**List of dOCUMENTS**

**applicable when applying for a social scholarship depending on the type of income**

**§ 1**

**DOCUMENTATION REQUIREMENTS**

1. A student applying for a social grant submits the original documents or a certified copy thereof by an employee of the university, a notary public or the institution that issued the document.
2. The student may submit electronic certificates to the application, which are regulated by the Act of 21 January 2021 amending the Act - Code of Administrative Procedure and certain other acts - amendment of the Code of Administrative Procedure Article 217 § 4. In this case, the certificate bears a qualified electronic signature, a trusted signature, a personal signature of the person authorized to issue it or a qualified electronic seal.
3. In the case of documents in a foreign language submitted by a student to the application for a social scholarship, their certified translation by a sworn translator entered on the list of sworn translators of the Ministry of Justice of the Republic of Poland together with a copy of the source document (original for inspection) must be submitted.
4. In justified cases, SC or ASC may waive the request for translation referred to in paragraph 3 if the document was drawn up in English or if the student presents another document issued in Polish by the relevant institution to confirm the facts covered by the document in a foreign language.

**§ 2**

**MANDATORY DOCUMENTS (determining the amount of income of family members)**

1. Annex No. 1 - APPLICATION FOR A SOCIAL SCHOLARSHIP The application should provide information about family members - including: place of employment, place of education, other sources of income, as at the date of submitting the application!!!
2. CERTIFICATE FROM THE TAX OFFICE (Annex 9-A, application template for a certificate from the Tax Office). Each family member of a student who has reached the age of 18 is required to submit a separate income certificate, including persons who have the right to jointly settle (even if he or his family members have not received this income) containing data on:
3. income subject to personal income tax on the principles set out in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Personal Income Tax Act, including information on the amount of:

a. income (income reduced by tax-deductible costs, without deducting social and health insurance contributions and income tax due),

b. output tax,

c. social security contributions deducted from income,

1. income from abroad, referred to in Article 27(8) of the Personal Income Tax Act,
2. the amount received on the basis of Article 27f (8-10) of the Personal Income Tax Act - the amount of refund of the unused family allowance,
3. income exempt from income tax pursuant to Article 21(1)(148) of the Personal Income Tax Act of 26 July 1991,
4. income exempt from income tax pursuant to Article 21(1)(152)(a), (b) and (d) and point 153(a), (b) and (d) of the Personal Income Tax Act of 26 July 1991 and Article 21(1)(154) of that Act with respect to income from an employment relationship, cottage industry, cooperative employment relationship, contracts of mandate referred to in Article 13 point 8 of the Act of 26 July 1991 on personal income tax, maternity allowance referred to in the Act of 25 June 1999 on cash benefits from social insurance in case of illness and maternity,
5. income exempt from income tax pursuant to Article 21(1)(152)(c), (153)(c) and (154) of the Personal Income Tax Act of 26 July 1991 from non-agricultural business activity taxed in accordance with the principles set out in Article 27 and Article 30c of that Act,
6. income from non-agricultural business activity taxed in the form of a lump sum on recorded revenues referred to in Article 21(1)(152)(c), (153)(c) and (154) of the Personal Income Tax Act of 26 July 1991, determined in accordance with Article 5(7a);

* In the case of a foreign student, the student is obliged to submit a document confirming the above-mentioned data from the competent authority of the country of which they are citizens. If the student or a member of the student's family stayed in the territory of Poland in the base year, a certificate is also required on income from the Polish Tax Office.
* **In the case of showing the revenues referred to in the certificate from the Tax Office in points 4) - 6), PIT 11 declarations should be attached to the application.**
* In the case of showing income obtained from the chargeable sale of real estate or property rights (Article 30e of the Income Tax Act), if this income was allocated for housing purposes and therefore the taxpayer benefits from the exemption from the obligation to pay personal income tax – a document confirming the allocation of funds obtained from the sale of real estate / property rights, no later than within three years from the end of the tax year, in which it was made, for own housing purposes indicated in Article 21(25) of the aforementioned Act.

