a 24-hour care facility, including a special school and educational Centre, is not receiving 24-hour care for more than 5 days per week (Appendix 19);
- 28) other documents and statements necessary to establish the right to scholarship benefits under the Act on Higher Education and Science.