INFORMATION
on the documents required when applying for a maintenance grant at Poznan University of Technology

All students, irrespective of their mode of study (full-time or part-time), are eligible to apply for student benefits.

Students applying for benefits are required to submit, within the deadline specified by the Rector, an application using the form attached to the *Rules for awarding allowances to Poznan University of Technology students*, together with the declarations and documents listed below confirming the amount of the net monthly income per family member.

List of documents required when applying for a maintenance grant

1) Application for a maintenance grant (Attachment No. 5 to the Rules).
2) Declaration confirming eligibility to receive student benefits (Attachment No. 2 to the Rules).
3) Certificates or declarations confirming the amount of the student's family income, including, as applicable:
   a) a certificate issued by the competent tax office for the student and each adult member of the student's family confirming the amount of income earned in the calendar year preceding the academic year for which the student is applying for a maintenance grant, where such income is subject to personal income tax under Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax, including information on:
      - the amount of income (i.e. revenue less tax-deductible costs, before deduction of social security contributions and income tax payable);
      - the amount of social security contributions deducted from income;
      - the amount of income tax payable.

   Where the student or an adult member of the student's family was not employed during the relevant period, the certificate should state that the person earned no income or did not submit a tax return for the tax year preceding the student's application for benefits.
   The tax office certificate should also specify whether the person applying for the certificate did or did not receive income subject to taxation under other tax regimes (e.g. lump-sum taxation or the tax card scheme);
   b) a certificate issued by the tax office confirming the amount of income exempt from personal income tax under Article 21(1)(148) of the Act of 26 July 1991 on Personal Income Tax, less social security and health insurance contributions (the so-called tax relief for young people);
   c) documents (including, in particular, a tax office certificate) confirming the amount of income exempt from personal income tax under Article 21(1)(152)(a), (b) and (d), Article 21(1)(153)(a), (b) and (d), and Article 21(1)(154) of the Act of 26 July 1991 on Personal Income Tax, in respect of income derived from service relationships, employment, outwork, cooperative employment relationships, contracts of mandate referred to in Article 13(8) of the Act of 26 July 1991 on Personal Income Tax, maternity benefit referred to in the Act of 25 June 1999 on Cash Benefits from Social Insurance in the Event of Sickness and Maternity, less social security and health insurance contributions;
   d) documents (including, in particular, a tax office certificate) confirming the amount of income exempt from personal income tax under Article 21(1)(152)(c), Article 21(1)(153)(c), and Article 21(1)(154) of the Act of 26 July 1991 on Personal Income Tax, derived from non-agricultural business activity taxed under Articles 27 and 30c of that Act, reduced by social security and health insurance contributions;
   e) documents (including, but not limited to, a certificate issued by the tax office) confirming the amount of income derived from non-agricultural business activity taxed under the lump-sum tax on recorded revenue referred to in Article 21(1)(152)(c), Article 21(1)(153)(c) and Article 21(1)(154) of the Act of 26 July 1991 on Personal Income Tax, determined in accordance with Article 5(7a);
   f) a certificate confirming the amount and form of income tax paid in the calendar year preceding the

academic year for which the student is applying for a social grant, relating to family members taxed under the provisions governing the lump-sum taxation of certain revenues earned by natural persons. The certificate should contain information on the form of taxation and the amount of revenue, and, in the case of the tax card scheme, the amount of tax paid, or, in the case of lump-sum taxation, the applicable tax rate and the amount of tax due;

g) a certificate confirming the amount of health insurance contributions paid in the calendar year preceding the academic year for which the student is applying for a grant, issued, among others, by the Social Insurance Institution (ZUS), the Agricultural Social Insurance Fund (KRUS) or the Ministry of the Interior and Administration;

h) a certificate confirming the amount paid to a family member under the Act of 9 January 2020 on the Additional Annual Cash Benefit for Pensioners and the Act of 21 January 2021 on the Additional Annual Cash Benefit for Pensioners in 2021 (the so-called 13th and 14th pension payments).