1. CERTIFICATE FROM ZUS (Social Insurance Institution) OR KRUS (Agricultural Social Insurance Fund)on the amount of health insurance contributions in the calendar year preceding the academic year in which the student applies for a social scholarship for all family members - if they have earned income in accordance with the certificate referred to in point 2.

* If a student's family member has achieved the income referred to in point 2, but health insurance contributions have not been paid on this account, he or she may submit an appropriate statement in this matter (student or family member, respectively) on Annex 12 to the Regulations and PIT 11 issued by the income payer.
* In the case of a foreign student, the certificate may be issued by the employer or service provider from any source of income.
* If a student reports income lost by him or a family member and presenting the required documentation in this respect, there is no obligation to attach to the application a certificate from ZUS / KRUS (the Agricultural Social Insurance Fund)about health contributions regarding this income.

1. **Annex No. 9-B - STATEMENT of each adult family member on obtaining income on the basis of the provisions on FLAT-RATE INCOME TAX ON CERTAIN REVENUES earned by natural persons (the student may submit a statement for family members - for each separate - under pain of criminal liability for making a false statement). If the above-mentioned statement is submitted by a family member (student), in which they state that they settled on the basis of the provisions on flat-rate income tax on certain revenues earned by natural persons, a certificate from the tax office should be submitted, containing information about:**
2. the tax year to which the certificate relates,
3. taxpayer's data (name, surname, PESEL),
4. the form of tax paid,
5. the amount of income and tax rate (in the case of paying tax in the form of a lump sum),
6. the amount of tax paid (in the case of paying tax in the form of a tax card).
7. Annex No. 9-C - Statement of the student's family members, or student's statement on the INCOME OF NON-TAXABLE FAMILY MEMBERS (the catalogue of income is specified in Annex 8 to the Regulations) obtained in the calendar year preceding the academic year in which the right to benefits is determined and certificates of entities paying these incomes or other certificates or evidence. The student may make a statement for family members (separate for each of them) under pain of criminal liability for making a false statement.

**REMARK!!! All adult members of the student's family (including the student) are obliged to submit the documents specified in paragraphs 2-5, regardless of obtaining / not obtaining income in this category (as required by the certificate or statement)**

1. CERTIFICATE FROM THE SOCIAL WELFARE CENTER/SOCIAL SERVICES CENTER OF THE USE OF

SOCIAL ASSISTANCE in the year of submitting the application, applies to a student whose monthly income per person in the family does not exceed the amount specified in Article 8 paragraph 1 point 2 of the Act on social assistance - Appendix. No. 9-F - model application for a certificate. A foreign student who has the right to apply for a social grant is also obliged to submit such a certificate.

