



Item 386

**ORDINANCE No. 168  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 3 November 2025

**on the Rules and Regulations of the University Social Benefits Fund**

Pursuant to § 36, section 1 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190, as amended), it is hereby ordered as follows:

**§ 1:**

The Rules and Regulations of the University Social Benefits Fund are hereby established, constituting an appendix to the ordinance.

**§ 2**

Ordinance No. 291 of the Rector of the University of Warsaw of 21 December 2020 on the University Social Benefits Fund Rules and Regulations (UW Monitor of 2020, item 514, as amended) shall hereby become null and void.

**§ 3**

The Ordinance shall enter into force on 1 January 2026.

Rector of the University of Warsaw: *A. Z. Nowak*

## **RULES AND REGULATIONS OF THE UNIVERSITY SOCIAL BENEFITS FUND**

Pursuant to Article 8, section 2 of the Act of 4 March 1994 on the Company Social Benefits Fund (consolidated text: Journal of Laws 2024, item 288, hereinafter the "CSBF Act"), in connection with Article 144 of the Act of 20 July 2018, the Law on Higher Education and Science (consolidated text: Journal of Laws 2024, item 1571, as amended), and in connection with Article 27, section 1 of the Act of 23 May 1991 on Trade Unions (consolidated text: Journal of Laws 2025, item 440), the Rules and Regulations of the University Social Benefits Fund, hereinafter referred to as the "Rules and Regulations," are hereby adopted.

### **I. General provisions**

#### **§ 1**

1. Pursuant to Article 144 of the Act of 20 July 2018, the Law on Higher Education and Science, and the provisions of the CSBF Act, a contribution to the University Social Benefits Fund, hereinafter referred to as the "Fund," shall be made for current and former employees of the University of Warsaw who are pensioners and disability pensioners.

2. The management of the Fund resources shall be based on the provisions of the CSBF Act, the present Rules and Regulations, and the annual Fund allocation plan.

3. Until the annual Fund allocation plan is approved, the management of the Fund shall be based on a provisional plan amounting to 50% of the previous year's plan.

#### **§ 2**

1. The Rules and Regulations of the Fund, any amendments thereto, and the annual Fund allocation plan shall be approved by the Rector upon consultation with the trade unions operating at the University of Warsaw.

2. The annual Fund allocation plan shall be approved by 30 June of the preceding year. The trade unions shall receive the annual Fund allocation plan for review at least 30 days in advance.

3. Decisions regarding the method for allocating the Fund resources and granting social benefits to eligible persons shall be made by the Rector in consultation with the trade unions operating at the University of Warsaw.

#### **§ 3**

1. The text of the Rules and Regulations shall be published on the website of the Office for Personnel Social Benefits.

2. The Rules and Regulations shall be made available in the Office for Personnel Social Benefits the Office for Personnel Social Benefits upon the request of the interested person.

#### **§ 4**

Whenever the Rules and Regulations refer, without further specification, to:

1) "UW employee", it shall be understood as a person referred to in § 6, section 1, points

1 and 2;

- 2) "doctoral student", it shall be understood as a doctoral student studying at a doctoral school of the University of Warsaw;
- 3) "UW pensioner", it shall be understood as a person, who has terminated their employment contract with the University of Warsaw due to retirement;
- 4) "UW disability pensioner", it shall be understood as a person, who has terminated their employment contract with the University of Warsaw due to being granted a disability pension;
- 5) "spouse of a UW employee, pensioner or disability pensioner", it shall be understood as a person who is in a current marital relationship with, or maintains a joint household with, a UW employee, UW pensioner or disability pensioner;
- 6) "child", it shall be understood as an eligible person's own child, whether from birth, adopted or under parental guardianship in a foster family, who is financially dependent on the eligible person:
  - a) until the end of the year in which they reach the age of 18,
  - b) by the end of the year in which they reach the age of 25, if they continue their education at school, at full-time and part-time first-cycle, second-cycle or long-cycle studies until completion of their education, upon submission of a certificate confirming attendance at school or university,
  - c) a child with a disability, referred to in point 7;
- 7) "child with a disability", it shall be understood as an eligible person's own child, whether from birth, adopted or under parental guardianship in a foster family, who is financially dependent on the eligible person and, because of their illness, requires permanent or long-term care and assistance of another person due to significantly reduced ability to lead an independent life, upon presentation of a certificate from an institution authorised to declare the degree of disability, regardless of age;
- 8) "family member", it shall be understood as a child referred to in point 6, a spouse referred to in point 5, a parent or a parent of the spouse;
- 9) "persons sharing the same household", it shall be understood as the eligible person referred to in § 6, section 1, their spouse referred to in point 5, and the children referred to in point 6, who live together and manage the household jointly;
- 10) "single person", it shall be understood as a person who is single, widowed, or divorced, or a person in respect of whom a separation has been adjudicated, as well as a person who is married but whose spouse is serving a prison sentence, and a person who does not share the same household;
- 11) "person raising a child (children) alone", it shall be understood as one of the parents or a legal guardian (if that person is single, widowed, or divorced, or a person in respect of whom a separation has been adjudicated under separate regulations, as well as a person who is married but whose spouse has been deprived of parental rights or is serving a prison sentence), who provides permanent care for a child (children);
- 12) "income per person in the family", it shall be understood as the average gross monthly income per family member, calculated under the terms set out in § 7, sections 6-9;
- 13) "holiday stays", it shall be understood as an organised form of recreation, for which the organiser provides accommodation, board and sometimes various additional recreational activities for a fee;
- 14) "school", it shall be understood as a school within the meaning of Article 2, point 2 of the Act of 14 December 2016, the Education Law (consolidated text: Journal of Laws of 2025, item 1043, as amended).

## § 5

The resources of the Fund shall be allocated for the following purposes:

- 1) subsidising various forms of recreation;

- 2) providing financial support;
- 3) cultural and educational, as well as recreational and sport activity;
- 4) granting loans for housing purposes;
- 5) providing subsidy for the university social facilities referred to in Article 2, point 4 of the CSBF Act;
- 6) providing support for victims of natural disasters (especially children);
- 7) providing the financial benefit referred to as the “educational voucher”.

## **II. Persons eligible to benefit from the Fund**

### **§ 6**

1. Eligible beneficiaries of the Fund include:

- 1) full-time or part-time employees working under an appointment or an indefinite or fixed period employment contract;
- 2) employees on maternity leaves, parental leaves and childcare leaves;
- 3) UW pensioners and UW disability pensioners;
- 4) doctoral students;
- 5) parents or legal guardians of the children of deceased UW employees, UW pensioners or UW disability pensioners;
- 6) adult children of deceased UW employees, UW pensioners or UW disability pensioners who continue their education, until the end of their studies but no longer than until the end of the year, in which they reach the age of 25, and in the case of periodic financial aid, 26 years of age, after documenting the fact of attending school or university;
- 7) persons covering the costs of a funeral in the event of the death of the UW employee, UW pensioner or UW disability pensioner.