4) Where a member of the family has obtained income:
   a) during the calendar year preceding the academic year for which the student submits an application for a social grant, provided that such income continues to be received during the period for which entitlement to student financial aid is determined – a document specifying the amount and type of income received by the family member and the number of months during which the income was received, i.e. an employer's certificate or an employment contract, contract of mandate or contract for specific work, together with the employer's PIT-11 tax information;
   b) where a member of the student's family has obtained income after the calendar year preceding the academic year for which the student submits an application for a social grant, provided that such income continues to be received during the period for which entitlement to student financial aid is determined – a document specifying the date on which the income was obtained, as well as the type and amount of the net income earned by the family member for the month following the month in which the income was obtained, i.e. for the second month of receiving income following the commencement of employment or business activity:
      - a certificate issued by the income payer confirming the amount of net remuneration, where the income is subject to personal income tax under Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax, reduced by tax-deductible expenses, the personal income tax due, social security contributions not included in tax-deductible expenses, and health insurance contributions;
      - a certificate issued by the income payer or another document, where the income is exempt from personal income tax;
      - a certificate issued by the tax office, where the income is derived from non-agricultural business activity taxed under Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax, reduced by tax-deductible expenses, the personal income tax due, social security contributions not included in tax-deductible expenses, and health insurance contributions. However, if no income giving rise to an obligation to pay tax and submit a tax return was earned during the first full month of conducting the business activity, the amount of income shall be documented by a declaration of the authorised person confirming that no tax return was submitted for that month;
      - a declaration, where income is derived from non-agricultural business activity taxed under the provisions governing lump-sum taxation.
5) Where the student or a member of the student's family has lost income – a document specifying the date on which the income was lost and the amount of income lost by the student or the member of the student's family, i.e. an employer's certificate or an employment contract, contract of mandate or contract for specific work, together with the PIT-11 tax information.
6) Attachment No. 6 to the Rules, i.e. declarations by the student and the student's adult family members concerning the amount of revenue and the amount and form of income tax paid on non-agricultural business activity by persons taxed under the provisions governing the lump-sum taxation of certain revenues earned by natural persons, containing, in particular, information on:

- the form of taxation;
- revenue;
- the tax rate;
- the amount of tax paid.

7) Attachment No. 7 to the Rules, i.e. declarations by the student and the student's adult family members regarding the amount of other non-taxable income earned in the calendar year preceding the academic year in which the student applies for the maintenance grant.
8) Where a student applies for a maintenance grant without declaring the income earned by the student's parents, legal guardians or de facto guardians – a declaration confirming that the student does not share a household with them (Attachment No. 8 to the Rules).
9) Where income is derived from an agricultural holding:
   a) a certificate issued by the competent municipal authority confirming the size of the agricultural holding, expressed in conversion hectares and physical hectares of its total area in the calendar year preceding the academic year in which the student applies for the maintenance grant;
   b) a certificate issued by the Agricultural Social Insurance Fund (KRUS) confirming whether sickness benefits were or were not paid in the calendar year preceding the academic year in which the student applies for the maintenance grant, in accordance with the provisions governing the social insurance scheme for farmers and the social insurance system;
   c) a lease agreement:
      - where part or all of the agricultural holding owned by the student or the student's family has been leased under an agreement concluded in accordance with the provisions governing the social insurance scheme for farmers;
      - where the agricultural holding has been leased in connection with the receipt of a structural pension under the provisions governing support for rural development financed from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund (EAGGF);
      - where part or all of an agricultural holding has been leased from a person outside the student's family under an agreement concluded in accordance with the provisions governing the social insurance scheme for farmers;
   d) a notarial deed concerning the contribution of agricultural land, where the agricultural holding has been contributed for use by an agricultural production cooperative.
10) In the case of a single-parent family:
    a) a copy of the student's parent(s)' death certificate;
    b) a copy of an enforceable court judgment awarding maintenance, or a copy of the court hearing record containing the terms of a court settlement, or a copy of a settlement concluded before a mediator and approved by the court, or another enforceable instrument issued or approved by a court, obliging a person to pay maintenance to persons within or outside the student's family.
11) In the case of maintenance income:
    a) a copy of an enforceable court judgment awarding maintenance to persons within or outside the student's family, or a copy of the court hearing record containing the terms of a court settlement, a copy of a settlement concluded before a mediator and approved by the court, or another enforceable instrument issued or approved by a court obliging a person to pay maintenance to persons within or outside the student's family;
    b) a decision issued by the Maintenance Fund granting benefits from the Fund and specifying their monthly amount;
    c) postal money orders or bank transfer confirmations documenting the actual amount of maintenance paid, where family members are obliged by a court judgment, court settlement, settlement concluded before a mediator or another enforceable instrument issued or approved by a court to pay maintenance to a person outside the student's family;
    d) where the person entitled to maintenance has not received maintenance payments or has received them in an amount lower than that specified in the court judgment, court settlement, settlement concluded before a mediator or another enforceable instrument issued or approved by a court:

- a declaration together with postal money orders or bank transfer confirmations documenting the actual amount of maintenance received;
- a certificate issued by the enforcement authority (e.g. a court enforcement officer) confirming that enforcement of the maintenance obligation has been wholly or partially ineffective, together with the amount of maintenance successfully recovered;
- confirmation from the competent court or other competent authority that the person entitled to maintenance has taken, or has not taken, steps to enforce the enforceable instrument abroad, in particular where no legal basis exists for taking such action or where the person entitled to maintenance is unable to indicate the maintenance debtor's place of residence abroad, if the debtor resides abroad;
- a copy of a final court judgment dismissing the claim for maintenance;
- a copy of a final court judgment ordering one parent to bear the full costs of maintaining the child;
- a copy of a court judgment confirming that the child is subject to shared custody exercised by both parents during comparable and recurring periods;

e) a declaration together with postal money orders or bank transfer confirmations documenting the actual amount of maintenance payments received, where the amount of maintenance received exceeds the amount awarded by the court judgment, court settlement or settlement concluded before a mediator.

12) A copy of the full birth certificate where the father is unknown.
13) A copy of the final court decision on the adoption of a child or a certificate issued by the family court or adoption centre confirming that adoption proceedings are pending.
14) A copy of the family court decision appointing the child's legal guardian.
15) A copy of the final court judgment granting a divorce or legal separation, or a full or abridged copy of the spouse's or the child's parent's death certificate – in the case of a person bringing up a child alone.
16) A copy of the court judgment declaring one of the parents legally incapacitated or depriving one of the parents of parental responsibility.
17) An abridged copy of the marriage certificate – where the student has entered into marriage.
18) A disability certificate, a certificate confirming the degree of disability, a certificate confirming partial or total incapacity for work and independent living, or a certificate classifying the student or the student's family members over the age of 18 as belonging to one of the disability groups, provided that they are not in education and remain dependent on the student or the student's family.
19) A certificate issued by the employment office confirming that an unemployed member of the student's family is registered as unemployed, whether or not entitled to unemployment benefit. Such a certificate is also mandatory where income has been lost or gained as a result of unemployment benefit or an unemployment stipend. The certificate must specify the net amount of the unemployment benefit or stipend received and the period for which it is paid.
20) A declaration confirming unemployment, in the case of a person who is unemployed and not registered with the employment office.
21) A certificate issued by the employer confirming the period of parental leave taken by a member of the student's family, the period for which it was granted and the periods of employment.
22) A certificate confirming that the applicant's siblings or children under the age of 26 attend a school or higher education institution. The existence of siblings or children under the age of 18 must be documented by an abridged copy of the birth certificate.
23) A certificate confirming the income of a member of the student's family where that person earned income outside the territory of the Republic of Poland in the calendar year on the basis of which income is determined. In the case of a student whose family members reside in the territory of a country affected by armed conflict – a declaration concerning the family situation, place of residence and sources of maintenance of the individual family members.
24) Any other documents necessary to determine the student's family income or confirming the student's family circumstances (e.g. a certificate confirming receipt of social assistance benefits, a certificate issued by the Police confirming that the disappearance of a member of the student's family has been reported, a certificate confirming a family crisis, a certificate confirming that a member of the student's family resides in a 24-hour care institution, a decision granting a survivor's pension, a social pension,