**§ 3**

**OTHER DOCUMENTS**

**necessary to determine the income in the student's family or certifying his family situation -**

**depending on the type of income**

1. **Annex No. 9-D - a statement of a family member who in the indicated base year earned income for a period of less than 12 months.**
2. Annex No. 9-E - Declaration of "financial independence" - A student who does not run a joint household with any of the parents, legal or de facto guardians may apply for a social grant without showing the income earned by these persons and their dependent minor children, children receiving education up to the age of 26, and if the age of 26 falls in the last year of studies, until their completion, and disabled children regardless of age, if they meet one of the conditions set out in Annex 8, Chapter III, point 1 a-e, for this purpose the student submits a statement (Appendix No. 9-E to the Regulations) that they do not run a joint household with any of the parents, legal or actual guardians. Depending on the conditions for the student's "financial independence", the following should be attached:
3. a copy of the child's birth certificate – the original for inspection,
4. copy of the marriage certificate – original for inspection
5. documents confirming a permanent source of income in the amount and periods specified in Chapter III, point 1 e of Annex 8 to the Regulations.
6. Annex No. 9-G - statement on other sources of family income in the event of non-use of social assistance. If the student or his/her family members do not receive social assistance benefits, the student attaches a statement to the application (Annex 9-G), in which he presents the family's sources of income (outside the catalogue of income specified in these Regulations, taken into account to determine the family's income) and reliable documents confirming the above-mentioned income.
7. Annex No 12 Declaration – general model. Statement under criminal liability – submitted in order to provide explanations, describe the situation not provided for in the Regulations.
8. Income obtained OUTSIDE THE REPUBLIC OF POLAND - Certificate of the competent authority, employer's certificate or another document confirming the amount of gross income and paid abroad: income tax, contributions to compulsory social insurance and health insurance, or a document confirming the amount of net income after deduction of the indicated components of the student's family member's remuneration if he earned income outside the Republic of Poland in the year calendar from which income is determined.
9. **Income from AGRICULTURAL HOLDING:**
10. a payment order or certificate from the competent municipal authority of the size of the holding expressed in physical and conversion hectares of the total area in the calendar year preceding the application period;
11. a lease agreement, in the case of leasing part or all of the holding owned by the family of an agricultural holding, on the basis of an agreement concluded in accordance with the regulations on social insurance of farmers (including an agreement concluded for the purpose of acquiring the right to a pension) or leasing a farm in connection with the collection of a specified pension in the provisions on support for rural development from the Guarantee Section of European Agricultural Guidance and Guarantee Fund resources;
12. an agreement concluded in the form of a notarial deed, in the case of bringing an agricultural holding for use by an agricultural production cooperative;
13. a document confirming the amount of rent;
14. farm lease agreement from the National Support Centre for Agriculture.
15. Certificate from KRUS (Agricultural Social Insurance Fund) for household members or farmers on receiving sickness benefits in the base year.
16. **CHILD SUPPORT (ALIMONY)**
    1. a copy of an enforceable court decision awarding alimony to family or non-family persons, or a copy of the minutes of the hearing containing the content of the court settlement, a copy of a court-approved settlement concluded in the presence of a mediator or other enforceable title issued or approved by the court, obliging alimony to persons within or outside the family;
    2. where the entitled person has not received alimony or has received less alimony than that established by a court decision, court settlement or settlement concluded in the presence of a mediator or other enforceable title originating or approved by the court:

* a certificate of the authority conducting the enforcement proceedings on the total or partial ineffectiveness of the enforcement of alimony, as well as on the amount of alimony enforced, or
* information of the competent court or competent institution on the actions taken by the authorised person related to the execution of an enforceable title abroad or on the failure to take such actions, in particular because there is no legal basis for taking them or the possibility for the entitled person to indicate the place of residence of the maintenance debtor abroad if the debtor resides abroad;

c. money orders or transfers documenting the amount of alimony paid, if family members are obliged by a court decision, court settlement or settlement concluded before a mediator or other enforceable title originating or approved by the court to pay the alimony to a person outside the family;

d. in the case of presenting a judgment issued earlier than 3 years before, the student is obliged to submit a written statement (Appendix No. 12 to the Regulations) with the following wording: "I declare that the alimony judgment presented by me is current and implemented by the obliged person";

e. a copy of a final court decision obliging one of the parents to bear the total costs of a child support;

f. a copy of the final court decision rejecting the alimony claim;

g. a complete or abbreviated copy of the parents' death certificates in the event of loss of income due to the death of the parent obliged to pay alimony, together with the document referred to in point a;

h. the decision of the Alimony Fund on the granting of benefits from the Fund and their monthly amount;

i. a current complete copy of the birth certificate, in case the father is unknown;

j. a copy of a final judgment of the court granting divorce or separation or a copy of the death certificate of the spouse or child's parent, in the case of a single parent;

k. a copy of the court decision indicating that the child remains in alternating custody of both parents for comparable and repeated periods.