2. Within the scope specified in the Rules and Regulations, the UW employees, UW pensioners, UW disability pensioners and UW doctoral students may benefit from child-related allowances.

## **III. General rules for granting benefits from the Fund**

### **§ 7**

1. The granting and amount of benefits from the Fund shall depend on the financial resources accumulated in the account of the Fund.

2. The benefits granted from the Fund are paid according to the annual Fund allocation plan or preliminary budget referred to in § 1, sections 3 and 4, respectively.

3. The basis for granting a benefit financed from the Fund shall be an application completed by an eligible person referred to in § 6, section 1, or by a person referred to in § 16, section 2, points 2-4, and filed together with the required attachments.

4. If an eligible person is simultaneously a UW employee, UW pensioner or UW disability pensioner, they may apply for the benefit under the rules applicable to the employees.

5. The amount of the benefit granted to a person eligible to use the Fund shall depend on their personal, family, and financial situation, as well as on the average monthly income per person in the family.

6. The average monthly income per person in the family shall be calculated by summing all taxable and non-taxable income earned during the six months preceding the submission of the application by all persons sharing the same household, regardless of the title or source of such income, and then dividing the total by the number of persons sharing

the same household and by six months.

7. The accuracy of the data contained in the income statement may be subject to verification. In such a case, the applicant shall be required to submit to the Office for Personnel Social Benefits the documents confirming the reported income for inspection purposes.

8. A person who has submitted a false income statement, presented falsified documents, or otherwise knowingly and intentionally provided misleading information shall be obliged to refund the benefit received, within the period specified by the Rector.

9. Taxable and non-taxable income referred to in section 6 shall include, in particular:

- 1) income derived from any employment relationship, home-based work, or cooperative employment relationship;
- 2) remuneration obtained under civil-law contracts (contracts of mandate, contracts for specific work);
- 3) the total amount of pension and disability benefits;
- 4) alimony received from persons not residing in or sharing a common household with the eligible person;
- 5) income from business activity;
- 6) income derived from agricultural holdings;
- 7) scholarships.

10. In the case of income from business activity, the rule shall apply that income shall not be lower than the income declared as the basis for the calculation of social insurance contributions, i.e. 60% of the average gross monthly salary in the national economy in the previous quarter, as published in the Official Journal of the Republic of Poland "Monitor Polski" by the President of the Central Statistical Office, constituting the minimum basis for the calculation of social insurance contributions. In the case of starting a business and paying social insurance contributions under preferential rules during the first 24 months, the principle is adopted of determining income at no less than 30% of the minimum wage.

11. In the case of income derived from agricultural holdings, it shall be assumed that one conversion hectare generates a monthly income amounting to 1/12 of the income announced annually by the President of the Central Statistical Office by way of notice, pursuant to Article 18 of the Act of 15 November 1984 on Agricultural Tax (consolidated text: Journal of Laws of 2025, item 1344).

12. An application for financial benefit from the Fund shall include in particular:

- 1) name, surname and PESEL registration number of the applicant;
- 2) in the case of applicants who are UW employees, UW pensioners or UW disability pensioners, the PESEL number may be replaced by the number assigned in the SAP system;
- 3) contact phone number;
- 4) in the case of an application for child allowance: child's name, surname and date of birth;
- 5) in the case of an application submitted by the person mentioned under § 6, section 1, points 5 and 6: the name, surname and PESEL registration number of the deceased UW employee, UW pensioner or UW disability pensioner;
- 6) in the case of an application submitted by a doctoral student: the name of the organisational unit providing doctoral studies, studies commencement date;
- 7) in the case of an application submitted by the person referred to in § 6, section 1, points 4-7, the data necessary to issue a personal income tax document (PIT): residence address, tax office particulars;
- 8) a statement confirming that all the data provided in the application are true to the facts.

13. Applications and declarations for the purposes of the Fund may be submitted in paper or electronic form:

- 1) submitted in person to the Office for Personnel Social Benefits;
- 2) by traditional mail;
- 3) through the electronic system for handling subsidy applications.

14. The certificates shall be submitted in the original or as a scan attached to the application if it is submitted in electronic form. If an eligible person applies simultaneously for various benefits from the Fund which require the submission of the same certificates, the submission of the original certificate with one of the applications shall be acceptable, while copies may be attached to the others. In such a situation conformity of the copy with the original shall be confirmed by an employee of the Office for Personnel Social Benefits.

#### **IV. Principles for subsidising various forms of recreation**

##### **§ 8 Types of recreation**

The subsidies payable from the Fund are granted for the following forms of recreation:

- 1) organised holidays:
  - a) holiday stays at the University of Warsaw holiday centres, hereinafter referred to as "the University of Warsaw holiday centres",
  - b) holiday stays in sanatoriums booked with other institutions authorised to organise holidays,
  - c) summer, winter and other camp holidays booked with other institutions authorised to organise holidays for children;
- 2) privately arranged holidays, colloquially referred to as the "holidays under the pear tree".

##### **§ 9 Holiday stays at the UW holiday centres**

1. Holiday announcements shall be published on the website of the Office for Personnel Social Benefits and on the notice boards at the Office's premises. The announcement shall contain information specifying:

- 1) the specific periods constituting the holiday season at the University of Warsaw holiday centres;
- 2) the amount of the fee for holiday stays at those centres during the holiday season and the off-season;
- 3) the dates by which reservations for holiday stays at the UW holiday centres must be made.

2. Reservations for holiday stays at the UW holiday centres, referred to in section 1, point 3, shall be made at the Office for Personnel Social Benefits.

3. Reservations for holiday stays shall be made:

- 1) exclusively via the electronic form, if the person is a UW employee, doctoral student, or a UW pensioner or UW disability pensioner who are still employed at the UW;
- 2) in person at the Office for Personnel Social Benefits, by traditional mail, or by electronic mail if the person is a UW pensioner or UW disability pensioner who terminated their employment contract in connection with retirement or being granted a disability pension.

4. Resignation from booked places after the invoice has been paid results in the forfeiture of the fee, unless the resignation is justified by an important and documented fortuitous event (e.g. the death of a close relative or hospitalisation). In the case of an issued invoice, resignations from holiday stays at the UW holiday centres submitted less than 14 days before their commencement will not be considered.

5. Applications for holiday stay reservations submitted by persons who cancelled their previous stay without justification will be considered last.

6. The UW employees, UW pensioners, UW disability pensioners, and doctoral students may benefit from the holiday subsidy granted for holiday stays at the University of Warsaw holiday centres.

7. The eligible persons referred to in section 6 may benefit from the holiday subsidy for their own holiday stays and those of their child (children) under the terms set out in § 12.

8. The persons referred to in § 6, section 1, point 5 may benefit from the holiday subsidy for holiday stays at the UW holiday centres for the children of deceased UW employees, UW pensioners or UW disability pensioners, while persons referred to in § 6, section 1, point 6 may benefit from the holiday subsidy for their own holiday stays.

