Kraków, on …………………………. *(date)*

……………………………………………………………

Student’s name and surname

…………………

No. of Student album/register

…………………………………………………………………………………….………

Field of study/study major; form, mode, and semester of studies

…………………………………………………………………………………………….

Address for correspondence

**To ………………………..…….………………………,**

**the Vice-Rector for Education and Students**

**Krakow University of Economics**

Pursuant to Article 24 section 8 of the Study Regulations of the Krakow University of Economics, I wish to kindly request permission to **be reinstated as a student (re-enrolled in the study programme)[[1]](#footnote-1) and to continue studies in the current semester.**

I was struck off the list of students on ……………………. *(date)* due **to failure to settle the payment of tuition fees pertaining to my studies.**

I declare that before being struck off the list of students, I was enrolled in the ……………………….. semester, and as of the date of the present application, I have settled all outstanding payments owed to the University.

My request to be reinstated is motivated as follows: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Previous academic supervisor:…………………………………………………………………………... (where applicable)

Yours sincerely

……………………………………………………….

**Reinstatement after striking off from the list of students due to non-payment of tuition fees**

Regarding the application by: ……………………………….………….. (*Student’s name and surname*)

of: ……………………….. (*date*)

**Information entered by the employee of the Office for (First-cycle/Second-cycle and Long-cycle) Program:**

* To date, the Student **did not make use of the option of reinstatement** / **used the option of reinstatement** *(state how many)* ………………… times
* The Student has **completed 1 semester** of studies YES / NO; striking off the list of students occurred in semester …...... of the academic year ….........................
* The Student **has settled financial** **back payments owed** to the University YES / NO, if not – the amount due to be settled is …...................złoty (as per the date of submitting the application)
* Other……………………………………………………………………………………………………………….................…………………

…………………………………… ……………………………………………………….

(date) (signature and stamp of the employee of the Office for [First-cycle/Second-cycle and Long-cycle] Program)

**DECISION OF THE DIRECTOR OF INSTITUTE**

Pursuant to Article 24 section 8 of the Study Regulations of the Krakow University of Economics

* **I GRANT MY APPROVAL** for the reinstatement in ………… semester of the academic year ……..….
* **I DO NOT GRANT MY APPROVAL** for reinstatement – subject to the following justification: …………….….……………………………………………………………………………………………………………………………………..…………………

…………………………………… ………………………………………………………..

*(date) (signature and stamp of the Director of Institute)*

**DECISION OF THE VICE-RECTOR OF EDUCATION AND STUDENTS**

According to Article 24 section 8 of the Study Regulations of the Krakow University of Economics

* **I GRANT MY APPROVAL** for the reinstatement beginning with ………… semester of the academic year 20…./ 20….
* **I DO NOT GRANT MY APPROVAL** for reinstatement – subject to the following justification: ……………………………………………………………………………………………………………………………………..……………………………………….………………………………………………………………………………………………………

…………………………………… ………………………………………………………..

(*date*) (*signature and stamp of the Vice-Rector for Education and Students)*

1. The application for “reinstatement and continuing studies in the current semester” must be submitted in the same semester and academic year when the striking off the list of students occurred (i.e. the semester in which the Student was stricken off due to the non-payment has not yet finished). The application for “reinstatement beginning in the semester…” should be made after the semester in which the Student was stricken off due to the non-payment has ended. [↑](#footnote-ref-1)