

....., on .....  
place date

PESEL

passport number and country of issue

Name and surname .....

User ID in the *Candidate Portal* .....

Street .....

Place .....

Postal code   -

Phone .....

### Request for a refund of the first semester tuition fee

I request a refund of my tuition fee for the first semester of study at Lodz University of Technology due to my inability to undertake studies.

**Reasons:** .....  
.....  
.....  
.....

**Bank transfer details:**  
(funds will be refunded to this account)

Name and surname (of account holder)	
Address of residence (linked to an account)	
Name of bank	
SWIFT code	
Country code and account number	

.....  
(signature)

Confirmation of request receipt: .....

**NOTE:** The official currency in Poland used for all settlements at Lodz of Technology is the Polish zloty (PLN). Therefore, the University refunds amounts received in Polish zloty. The applicant should be aware that any bank fees and currency exchange differences are borne by the applicant.

The request must include proof of transfer of funds for the first semester tuition fee to the account of Lodz University of Technology, containing: the transfer date, the full name of the sender, the amount, the payment title, and the date of the transfer.

## Data Protection Notice

In compliance with Regulation (EU) 2016/679 of the European Parliament and Council, dated 27 April 2016, concerning the protection of natural persons with respect to the processing of personal data and the free movement of such data (General Data Protection Regulation), and repealing Directive 95/46/EC (OJ EU L. 2016 No. 119, p. 1, as amended), we hereby inform you that:

1. The data Controller for data processed in connection with the university admissions process is Lodz University of Technology, located at ul. Żeromskiego 116, 90-924 Łódź, represented by the Rector.
2. The Controller has appointed the Officer for Personal Data Protection, e-mail contact: [iod@adm.p.lodz.pl](mailto:iod@adm.p.lodz.pl), phone (+48 42) 631 20 39.
3. Personal data will be processed for the purpose of paying the tuition fees for the first semester of study.
4. Personal data will be processed for the period necessary for the above purpose, taking into account the storage periods specified in separate regulations.
5. The legal basis for data processing is Article 6(1)(c) of the aforementioned Regulation.
6. Personal data will be disclosed to employees with authorisation to process data.
7. The data subject has the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Personal Data Protection Office, registered office: ul. Stawki 2, 00-193 Warsaw, if you consider that the processing of your personal data infringes the provisions of the Regulation referred to in the introduction). The processing of personal data in connection with the university admissions process is based on Article 469a of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended). The data subject is required to provide such data when applying for admission to studies.

I hereby confirm that I have read the above information and acknowledge it.

.....

place, date

.....

handwritten, legible signature of the candidate