9. The amount of the holiday subsidy for holiday stays at the University of Warsaw holiday centres shall constitute the difference between the full fee for such stays, calculated on the basis of the rates specified in the holiday announcements referred to in section 1, and the reduced fee calculated in accordance with Appendix No. 1, Table 1A or Table 1B to the Rules and Regulations.

## § 10

### **Holiday subsidy for organised holidays booked with other institutions**

1. The holiday subsidy referred to in § 8, point 1, letters b and c, is available to the UW employees as well as UW pensioners and UW disability pensioners.

2. The eligible persons referred to in section 1 may benefit from the holiday subsidy for their own holidays, their child's (children's) holidays, and their spouse's holidays under the terms set out in § 12.

3. The doctoral students may be granted the holiday subsidy for holidays referred to in § 8, point 1, letter b. The funding may cover the doctoral student's own holidays as well as holidays of their child (children).

4. The funding covers the holidays referred to in § 8, point 1, letters b and c, lasting a minimum of seven days. An application for the holiday subsidy granted to children over the age of 18 must be accompanied by a certificate confirming attendance at school, full-time and part-time first- or second-cycle studies, or long-cycle studies, or a decision of the institutions authorized to assess the degree of disability.

5. The amount of funding for organised holidays referred to in § 8, point 1, letter b constitutes the difference between the price not exceeding the price of a holiday voucher during the season at the UW holiday centre "Bajka" in Łukęcin, as specified in the holiday announcement referred to in § 9, section 1, and the reduced payment calculated in accordance with Appendix No. 1, Table 1 to the Rules and Regulations.

6. The amount of funding for organised holidays referred to in § 8, point 1, letter c constitutes the difference between the price not exceeding the funding base for summer camps, day camps, and winter camps, and the reduced payment calculated in accordance with Appendix No. 1, Table 1 to the Rules and Regulations.

## § 11

### **Subsidy for the "holidays under the peartree"**

1. The subsidy for the privately arranged "holidays under the peartree" may be awarded to the UW employees, UW pensioners or UW disability pensioners.

2. The eligible persons referred to in section 1 may benefit from the holiday subsidy for their own holidays, their child's (children's) holidays, and their spouse's holidays under

the terms set out in § 12.

3. The eligible persons referred to in § 6, section 1, points 5 and 6 may also benefit from the holiday subsidy for the privately arranged "holidays under the pear tree" granted to the children of deceased UW employees, UW pensioners or UW disability pensioners.

4. The amount of the holiday subsidy for the privately arranged "holidays under the pear tree" is established according to Appendix No. 1, Table 2 to the Rules and Regulations.

## **§ 12** **Specific principles for granting the holiday subsidy**

1. The UW employees, UW pensioners and UW disability pensioners may once per calendar year benefit from the holiday subsidy for their own holidays and their children's holidays in one of the forms referred to in § 8, subject to sections 2, 3, and 8.

2. The UW employees, UW pensioners and UW disability pensioners who have a child with a disability under their care may, in a given calendar year, apply for one additional holiday subsidy for organised holidays granted to that child.

3. If the income per person in the family does not exceed the lowest income threshold specified in Appendix No. 1 to the Rules and Regulations, Table 2, Part A, the UW employees, UW pensioners or UW disability pensioners may, once every four years, benefit from the holiday subsidy granted for their spouse's holidays referred to in § 8, point 2.

4. The doctoral students may, once per calendar year, benefit from the holiday subsidy granted for their own holidays and their children's holidays in one of the forms referred to in § 8, point 1.

5. The persons referred to in § 6, section 1, points 5 and 6 may, once per calendar year, benefit from the holiday subsidy for the holidays of the children of deceased UW employees, UW pensioners or UW disability pensioners or their own holidays in one of the forms referred to in § 8, respectively.

6. The persons referred to in § 6, section 1, points 5 and 6, whose income per person in the family does not exceed the lowest income threshold specified in Appendix No. 1, Table 1, Part A to the Rules and Regulations, may, in a given calendar year, apply for one additional holiday subsidy for organised holidays for the children of deceased UW employees, UW pensioners or UW disability pensioners, respectively.

7. The UW employees, UW pensioners, UW disability pensioners and UW doctoral students may apply for additional holidays subsidy for their own holidays and their child's (children's) holidays booked at the University of Warsaw holiday centres:

- 1) if, during the season specified in the holiday announcement referred to in § 9, section 1, there are available places at the UW holiday centres seven days before the start of the stay;
- 2) during the period outside the so-called season, for a maximum of 30 days of stay within a calendar year.

8. The UW employees, UW pensioners or UW disability pensioners, and UW doctoral students may apply for an additional holiday subsidy for holiday stays booked at the UW holiday centres for children with disabilities under the terms set out in section 6.

9. The parents or legal guardians referred to in § 6, section 1, point 5 may apply for an additional holiday subsidy for holiday stays booked at the UW holiday centres for the children of deceased UW employees, UW pensioners or UW disability pensioners under the terms set out in section 6.

10. If parents of the child are UW employees, UW pensioners or UW disability pensioners, each of them may apply for the holiday subsidy of the same child.

11. The employees referred to in § 6, section 1, point 1 may submit an application for granting the holiday subsidy for the privately arranged "holidays under the pear tree" after using a continuous 14-day holiday leave period, which includes annual leave days, Saturdays, Sundays, public holidays, and other non-working days in accordance with generally applicable regulations or with the ordinance announced by the Rector on non-working days for the employees who are not academic teachers in a given calendar year.

### **§ 13** **Holiday subsidy application procedure**

1. The application for the holiday subsidy, in addition to the data referred to in § 7, section 10, includes:

- 1) a statement on the amount of income per person in the family;
- 2) a statement on the number of persons in the same household, including the number of dependent children;
- 3) a declaration of single parenthood;
- 4) in the case of an application for the holiday subsidy for holiday stays at the University of Warsaw holiday centres: the name of the centre where the applicant seeks to book the stay, and the planned dates of the holiday stay;
- 5) In the case of the persons referred to in § 6, section 1, points 3-6, a specification of the method of payment of the benefit and, depending on the indicated method of payment, the number of the personal bank account or the address to which the payment is to be made.

2. While filing the application for granting the holiday subsidy for holidays of their children over 18 years of age, a certificate of attendance at school, at full-time first- or second-cycle studies, or at long-cycle studies, shall be attached, or a copy of the disability certificate issued by the authorised institution, certified as a true copy of the original.

3. While filing the application for granting the holiday subsidy referred to in § 8, point 1, letters b and c, an invoice or receipt for organized holidays, issued by an entity authorized to organize holidays, shall be attached. The invoice or receipt shall be issued in the name of the applicant (or their spouse) and include the names and surnames of the persons participating in the holidays, the unit price of the holidays for each listed person, as well as the dates of the stay.

4. In the case referred to in § 12, section 2, a certified true copy of the disability certificate issued by the authorized institution shall be attached to the application for organised recreation funding. A scanned copy of the certificate may be submitted via the electronic application submission system.

5. Applications for granting the holiday subsidy in a given calendar year shall be submitted to the Office for Personnel Social Benefits by no later than 31 December of that year, the date of receipt of the application by the Office shall be taken into account.