etc.).

25) A current certificate issued by a social welfare centre or social services centre confirming that, in the year in which the application for a maintenance grant is submitted, the student or members of the student's family receive social assistance benefits, where the monthly income per family member does not exceed the amount specified in Article 8(1)(2) of the Act of 12 March 2004 on Social Assistance. The Scholarship Committee shall refuse to award a maintenance grant to a student who fails to submit such a certificate or whose certificate does not contain the required information. The Committee may award a maintenance grant to a student who has submitted a certificate from a social welfare centre or social services centre that does not contain the required information, provided that the student documents the family's sources of maintenance.
26) Documents concerning a foreign student, where the student is entitled to receive student benefits, namely where the student holds:
    a) documents confirming that the student or a member of the student's family is a national of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA), resides in the territory of the Republic of Poland and is a self-employed person or an employee within the meaning of Article 2(5) and (7) of the Act of 14 July 2006 on the Entry into, Residence in and Departure from the Territory of the Republic of Poland of Nationals of the Member States of the European Union and Their Family Members, or retains the right of residence in the cases referred to in Article 17 of that Act, or has the right of permanent residence, or is a family member of a person meeting those conditions;
    b) documents confirming that the student or a member of the student's family is a national of the United Kingdom of Great Britain and Northern Ireland, resides in the territory of the Republic of Poland and is a self-employed person or an employee within the meaning of Article 2(5) and (7) of the Act of 14 July 2006 on the Entry into, Residence in and Departure from the Territory of the Republic of Poland of Nationals of the Member States of the European Union and Their Family Members, or retains the right of residence in the cases referred to in Article 17 of that Act, or has the right of permanent residence, or is a family member of a person meeting those conditions;
    c) a residence card issued on the basis of a permanent residence permit or an EU long-term resident's residence permit;
    d) a residence card issued on the basis of a temporary residence permit granted in connection with the circumstances referred to in Article 159 or Article 186(1)(3) or (4) of the Act of 12 December 2013 on Foreigners, or in connection with having been granted refugee status or subsidiary protection in the Republic of Poland;
    e) a certificate confirming proficiency in Polish as a foreign language at C1 level or above, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language;
    f) a Pole's Card (Karta Polaka) or a decision confirming Polish origin;
    g) a marriage certificate, where the student is the spouse, ascendant or descendant of a citizen of the Republic of Poland residing in the territory of the Republic of Poland;
    h) a temporary residence permit granted in connection with the circumstances referred to in Article 151(1), Article 151b(1) or Article 156b(1) of the Act of 12 December 2013 on Foreigners, or a national visa issued for the purpose of conducting scientific research or development work.
27) Documents confirming the income of a foreign student and the student's family members:
    a) for persons residing outside the territory of the Republic of Poland – a certificate confirming the amount of income earned, issued by the competent tax authority of the country of which they are nationals;
    b) for persons residing in the territory of the Republic of Poland – a certificate issued by the tax office competent for their place of residence in the territory of the Republic of Poland;
    c) for persons residing in the territory of a country affected by armed conflict – a declaration concerning the family situation, place of residence and sources of maintenance of the individual family members;
    d) any other necessary documents specified in items 1)–25), as applicable depending on the type of income and the composition of the family.