

**Regulations for Participation in Courses and Training Programs
Organized by Wrocław Business University of Applied Sciences**

§ 1

General Provisions

1. These regulations, hereinafter referred to as the “Regulations,” define the rules for conducting courses and training programs organized by the Wrocław Business University of Applied Sciences.
2. For the purposes of these Regulations, the following definitions apply:
 - 1) **Organizer / WAB** – refers to the Wrocław Business University of Applied Sciences, located in Wrocław, 22 Ostrowskiego Street, 53-238 Wrocław, entered into the register of non-public universities maintained by the Minister of Science and Higher Education under number 111, NIP: 899-19-02-184, REGON: 931037465, e-mail: szkolenia@wab.edu.pl;
 - 2) **Registration Form** – refers to the application form used to sign up for a course or training, available at: <https://forms.office.com/e/5gaPzAS7P9>;
 - 3) **Course/Training** – refers to services offered by the Organizer listed on the website: <https://wab.edu.pl/oferta-edukacyjna/kursy-i-szkolenia/szkolenia>, including but not limited to courses, training sessions, workshops, and other educational formats provided by the Organizer;
 - 4) **Course/Training Card** – refers to the service description sheet outlining a specific course or training, including: price, date, duration, location and delivery mode, level of advancement, expected number of Participants, objectives, and other information specified by the Organizer;
 - 5) **Participant** – refers to a natural person who is of legal age and has full legal capacity, and who has received confirmation from the Organizer of their acceptance to the Course or Training;
 - 6) **Agreement for Participation in the Course or Training / Agreement** – refers to the agreement concluded between the Participant and the Organizer upon the Participant's acceptance to the Course or Training, conditional upon payment of the applicable fee. The Agreement consists of the provisions of these Regulations and the details outlined in the relevant Course or Training Card.

§ 2

Rules for Conducting and Completing Courses and Training Programs

1. Detailed rules regarding the conditions for conducting and completing Courses and Training Programs are defined in the respective Course or Training Card.

2. The Organizer may define additional specific conditions for conducting and completing Courses or Training, which will be provided to Participants in separate documents prior to concluding the Agreement.
3. The duration of the Courses and Training Programs is expressed in the number of didactic hours, each lasting 45 minutes.

§ 3

Registration for Courses and Training Programs

1. Registration for a Course or Training is available only to Candidates who have read and accepted these Regulations in full, along with the Course or Training Card of their chosen program.
2. The registration process consists of:
 - 1) providing the Candidate's full name, address, and PESEL number;
 - 2) providing an e-mail address;
 - 3) accepting the Regulations;
 - 4) accepting the Course or Training Card for the selected program.
3. Registration for a Course or Training is carried out by submitting an application via the form available at: <https://forms.office.com/e/5gaPzAS7P9>.
4. Registration is open until the limit of places specified for each Course or Training is reached.
5. Participation in Courses and Training Programs is subject to a fee. The amount of the fee (service price) is specified in the respective Course or Training Card.
6. Qualification of a Candidate for a Course or Training, and obtaining the status of Participant, is determined by the order in which the payment for the selected Course or Training is received—this refers to the date on which the payment is credited to the Organizer's bank account.
7. For certain Courses and Training Programs, the Organizer reserves the right to define additional eligibility criteria, particularly regarding age, education, and/or professional experience. These conditions will be verified after registration. Details of such additional requirements will be provided in the respective Course or Training Card.
8. The Organizer may decide not to launch a Course or Training, particularly if the number of Participants is insufficient to form a group. In such cases, the Organizer will notify the Participants no later than 3 days before the scheduled start date. Participants will be immediately informed by email of the cancellation and will receive a full refund within 14 days from the cancellation date, subject to item 9 below.
9. Candidates who are not accepted for a chosen Course or Training, as well as Participants in the case of cancellation, have the right to request that the paid amount be transferred to another Course or Training of their choice.

§ 4

Agreement and Payments

1. The Agreement for participation in a Course or Training is concluded in Polish and/or English upon the Participant's receipt of confirmation of acceptance and conditional on payment of the Course or Training fee.
2. The prices of Courses and Training Programs are gross prices (inclusive of VAT).
3. The Organizer reserves the right to introduce promotional pricing.
4. The applicable method of payment is a prepayment to the following university bank account: **Bank Ochrony Środowiska**
IBAN: PL 60 1540 1030 2103 0004 9462 0001
5. Participants have the right to request a VAT invoice for the Course or Training. VAT invoices are issued after the payment is made.
6. The VAT invoice will be delivered to the Participant electronically.