6. Applications for granting the holiday subsidy in a given particular calendar year submitted by 5 December of that year, or, if that date falls on a public holiday, by the first working day following 5 December, shall be considered and processed in the calendar year to which they relate.

7. Applications for the holiday subsidy submitted after the deadline referred to in section 6, but no later than 31 December of the given calendar year, shall be considered and processed in the following calendar year.

## **§ 14** **Additional holiday subsidy for the Christmas and New Year holiday period**

1. Subject to the availability of financial resources in the Fund, the annual Fund allocation plan may provide for resources to grant the subsidy for additional holidays for the UW employees, UW pensioners or UW disability pensioners during the Christmas and New Year period.

2. The principles, value and dates for granting the benefit referred to under section 1 will be determined each time by the Rector in consultation with the trade unions operating at the University of Warsaw.

3. The application for the benefit referred to in section 1, in addition to the data referred to in § 7, section 12, points 1-3 and 9, also includes the data referred to in § 13, section 1, points 1 and 5.

4. If the principles referred to in section 2 require the collection of personal data exceeding the scope of the data specified in section 3, and the submission of additional documents, such data and documents shall be indicated in the decision referred to in section 2.

5. The amount of the benefit referred to in section 1 depends on the personal, family, and financial situation of the eligible person.

## **V. Principles for providing financial aid**

### **§ 15** **Types of financial aid**

1. The financial aid is non-refundable financial support granted to eligible persons:

- 1) suffering from:
  - a) individual fortuitous events, including, but not limited to fire, flood, theft,
  - b) disease,
  - c) death of a family member,
  - d) natural disaster

- causing a temporary significant worsening of their living standards;
- 2) in a particularly difficult financial situation, which does not allow them to satisfy the basic needs of life;
- 3) due to childbirth;
- 4) covering the funeral expenses in the event of the death of a UW employee, UW pensioner or UW disability pensioner.

2. The following persons may file an application for the financial aid:

- 1) eligible persons;
- 2) the head of an organisational unit of the University of Warsaw, in which the eligible person is or was employed;
- 3) the member of the university or faculty trade union authorities operating at the University of Warsaw;
- 4) the member of the Senate Committee for Social Affairs.

3. The applications are formally verified by the Office for Personnel Social Benefits.

4. The applications are considered by the Financial Aid Committee established by the Rector. The benefits shall be granted by the Committee, taking into account the provisions contained in these Rules and Regulations and in Appendix No. 2 to the Rules and Regulations.

5. In cases giving rise to doubts, a team appointed by the Committee may conduct

a field interview regarding the circumstances referred to in section 1, point 1, letter b, and point 2.

## **§ 16** **Eligibility to apply for the financial aid**

1. The UW employees, UW pensioners and UW disability pensioners may apply for the financial aid referred to in § 15, sections 1, points 1-3.
2. The doctoral students may apply for the financial aid referred to in § 15, section 1, points 1, letters a-b, 2, and 3.
3. The doctoral students may also apply for the financial aid referred to in § 15, section 1, point 1, letter c, but only in the event of the death of a spouse or child.
4. An eligible person referred to in § 15, section 1, point 4 is a person who provides documents (invoices) confirming that they covered the funeral expenses of a UW employees, UW pensioners and UW disability pensioners.
5. In the event of a concurrence of eligibility to the benefit due to the death of a family member and to the benefit for persons covering funeral expenses in the case of the death of a UW employee, UW pensioner and UW disability pensioner only the latter benefit shall be granted.
6. An application for financial aid due to the birth of a child (children), the death of a family member, or the coverage of funeral expenses in the case of the death of a UW employee, UW pensioner and UW disability pensioner may be submitted no later than within one year of the event.
7. A UW employee or doctoral student may apply for the financial aid due to the birth of a child (children) or the death of a family member, provided that the event occurred during their employment at the UW or during their studies at the University of Warsaw doctoral school, respectively.
8. If a UW employee, UW pensioner, UW disability pensioners or doctoral student is married to another eligible person, each of them may apply for the financial aid.

## **§ 17** **Financial aid application procedure**

1. The application for granting the financial aid, in addition to the data referred to in § 7, section 12, points 1-3 and 7-9, includes:
  - 1) the names and surnames of all persons sharing the same household, as well as the dates of birth of the children;
  - 2) justification of the application taking into account the personal, family, and financial situation.
2. The following shall be attached to the application for granting the financial aid:
  - 1) certificates from employers other than the UW regarding the amount of average income from employment for the last 6 months preceding the submission of the application, calculated under the terms set out in § 7, section 6, taking into account the components referred to in § 7, section 7, point 1;
  - 2) certificates from employers other than the UW regarding the amount of remuneration received under civil law contracts for the last six months preceding the submission of the application;
  - 3) a certificate of the competent municipality authority on the size of the agricultural holding expressed in equivalent hectares of the total area;
  - 4) a decision or a certificate from the competent authority on the amount and period of receiving a maternity allowance, parental allowance, childcare benefit, family

- allowances, carer's benefit;
- 5) a decision or a certificate from the competent authority on the amount of the pension or disability pension;
- 6) in the case of an unemployed spouse:
  - a) a certificate from the employment office confirming the status of being unemployed with or without the right to benefits, or
  - b) a certificate confirming coverage under health insurance provided by the University of Warsaw;
- 7) in the case where children over the age of 18 reside in the same household, a certificate of attendance at school, or at full-time or part-time first- or second-cycle studies, or at long-cycle studies;
- 8) in the case of applying for the financial aid referred to in § 15, section 1, point 1, letter a, a certificate from entities authorised to confirm the occurrence of a fortuitous event;
- 9) in the case of applying for the financial aid referred to in § 15, section 1, point 1, letter b:
  - a) a medical certificate confirming a health status,
  - b) a disability certificate or a certificate of the degree of disability, a certificate from a medical examiner of the Social Insurance Institution [pl. ZUS] on incapacity for work or inability to live independently, a certificate of classification into one of the groups of disabled persons, or a document confirming permanent or long-term incapacity for work in an agricultural holding,
  - c) documents confirming medical expenses incurred during the twelve months preceding the submission of the application;
  - d) in the case of applying for the financial aid referred to in § 15, section 1, point 3, an abridged copy of the child's birth certificate;
- 10) in the case of applying for the financial aid referred to in § 15, section 1, point 1, letter c, and point 4, a full or abridged copy of the death certificate of a UW employee, UW pensioner, UW disability pensioner or member of their family;
- 11) in the case of applying for the financial aid referred to in § 15, section 1, point 1, letter c:
  - a) due to the death of a parent, an abridged copy of the birth certificate,
  - b) due to the death of the current spouse's parent, an abridged copy of the marriage certificate, and in the case of widows and widowers, an abridged copy of the spouse's death certificate.

3. In the case of applying for the financial aid referred to in § 15, section 1, point 4, invoices confirming the expenses incurred for the funeral of a UW employee, UW pensioner or UW disability pensioner, issued in the name of the applicant and containing the name and surname of the deceased person.