1. **LOSS OF INCOME** (the catalogue of income lost is contained in Annex 8 to the Regulations) –
2. document specifying the date of loss of income and the amount and type of lost income (the application should be accompanied by a document confirming the loss of income, e.g. a work certificate, a decision on the loss of the right to a pension, unemployment benefit, a decision on deletion from the business activity register and a document confirming the amount of lost income, e.g. PIT 11, a certificate issued by the income payer).
3. **EARNING INCOME** (the catalogue of income earned is contained in Annex 8 to the Regulations)
4. in the case of obtaining income in the base year - a document specifying the date of obtaining and the amount of income earned in that year by a family member and the number of months in which the income was obtained - (e.g. certificate from the workplace, decision on granting a pension, etc. together with a statement – (model statement of Annex 9-D to the Regulations),
5. in the case of obtaining income after the base year - a document specifying the date of obtaining and the amount of income earned by a family member from the month following the month in which the income was obtained, e.g.: employment contract, ZUS (Social Insurance Institution) decision on granting a pension or other document;
6. The amount of income earned for the month following the month in which the income was obtained is documented with:

* a certificate issued by the income payer, if it is income subject to personal income tax on general principles specified in the Act of 26 July 1991 on personal income tax, with the exception of non-agricultural activities,
* statement - in the case of earning income from non-agricultural activities taxed with personal income tax on general principles, in which income should be presented (i.e. taxable income on the principles set out in Articles 27, 30b, 30c, 30e and 30f of the Personal Income Tax Act, reduced by tax deductible costs, personal income tax due, social security contributions not included in tax deductible costs and health insurance contributions) for the month following the month in which the income was obtained,
* a certificate issued by the payer of income or another document, if it is income not subject to personal income tax,
* a statement, in the case of income from non-agricultural activities taxed on the principles set out in the provisions on flat-rate income tax.

1. **Certificate from ZUS** (Social Insurance Institution)  **or KRUS** (Agricultural Social Insurance Fund) **on the payment in the base year of a one-off cash benefit for a retirement or disability pension, in order to deduct from income.**
2. **Certificate of EDUCATION - Certificates concerning siblings or children of the applicant receiving education up to 26 years of age (respectively):**
3. certificate of attendance at primary school or an abridged copy of the birth certificate of the child or siblings (original copy for inspection);
4. certificate of attendance at a post-primary school, which should be understood as:

* three-year/four-year general upper secondary school,
* five-year technical secondary school,
* a three-year stage I sectoral vocational school, a three-year special school preparing for employment,
* a two-year stage II sectoral vocational school,
* post-secondary school (in this case, the certificate should contain information whether the school is entered in the register of schools operating on the basis of the Law on School Education);

1. certificate of attendance at university of **first-, second-cycle or long-cycle Master’s degree studies.**
2. a copy of a final decision of the court adjudicating the adoption or a certificate of the family court or adoption centre on the ongoing court proceedings in the case for the adoption of a child;
3. a court decision on the determination of the child's legal guardian;
4. a court decision placing the child in foster care;
5. ABBREVIATED COPY OF MARRIAGE CERTIFICATE – if the student gets married after the calendar year from which the income is documented, (copy-original for inspection);
6. **certificate of residence of a family member IN AN INSTITUTION PROVIDING ROUND-THE-CLOCK MAINTENANCE;**
7. CURRENT CERTIFICATE FROM THE LABOUR OFFICE on registration of a non-working family member and receiving or not receiving benefits in this respect (the certificate should contain information on the net amount of unemployment benefit or scholarship received and the period of its receipt) or a statement (template - Annex 12 to the Regulations) on an unregistered unemployed family member;
8. employer's certificate on the date of parental leave of the student's family member and the period, for which it was granted and periods of employment
9. CERTIFICATE OF DISABILITY OR DEGREE OF DISABILITY – siblings or children of the student over 18 years of age, unless they are studying and are dependent on the student or family members of the student;
10. POLICE CERTIFICATE of a missing family member;
11. in the case of ORPHANS / HALF-ORPHANS – documents confirming the death of parents, an abbreviated copy of the death certificate in the event of the death of one or both;
12. COMPLETE BIRTH CERTIFICATE, if the student's father is unknown;
13. PERMANENT SOURCE OF INCOME is documented with: certificate from the workplace on employment, civil law contracts (mandates, specific work) decisions of the competent authority on granting a pension, court judgment awarding alimony, in addition, certificates of the amount of income achieved (certificates from the tax office, certificates from the workplace about the amount of income earned and others).
14. Other documents indicated by a member of the Team or the Committee.