§ 5

Rights and Obligations of Participants

The Participant is obliged to:

- 1) comply with the regulations in force at the Wrocław Business University of Applied Sciences, including the provisions of these Regulations;
- 2) attend the classes conducted as part of the selected Course or Training;
- 3) in the case of online Courses or Training, ensure their own cybersecurity and access to:
 - a) a functioning computer or other device enabling access to the Internet,
 - b) up-to-date operating system and software,
 - c) stable internet connection,
 - d) a working microphone and webcam if required by the Course or Training format,
 - e) a space that allows for free communication,
 - f) any other technical requirements specified by the Organizer.
- 4) complete all tasks associated with the Course or Training in a timely manner;
- 5) behave appropriately toward both other Participants and course instructors;
- 6) pay the full fee for the Course or Training;
- 7) comply with copyright laws;
- 8) refrain from recording audio and/or video during classes held as part of the Course or Training, regardless of the format (on-site or online).

§ 6

Withdrawal from the Course or Training

1. A Participant may withdraw from the Course or Training, and after its commencement only for important and documented reasons.
2. To withdraw from the Course or Training, a statement of withdrawal must be submitted to the Organizer. The Participant may use the template statement attached as **Appendix No. 1** to the Regulations (“Statement of Withdrawal”). A scan of the completed and signed statement should be sent to the email address: **szkolenia@wab.edu.pl**, or the original should be sent by traditional mail to the Organizer’s address.
3. In order to receive a refund of the paid amount, the Participant must submit a request including their bank account details for the refund by email to **szkolenia@wab.edu.pl** or by traditional mail to the Organizer’s address. The refund will be made within 14 business days from the date of submission of a correct request.
4. In the case of withdrawal before the start of the first Course or Training session, the Participant is entitled to a full refund of the paid amount.
5. In the case of withdrawal for important and documented reasons after the start of the Course or Training, the Participant, upon submission of the request referred to in paragraph 3 above, will receive a refund of the paid amount reduced by the number of hours of sessions held up to the day the withdrawal statement was submitted.
6. In case of withdrawal, the Participant is removed from the list of Course or Training participants.
7. The Organizer has the right to remove a Participant from the list in the event of a breach of the Regulations. A Participant removed from the list loses the right to further participation in the Course or Training.
8. Provisions regarding the right to withdraw from a distance or off-premises contract are set out in § 7 of the Regulations.

§ 7

Provisions Concerning Consumers. Withdrawal from a Distance or Off-Premises Contract

1. The provisions of this paragraph apply only when the Participant is a consumer within the meaning of Article 221 of the Polish Civil Code and the agreement was concluded at a distance or off the Organizer’s premises. These provisions also apply to an entrepreneur with consumer rights, i.e., a natural person entering into a contract directly related to their business activity, where the nature of the contract indicates it is not professional in nature, particularly in light of their registered business activity as per the Central Registration and Information on Business (CEIDG).
2. A consumer, as referred to in paragraph 1 above, may withdraw from a distance or off-premises contract within 14 days of its conclusion without providing a reason, subject

to paragraphs 3 and 4 below. To meet the deadline, it is sufficient to send the withdrawal statement before the 14-day period expires. To exercise the right of withdrawal, the consumer may use the template withdrawal form attached as **Appendix No. 2** to the Regulations (“Statement of Withdrawal from a Distance or Off-Premises Contract”). A scan of the completed and signed statement should be sent to szkolenia@wab.edu.pl, or the original sent by traditional mail to the Organizer’s address.

3. The right of withdrawal does not apply, in particular, in the case where the consumer requests the delivery of digital content before the withdrawal period has expired.
4. If the Organizer has fully performed the service (i.e., delivered the entire Course or Training), the consumer is not entitled to withdraw from the contract.
5. Detailed information on the possibility of using out-of-court complaint and redress procedures by consumers, as well as the rules of access to these procedures, is available at the offices and on the websites of county (municipal) consumer ombudsmen, consumer protection organizations, Voivodeship Inspectorates of the Trade Inspection, and on the website of the Office of Competition and Consumer Protection. Furthermore, the online dispute resolution platform (ODR platform) is available at <http://ec.europa.eu/consumers/odr>, which facilitates the resolution of disputes between consumers and traders at the EU level. Both parties must agree to participate in out-of-court dispute resolution proceedings.