4. In the case of applying for the financial aid due to the birth of a child or the death of a parent or the parent of the current spouse, attachments concerning the financial situation, referred to in section 2, shall be submitted in the form of statements.

5. The amount of the financial aid granted is determined in Appendix No. 2 to the Rules and Regulations. The payment of financial aid is conditional upon the funds planned for the given year in the annual Fund allocation plan referred to in § 1, section 4.

6. The Rector may, in particularly difficult personal circumstances, grant the financial aid in an amount higher than the maximum value of the relevant type of the financial aid specified in Appendix No. 2 to the Rules and Regulations.

7. An eligible person may receive each financial aid referred to in § 15, section 1, point 1, letters a and b, d, and point 2, once per year.

8. Each person applying for the financial aid decides how detailed the information they provide will be. The committee allocating the financial aid has the ability to thoroughly

assess the financial situation of an individual based on the submitted documents and statements, which may affect the amount of the financial aid granted.

## **§ 18 Periodic financial aid**

1. The children of a UW deceased employee whose death was the result of an accident at workplace, who are in a difficult life and financial situation, may be granted a periodic financial aid in the amount specified in Appendix No. 3 to the Rules and Regulations. The granting of the periodic financial aid shall be conditional upon the financial resources allocated for the given year in the annual Fund allocation plan referred to in § 1, section 2.

2. The periodic financial aid shall be granted at the request of the parent or legal guardian of the child of a deceased employee or at the request of an adult child of the deceased UW employee continuing their education, until the end of their studies but no longer than until the end of the year in which they reach the age of 26.

3. The granting of a periodic financial aid and the determination of its payment period shall be decided by the Rector in consultation with the trade unions operating at the University of Warsaw.

## **VI. “Educational voucher”**

### **§ 19**

1. Subject to the availability of financial resources at the University of Warsaw, a financial benefit called an “educational voucher” may be granted from the Fund for a child (children) in education of a UW employee, UW pensioner, or UW disability pensioner, as well as for the child (children) in education of a deceased UW employee, UW pensioner, or UW disability pensioner.

2. The benefit is granted for children over the age of five who have started their compulsory education (attend the first grade of primary school), up to the age of 18, but not beyond the completion of their studies.

3. The benefit is not granted for children undergoing the compulsory one-year preschool preparation.

4. The application for the “educational voucher” benefit, in addition to the relevant data referred to in § 7, section 12, points 1-4 and points 6, 8, and 9, shall include a declaration of income per person in the family.

5. If the child reaches the age of 18, the application must be accompanied by a certificate confirming the continuation of compulsory education. In other cases, it is declared that the child attends school. The amount of the benefit depends on the life, family, and financial situation of the eligible person.

6. If both parents of the child are UW employees, UW pensioners or UW disability pensioners, only one of them may apply for the benefit for the same child.

7. The principles, amount, and deadlines for granting the benefit are determined annually by the Rector in consultation with the trade unions operating at the University of Warsaw.

8. If the rules referred to in section 7 require the collection of personal data beyond the scope specified in section 4, or the submission of documents beyond those indicated in section 5, such data and documents shall be specified in the determination referred to in section 7.

## **VII. Cultural, tourist and sports events**

### **§ 20**

1. The Fund resources may be used to support cultural, tourist, and sports activities.
2. Information on organised events can be found on the websites of the University of Warsaw.
3. The principles of payment for events are determined each time by the Rector on the basis of cost estimates agreed with the trade unions operating at the University of Warsaw.

### **§ 21**

1. Subject to the availability of financial resources within the Fund, the annual Fund allocation plan may provide for resources to subsidise trips for the UW pensioners or UW disability pensioners.
2. The amount of trip subsidies depends on the life, family, and financial situation of the eligible person. The subsidies may not exceed the costs of transportation, accommodation, meals, and additional activities included in the trip programme.
3. The date of the trip, the location of stay, and the deadlines for submitting applications for the trip subsidy are announced in a notice posted on the website of the Office for Personnel Social Benefits and on the notice boards of the Office.
4. An application for a trip, in addition to the data referred to in § 7, section 12, points 1-3, shall include:
  - 1) a statement on the amount of income per person in the family;
  - 2) a declaration on the number of persons sharing the same household;
  - 3) the year of pension or disability pension commencement, the faculty where the applicant worked, and the last position held;
  - 4) the residence address (city/town, postal code, street, house and apartment number).

## **VIII. Loans for housing purposes**

### **§ 22** **Loan types**

1. From the Fund resources for housing purposes, loans may be granted for activities aimed at improving the housing situation of the UW employees, UW pensioners or UW disability pensioners, and doctoral students:
  - 1) the purchase of an apartment or house on the primary or secondary market;
  - 2) building or extension of a house or an apartment constituting a separate property;
  - 3) the supplement of a contribution to purchase an apartment in a housing cooperative or new build development (referring to § 29 of the Rules and Regulations);
  - 4) renovation, modernisation or finishing works at an apartment or a house;
  - 5) renovation of an apartment at the UW Academic Staff Hall of Residence (a loan granted for this purpose is interest-free);
  - 6) conversion of the right to a cooperative apartment or the buyout of the occupied apartment previously owned by the municipality or an employment establishment;
  - 7) construction of the first house, the purchase of the first apartment, or the supplement of a contribution for a first apartment or first house (referring to § 29 of the Rules and Regulations).
2. The Rector, in consultation with the trade unions operating at the University of Warsaw, may, after considering a justified application from an eligible person applying for a

loan, agree to grant a loan for a purpose not listed in section 1, provided that the loan is intended for housing purposes.

### **§ 23 Eligible persons**

1. The loans referred to in § 22, section 1, may be used by:
  - 1) UW employees, UW pensioners or UW disability pensioners with permanent residence registration in the territory of the Republic of Poland;
  - 2) doctoral students residing at the UW Academic Staff Hall of Residence [pl. DPN], to the extent specified in § 22, section 1, point 5.

2. The loans from the Fund for housing purposes are granted primarily to the following eligible persons:

- 1) with a low income per person in the family;
- 2) living in difficult housing conditions;
- 3) large families and single parents.

3. When granting housing loans and determining repayment terms, the financial circumstances of the eligible persons and their ability to repay the loan are primarily taken into account.

4. The eligible persons applying for the loan listed below may not simultaneously have outstanding debt from any of the other loans:

- 1) purchase of an apartment or a house;
- 2) building or extension of a house or an apartment constituting a separate property;
- 3) the supplement of a contribution for the first apartment or first house;
- 4) transformation of the right to the co-operative apartment or purchase of the occupied apartment previously owned by the municipality or a company.

5. In the case of the UW employees and doctoral students, the loan agreement may be concluded for a period not exceeding the duration of employment or of studies at the University of Warsaw doctoral school, subject to § 25, section 1.

6. Spouses who are UW employees may simultaneously benefit from the loans referred to in § 22, section 1, points 1-3, under the terms set out in § 24, section 7.

