

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

.....  
(name and surname of the person enrolled)

.....  
(e-mail address)

### 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)

**Acknowledgment of receipt of the request:** .....

**NOTE:** The official currency in Poland, and the currency used for all financial transactions at Lodz University of Technology, is the Polish zloty (PLN). Accordingly, the university will reimburse the funds received in PLN, with the person requesting reimbursement having to reckon with the fact that the costs associated with bank fees and exchange rate differences are the responsibility of the candidate.

The request should be accompanied by a confirmation of the transfer of funds for the fees for the first semester of studies to the account of Lodz University of Technology, which includes: the date of the transfer, the name of the person ordering the transfer, the amount, the title of the transfer and the date on which the funds were transferred.