§ 8

Final Provisions

1. In matters not regulated by these Regulations, the provisions of generally applicable Polish law shall apply, in particular the Polish Civil Code.
2. The Organizer reserves the right to amend the Regulations to the extent permitted by applicable laws and in a manner that does not infringe upon the acquired rights of Participants.
3. The GDPR information clause regarding the processing of personal data of Candidates and Participants is included in **Appendix No. 3** to the Regulations.

Appendix No. 1 – Template Statement of Withdrawal from a Course or Training

.....,

city, date

.....

.....

.....

Participant's name, surname and address

Wroclaw Business University
of Applied Sciences
ul. Ostrowskiego 22
53-238 Wrocław

STATEMENT OF WITHDRAWAL FROM THE COURSE/TRAINING*

I hereby declare that, in accordance with the Regulations, I am withdrawing from participation in the Course/Training* titled "....." and request a refund of the unused portion of the fee to the bank account number:
.....

.....

Date and legible signature of the Participant

**Appendix No. 2 – Template Statement of Withdrawal from the Agreement for
Participation in a Course or Training**

.....,
city, date

.....

.....

.....

Participant's name, surname and address

Wroclaw Business University
of Applied Sciences
ul. Ostrowskiego 22
53-238 Wrocław

**STATEMENT OF WITHDRAWAL FROM THE AGREEMENT FOR A
COURSE/TRAINING***

CONCLUDED REMOTELY OR OUTSIDE THE ORGANISER'S PREMISES

I hereby declare that I am withdrawing from the agreement for participation in the
Course/Training* titled "....." concluded on the day
..... and request a refund of the unused portion of the fee to the bank
account number:

.....
Date and legible signature of the Participant

Appendix No. 3 – Information Clause for Candidates and Participants of the Course or Training

1. The administrator of the personal data of Candidates and Participants of Courses and Trainings is **Wrocław Business University of Applied Sciences**, ul. Ostrowskiego 22, 53-238 Wrocław, hereinafter referred to as the “Administrator.”
2. You may contact the Administrator via email at: **rektorat@wab.edu.pl** or in writing at the Administrator's registered address.
3. The Administrator has appointed a Data Protection Officer (hereinafter: “DPO”), who can be contacted via email at: **rektorat@wab.edu.pl** or in writing at the Administrator's registered address.
4. Your personal data will be processed for the following purposes:
 - a) to consider your application for participation in the selected Course or Training pursuant to Article 6(1)(b) of the GDPR,
 - b) to carry out the contract regarding participation in the Course or Training pursuant to Article 6(1)(b) of the GDPR,
 - c) to fulfil the Administrator’s legal obligations in the area of tax, accounting and archiving under Article 6(1)(c) of the GDPR,
 - d) based on the Administrator’s legitimate interest for the purpose of establishing, pursuing, or defending against potential claims pursuant to Article 6(1)(f) of the GDPR.
5. The personal data will be processed to the extent of: first name, last name, address of residence, PESEL number, email address, and phone number.
6. The data will be stored for the time necessary to fulfil the aforementioned purposes, i.e., for the duration of the contract (if concluded), and for the period required to defend against potential claims, until the expiration of the limitation period.
7. The recipients of the data will include entities cooperating with the Administrator in the field of IT, legal, accounting, and financial services, as well as other persons authorized under applicable regulations.
8. You have the right to access your personal data, to correct or delete it, to restrict its processing, the right to data portability, and the right to object—provided that specific rights apply in a given situation.
9. You have the right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office, 2 Stawki Street, 00-193 Warsaw), if the processing of your personal data violates the provisions of the GDPR or other regulations governing the processing and protection of personal data.
10. Providing your data is voluntary but necessary for participation in the Course or Training, including the evaluation of your application. Failure to provide the data will make participation in the Course or Training impossible.

11. The Administrator will not make automated decisions based on the collected data, including profiling.