7. Loans to renovate, modernise or finish a home or apartment may be used simultaneously by spouses who are the UW employees (spouses shall not be each other's loan guarantors).

### **§ 24 Amount of loans**

1. The maximum amount of the loans referred to in § 22, section 1, is specified in Appendix 4 to the Rules and Regulations, subject to sections 2-5.

2. The amount of the loan for the purchase of an apartment or house, referred to in § 22, section 1, point 1, and the loan for the purchase of the first apartment, first house, or to supplement the contribution for the first apartment or first house, referred to in § 22, section 1, point 7, shall not exceed 50% of the purchase price of the aforementioned property.

3. The amount of the loan for the construction of the first house, referred to in § 22, section 1, point 7, shall not exceed 50% of the construction costs.

4. The amount of the loan for the construction or extension of a house or an apartment constituting a separate property, referred to in § 22, section 1, point 2, shall not exceed 15% of the estimated value of the given investment.

5. The amount of the loan for converting the right to a cooperative apartment or for purchasing an occupied apartment previously owned by the municipality or workplace, referred to in § 22, section 1, point 6, shall not exceed 50% of the required amount.

6. The Rector, in consultation with the trade unions operating at the University of Warsaw, after considering a justified application from an eligible person applying for a loan, may consent to the granting of a housing loan referred to in § 22, section 1, in an amount higher than that specified in Appendix No. 4 to the Rules and Regulations, provided that the amount of the granted loan does not exceed the values referred to in sections 2-5.

7. The loans referred to in § 22, section 1, points 1-3, may be granted only to one of the spouses who are employees of the University of Warsaw up to 150% of the amount specified in Appendix No. 4 to the Rules and Regulations, or to each of them up to 75% of that amount.

## **§ 25 Loan payment term**

1. The payment term of a loan referred to in § 22, section 1:

- 1) in points 1-4 and point 6 shall have a maximum term of 5 years;
- 2) in point 5 shall have a maximum term of 2 years;
- 3) in point 7 shall have a maximum term of 15 years.

2. The Rector, in consultation with the trade unions operating at the University of Warsaw, may, upon a justified application from an eligible person applying for a loan, agree to the repayment of a loan referred to in § 22, section 1, points 1-6, over a period longer than that specified in section 1. The loan payment term may be extended up to a maximum of 10 years.

## **§ 26**

The amount of the loan and the repayment period depend on the income per person in the family, calculated based on the documents submitted with the loan application.

## **§ 27 Loan interest rate**

1. The loans referred to in § 22, section 1, points 1-6, granted for the period specified respectively in § 25, section 1, points 1-3, are subject to a one-time interest of 8% of the granted loan amount.

2. The loans referred to in § 22, section 1, point 7, are subject to a one-time interest of 10% of the granted loan amount.

3. The loans referred to in § 22, section 1, points 1-4 and point 6, granted by the Rector in an amount higher than that specified in Appendix 4 to the Rules and Regulations, are subject to a one-time interest of 8% of the granted loan amount, provided that the repayment period is not extended beyond the periods specified respectively in § 25, section 1, points 1 and 2.

4. The loans referred to in § 22, section 1, points 1-4 and 6, granted by the Rector in an amount higher than that specified in Appendix 4, whose repayment period has been extended beyond the periods specified respectively in § 25, section 1, points 1 and 2, are subject to a one-time interest of 10% of the granted loan amount.

5. The loan interest amount shall contribute to the increase in the Fund resources.
6. The amount of interest is not reduced if the loan is repaid earlier than agreed in the contract.
7. If the loan has been fully repaid before the start of its repayment period, the interest is not payable.

## **§ 28** **Terms and conditions for obtaining a loan**

1. The terms and conditions for obtaining a loan for the purchase of an apartment or house on the primary or secondary market is the submission of a notarial deed confirming the purchase within three months from the date of its signing.
2. The terms and conditions for obtaining a loan for the construction or expansion of a house or an apartment constituting a separate property is the submission of the following documents:
  - 1) deed of property ownership;
  - 2) a building or expansion permit, or a notice of submission to the competent authority;
  - 3) a cost estimate prepared by a person with the appropriate qualifications;
  - 4) a certificate issued by the supervising inspector confirming that the construction has progressed by at least 20%.
3. The terms and conditions for obtaining a loan to supplement the contribution for the first apartment or first house, referred to in § 22, section 1, point 3, is that the eligible person applying for the loan acquires at least 50% of the apartment or house, as well as providing documentation of the required contribution and of the amount of personal funds accumulated, amounting to at least 20% of the costs.
4. The terms and conditions for obtaining a loan for the renovation, modernisation, or finishing of an apartment or house is to include in the application an estimate and the scope of the renovation, modernisation, or finishing works.
5. The residents of the UW Academic Staff Hall of Residence who have received an extension of accommodation may apply for a loan for the renovation of the rented apartment once every two years, while those accommodated for the first time may apply after moving into the rented apartment.
6. The terms and conditions for obtaining a loan to convert the right to a cooperative apartment or to purchase the occupied apartment previously owned by the municipality or workplace is the submission of a letter with the consent of the cooperative or owner for the purchase, along with a valuation of the apartment.

## **§ 29** **Loans for a first house or first apartment**

1. The eligible person applying for a loan for the construction of the first house, the purchase of the first apartment, or to supplement the contribution for the first apartment or first house must meet all of the following conditions:
  - 1) a three-year period of employment at the University of Warsaw (the period of education at the University of Warsaw Doctoral School is included in the three-year employment period), or, in the case where the University of Warsaw is the first place of employment, a one-year period;
  - 2) full-time employment or a period not shorter than the loan repayment period;
  - 3) the lack of own apartment or rights of the primary lessee (also applies to the spouse);
  - 4) permanent residence registration on the territory of the Republic of Poland;

- 5) In the case of a loan for the purchase of the first apartment, first house, or to supplement the contribution for the purchase of at least 50% of the apartment or house by the eligible person applying for the loan.
- 6) In the case of a loan to supplement the contribution for the purchase of the first apartment or first house - documentation of the required contribution amount and documented own funds of at least 20% of the acquisition costs, confirmed by a certificate.

2 The following should be attached to the loan application:

- 1) documents confirming the income of all the persons sharing the same household for the year preceding the application;
- 2) documents indicating that neither the applicant nor their spouse are owners nor main tenants of the apartment, which shall include, but not be limited to:
  - a) a certificate of permanent residence registration,
  - b) a certificate from the housing cooperative or local government unit, respectively, confirming that these persons are not the primary lessees of the apartment,
  - c) a regular excerpt from the Land and Mortgage Register,
  - d) a certified true copy of the decision of the competent tax authority setting the property tax for the given tax year;
- 3) information on the planned date of the apartment purchase;
- 4) in the case of loans for the purchase of the first apartment, first house, or to supplement the contribution for the purchase of the first apartment or first house - the deed of acquisition of the property;
- 5) in the case of loans for the construction of the first house, the documents referred to in § 28, section 2.
- 6) a written statement from two guarantors, UW employees employed full-time for a period not shorter than the loan repayment period, expressing their consent to act as guarantors for the loan. The employment of guarantors shall be confirmed by a statement from the Human Resources Office.

3. In the event of termination of employment, the loan becomes immediately repayable along with the accrued interest.

4. In exceptional cases of force majeure, documented by the borrower, the Rector, in consultation with the trade unions operating at the University of Warsaw, may grant consent for the loan to be repaid after the termination of employment at the University of Warsaw. Upon obtaining the consent of the Rector, an agreement is concluded with the borrower, to which is attached the document submitted in the form of a notarial deed, pursuant to Article 777, § 1, points 4 and 5 of the Act of 17 November 1964, the Civil Procedure Code (consolidated text: Journal of Laws of 2024, item 1568, as amended), a statement of submission to enforcement regarding the obligation to repay the remaining loan amount, under the penalty of nullity of the agreement.

5. The person that obtained the loan mentioned under § 22, section 1, point 7 may also apply for a loan for renovation, modernisation or finishing works for an apartment or a house.

6. The housing loans referred to in § 22, section 1, point 7, are not subject to remittance.

## **§ 30** **Guarantors**

1. To conclude a loan agreement, two guarantors employed full-time at the University of Warsaw and for a period not shorter than the loan repayment period must be presented.

2. Guarantors may not be persons on childcare leave or unpaid leave.
3. The guarantor may not be the spouse of the person applying for the loan.
4. The guarantor may not be a person whose total obligations to the Fund from guaranteed loans exceed PLN 50,000.00 at the time of guaranteeing an additional loan.
5. The guarantor may not be a person whose total obligations to the Fund from outstanding loans exceed PLN 50,000.00 at the time of guaranteeing the loan.
6. The guarantor may not be a person whose total obligations to the Fund from guaranteed and outstanding loans exceed PLN 90,000.00 at the time of guaranteeing the loan.
7. The Rector, in consultation with the trade unions operating at the University of Warsaw, may make an individual decision to increase the allowable obligations of a guarantor.
8. A person who has received a housing loan referred to in § 22, section 1, point 7, may not act as a guarantor for other loans from the Fund during the repayment period.

### **§ 31 Loan disbursement**

The loans referred to in § 22, section 1, points 3, 6, and 7 (excluding loans for the construction of a first house) are paid by bank transfer to the seller's account, and the remaining loans are paid according to the borrower's instructions. (to a personal bank account or paid in cash at the branch of the bank servicing the University of Warsaw's account).

### **§ 32 Loan repayment**

1. Repayment of the loan begins no later than three months from the date of its granting.
2. The Rector, in consultation with the trade unions operating at the University of Warsaw, may, upon a justified request from the borrower, suspend loan repayment for a period not exceeding two years. The option to suspend loan repayment does not apply to loans referred to in § 22, section 1, point 7.
3. Upon termination of employment with the University of Warsaw, the amount of the loan referred to in § 22, section 1, points 1-6, shall become immediately due in full, together with the applicable interest. This provision does not apply to University of Warsaw employees:
  - 1) who obtained the right for pension or disability pension;
  - 2) who designate another UW employee as a guarantor, who agrees to assume the debt. Such consent must be expressed in writing in the presence of an employee of the Office for Personnel Social Benefits.
4. The UW employees on childcare leave, UW pensioners, UW disability pensioners, and UW doctoral students who have received a loan are obliged to make monthly loan repayments to the Fund's account.
5. A borrower who fails to comply with the terms of the agreement loses the right to use loans from the Fund for a period of five years from the date of repayment of the last loan installment.

### **§ 33**

1. Upon a justified request from the borrower or guarantors, the Rector, in consultation with the trade unions, may consent to a change in the loan repayment terms (excluding loans granted pursuant to § 29 of the Rules and Regulations).

2. In the event that the borrower dies during the loan repayment period, the guarantors may submit a request to the Rector for the cancellation of the repayment of the remaining loan obligations (this does not apply to loans for which the borrower has submitted a notarial deed of submission to enforcement under Article 777, § 1, points 4 and 5 of the Code of Civil Procedure). Upon obtaining consent, the outstanding portion of the loan shall be cancelled.

3. In exceptional cases of unforeseen events, documented by the borrower or guarantors, the Rector, in consultation with the trade unions operating at the University of Warsaw, may cancel the loan (excluding loans granted pursuant to § 29 of the Rules and Regulations, as well as loans for which the borrower has submitted a notarial deed of submission to enforcement under Article 777, § 1, points 4 and 5 of the Code of Civil Procedure).

### **§ 34**

1. The eligible person applying for a housing loan submits an application to the Office for Personnel Social Benefits.

2. Applications are considered according to their submission date.

3. The Office for Personnel Social Benefits shall prepare agreements with borrowers and accepts guarantees from guarantors, who are UW employees, upon presentation of a valid ID card, passport, or permanent residence card.

### **§ 35**

1. The rules of repayment of a housing loan are specified in the loan contract between the borrower and the lender (the University of Warsaw).

2. For a loan agreement concluded for an amount exceeding PLN 40,000.00, the borrower shall attach a statement that, within 14 days from the date of the agreement, they will submit a notarial deed, in accordance with Article 777, § 1, points 4 and 5 of the Code of Civil Procedure, containing a declaration of submission to enforcement regarding the obligation to repay the loan, under the penalty of nullity of the agreement.

3. In the case mentioned under section 2, the loan will be disbursed after the borrower delivers one copy of the notarial deed to the Office for Personnel Social Benefits.

4. The notarial deed referred to in section 2 constitutes an integral part of the Agreement and is kept in the archives in the Office for Personnel Social Benefits.

5. The borrower shall cover the costs of the notarial deed.

## **XI. Personal Data Protection**

### **§ 36**

1. The administrator of the personal data collected in connection with applications for benefits from the Fund is the University of Warsaw, with its registered office at 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw.

2. The administrator has appointed a Data Protection Officer responsible for supervising the proper processing of personal data, who can be contacted via the following e-mail address: iod@adm.uw.edu.pl

3. The personal data mentioned under section 1 are processed in order to grant, pay and settle Fund benefits, such as:

- 1) subsidising various forms of recreation;
- 2) financial aid;
- 3) educational voucher;
- 4) subsidies for cultural, tourist and sports events;
- 5) loans for housing purposes.

4. The provided data will be processed pursuant to Article 6, section 1, point c of the GDPR and Article 9, section 2, point b of the GDPR, as the processing is necessary for the performance of a legal obligation incumbent upon the administrator.

The legal obligation arises from the provisions of the Act on the Company Social Benefits Fund (ZFŚS) and the Act of 13 October 1995 on the principles of registration and identification of taxpayers and payers (consolidated text: Journal of Laws of 2025, item 237, as amended) and the Act of 26 July 1991 on Personal Income Tax (consolidated text: Journal of Laws of 2025, Ordinance No. 163, as amended).

5. The provision of data is voluntary. However, if the data is not provided, the award, disbursement and settlement of benefits from the Fund shall not be possible.

6. Access to personal data shall be granted to authorised employees of the controller. The personal data may be disclosed to entities authorised on the basis of legal provisions. Recipients of personal data will also be entities responsible for the destruction of documentation on the basis of a data processing agreement, which will ensure an adequate level of protection for the data.

7. Personal data provided on applications will be stored for a period of five years from the end of the calendar year in which the benefit was disbursed, and in the case of housing loans, for a period of six years from the end of the calendar year in which the loan was repaid or cancelled.

8. Under the terms set out by the GDPR, a person whose data is processed in connection with the use of benefits from the Fund has the right to access the content of their data and the right to have it rectified, erased (subject to Article 17, section 3 of the GDPR), or restricted in processing, as well as the right to lodge a complaint with the President of the Personal Data Protection Office.

9. The data processed in connection with the use of benefits from the Fund will not be processed in an automated manner and will not be subject to profiling.

## **X. Final provisions**

### **§ 37**

1. In particularly justified cases, decisions concerning the granting of a benefit from the Fund shall be considered on an individual basis, in accordance with the procedure specified in § 2, section 2 of the Rules and Regulations.

2. The Chancellor may be authorised to take decisions in matters arising from § 17, section 3 and § 32, section 2 of the Rules and Regulations.

### **§ 38**

1. For loans granted prior to the date of entry into force of the Rules and Regulations, the previous provisions shall apply.

### **§ 39**

1. In matters not regulated by the Rules and Regulations, the provisions of generally applicable law shall apply.

2. The Rector shall introduce amendments to the Rules and Regulations after their agreement in the form of an annex with the trade unions operating at the University of Warsaw.

**TABLE 1**  
**FEES FOR REFERRALS TO UNIVERSITY OF WARSAW HOLIDAYS CENTRES**

Average gross monthly income per person in the family		Holiday stay / organised holiday fee
<b>A) for UW employees, pensioners, disability pensioners and doctoral students</b>		
	up to PLN 1,500	20% of the referral fee
more than PLN 1,500	up to PLN 2,100	30% of the referral fee
more than PLN 2,100		40% of the referral fee
<b>B) for UW employees, pensioners, disability pensioners and doctoral students, who are single or raising children on their own</b>		
	up to PLN 1,800	20% of the referral fee
more than PLN 1,800	up to PLN 2,500	30% of the referral fee
more than PLN 2,500		40% of the referral fee

**TABLE NO. 2**  
**SUBSIDY FOR THE PRIVATELY ARRANGED "HOLIDAYS UNDER THE PEARTREE"**

Average gross monthly income per person in the family		Holiday stay / organised holiday fee
<b>A) for UW employees, pensioners and disability pensioners</b>		
	up to PLN 1,500	PLN 1,600
more than PLN 1,500	up to PLN 2,100	PLN 1,450
more than PLN 2,100		PLN 1,300
<b>B) for UW employees, pensioners and disability pensioners, who are single or raising children on their own</b>		
	up to PLN 1,700	PLN 1,600
more than PLN 1,700	up to PLN 2,300	PLN 1,450
more than PLN 2,300		PLN 1,300
<b>C) for children of UW employees, pensioners and disability pensioners</b>		
	up to PLN 1,500	PLN 1,100
more than PLN 1,500	up to PLN 2,100	PLN 1,000
more than PLN 2,100		PLN 900
<b>D) for children of the UW employees, UW pensioners and UW disability pensioners who are single parents</b>		
	up to PLN 1,700	PLN 1,100
more than PLN 1,700	up to PLN 2,300	PLN 1,000
more than PLN 2,300		PLN 900

Appendix No. 2  
to the Rules and Regulations of the University Social Benefits Fund

**PROVISION OF NON-REFUNDABLE FINANCIAL AID**

	Financial aid amount
<b>1. Due to an individual fortuitous event</b>	
i.e., flooding of the apartment, theft	from PLN 400 to PLN 2,300
<b>2. Due to illness and treatment costs</b>	
a) the financial aid amount depends on the submitted documents confirming the cost of treatment, financial and family situation	from PLN 400 to PLN 3,000
b) the UW pensioner or UW disability pensioner with chronic illness who, due to his/her health condition, requires assistance from another person, upon documentation of this fact, may be granted the financial aid in the amount of PLN 3,000. the financial aid shall be disbursed in three equal installments - before the next installment is disbursed, it shall be required to submit a current proof of having received pension/disability pension payment.	
<b>3. Due to death</b>	
a) of a family member of a UW employee, UW pensioner or UW disability pensioner	
average gross monthly income per person in the family:	
up to PLN 3,000	up to PLN 1,500
more than PLN 3,000	PLN 1,200
b) of a UW employee, pensioner or disability pensioner, whose funeral expenses were covered by the applicant	
average gross monthly income per person in the family:	
up to PLN 3,000	PLN 1,600
more than PLN 3,000	PLN 1,300
<b>4. Due to particularly difficult financial situation</b>	
a) average gross monthly income per person in the family:	
up to PLN 1,500	up to PLN 1,600
from PLN 1,500 to PLN 2,000	up to PLN 1,400
more than PLN 3,000	up to PLN 1,200
b) average gross monthly income of one-person household	
up to PLN 1,800	up to PLN 1,600
from PLN 1,800 to PLN 2,300	up to PLN 1,300
more than PLN 2,300	up to PLN 1,100
<b>5. Due to childbirth (for each child)</b>	

average gross monthly income per person in the family:	
up to PLN 3,000	PLN 2,000
more than PLN 3,000	PLN 1,500

Appendix no. 3  
to the Rules and Regulations of the University Social Benefits Fund

**PERIODIC FINANCIAL AID**

The periodic financial aid referred to in § 18 for the child shall amount to up to PLN 3,500 per month.

## LOAN AMOUNTS AND REPAYMENT TERMS

**1. Purchase of an apartment or house on the primary or secondary market; building/extension of a house or an apartment constituting a separate property; supplementation of the contribution for the purchase of the first apartment**

- loan amount: up to PLN 70,000
- interest rate: 8%
- repayable over 5 years (60 months) in equal monthly installments

**2. Renovation, modernisation or finishing of an apartment or house**

- loan amount: up to PLN 35,000
- interest rate: 8%
- repayable over 5 years (60 months) in equal monthly installments

**3. Renovation of an apartment in the Academic Staff Hall of Residence [pl. DPN]**

- loan amount: up to PLN 8,000
- interest rate: 0%
- repayable over 2 years (24 months) in equal monthly installments

**4. Converting of the right to the cooperative apartment or the buyout of the occupied apartment previously owned by the municipality or an employment establishment**

- loan amount: up to PLN 35,000
- interest rate: 8%
- repayable over 5 years (60 months) in equal monthly installments

**5. Construction of the first house or the purchase of the first apartment or supplementation of the contribution for the purchase of the first apartment or first house (referring to § 29 of the Rules and Regulations)**

- loan amount: up to PLN 120,000
- interest rate: 10%
- repayable over 15 years (180 months) in equal monthly installments