**RULES OF REGISTRATION FOR HEALTH INSURANCE OF
STUDENTS AND DOCTORAL STUDENTS AS WELL AS PARTICIPANTS OF THE PREPARATORY COURSE IN THE POLISH LANGUAGE OF THE UNIVERSITY OF RZESZÓW**

1. **GENERAL PROVISIONS**
2. Whenever this policy refers to:
3. Act - means the Act of August 27, 2004 on health care services financed from public funds (i.e. Journal of Laws of 2024, item 146
as amended);
4. These rules - means the Rules of registration for health insurance for students and doctoral students and participants of the preparatory course for taking up studies in the Polish language at the University of Rzeszów constituting an annex to the Order of the Rector of the University of Rzeszów No. 29/2024 dated April 5, 2024;
5. student - means a student of the first degree, a student of the second degree, a student of a uniform master's degree, a doctoral student and a participant of a preparatory course to study in the Polish language pursuing education at the University of Rzeszow;
6. Dean's office - means respectively:
7. Dean's office of the relevant College - in relation to students,
8. Doctoral School - in relation to doctoral students,
9. Polish Center - in relation to the participants of the preparatory course to study in Polish ;
10. UR or University - means the University of Rzeszow,
11. NFZ - means the National Health Fund.
12. The rules for the provision of publicly funded health care services are defined by law.
13. UR students are subject to compulsory health insurance and are entitled to receive medical care services free of charge at facilities that have entered into an agreement with the National Health Fund.
14. The unit responsible for implementing the student health insurance procedure at UR is the dean's office.
15. **HEALTH INSURANCE FOR STUDENTS UNDER THE AGE OF 26 - CITIZENS OF THE REPUBLIC OF POLAND**
16. A student who is under 26 years of age or a student without age limitation, if he or she has a severe disability certificate or other recognized as equivalnet, and does not have his or her own title to insurance i.e. is not employed
based on an employment contract, is not self-employed, is not registered with the Labour Office as an unemployed person, **should be registered for insurance as a family member**.
17. A student may be registered for insurance by parents, grandparents (if parents do not have a title to insurance), legal guardians, or a spouse who has his or her own title to insurance.
18. A student who is under 26 years of age and, for exceptional reasons, has not been registered as a member of the family of an insured person or is not otherwise subject to health insurance, may be enrolled in health insurance by the University on the basis of an application submitted in this regard.
19. **HEALTH INSURANCE FOR STUDENTS - citizens of the Republic of Poland - registration by the University.**
20. The university shall register a student for health insurance who:
21. **Is over 26 years of age** and is not subject to compulsory health insurance as a family member of an insured person or is not subject to compulsory health insurance for any other reason, or
22. **is under 26 and, for exceptional reasons,** has not been registered as a family member of an insured person or is not otherwise subject to health insurance.
23. Registration of the student referred to **in items. 1 a and b,** for health insurance by the University shall be made **only at the student's request.**
24. If a student reaches the age of 26 and does not apply for health insurance coverage for him or her by the University, he or she loses health insurance and is required to bear the cost of health care services used during the period not covered by health insurance.

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| 1. A student applying for the university to register him or her for health insurance is required to submit the following documents:
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| 1. **application for health insurance coverage** - citizens of the Republic of Poland
 | **template - annex no. 1** |
| 1. **ZUS ZZA form**
 | **template - annex no. 4** |

1. **HEALTH INSURANCE of foreign students** (including - participants of the Polish language course at UR):
2. Students - **with citizenship of a member state of the European Union or a member state of the European Free Trade Agreement (EFTA)** - a party to the agreement on the European Economic Area, residing on the territory of that country, can benefit from health care in the territory of Poland, on the basis of a **valid European Health Insurance Card (EHIC)**, issued in the country of origin.
3. Students - **who are not citizens of a member state of the European Union or a member state of the European Free Trade Agreement (EFTA)** - a party to the agreement on the European Economic Area, who **have a valid Pole's Card or have been recognized as a person of Polish origin within the meaning of the regulations on repatriation** and are not subject to compulsory health insurance on any other account, **are registered for health insurance by the University**.
4. Students - foreigners - not mentioned in items. 1 and 2, **may insure themselves voluntarily** on the basis of a written application submitted to the National Health Found and paying a monthly health premium on their own.
5. Student-foreigners not listed in items. 1 and 2, may be covered by health insurance without the payment of premiums by the foreigner, provided that generally applicable regulations so provide.
6. Registration for health insurance by the University is made only **at the request of the student-foreigner.**

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| 1. A student-foreigner registering for insurance for oneself is required to submit the following documents to the Dean's Office of his College:
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| 1. **application for health insurance coverage** - foreigners
 | **template - annex no. 2** |
| 1. **ZUS** ZZA **form**
 | **Template -** **annex no. 4** |
| 1. available for inspection **- Polish Card or document confirming Polish** origin
 |
| 1. available for inspection **– a passport or other document confirming identity**
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1. **HEALTH INSURANCE FOR THE STUDENT'S FAMILY MEMBERS**
2. Students who are registered for health insurance by the University **are required to register** all family members who are not otherwise subject to health insurance. The registration of family members does not involve any additional contribution.
3. The following are considered family members:
	1. own child, a spouse's child, an adopted child, a grandchild or an alien child for whom custody has been established, or an alien child within the framework of a foster family or family orphanage, until he or she is 18 years old, and if he or she continues his or her education at a school, teacher training institution, university or scientific unit conducting doctoral studies - until he or she is 26 years old, and if he or she has a certificate of a severe disability or other regarded equivalent - without age limitation,
	2. a spouse,
	3. ascendants remaining in a joint household with the insured.

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| 1. A student **registering family members for insurance is required to submit to the following documents to the Dean's Office of his/her College**:
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| 1. **application for health insurance coverage of** family members
 | **template - annex no. 3** |
| 1. **ZUS ZCNA form**
 | **template - annex no. 5** |
| 1. For inspection - **birth certificate** - in case of registering a child,
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| 1. For inspection - **marriage certificate** - in the case of registering a spouse.
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1. **CHANGE OF DATA,** INCLUDED IN THE APPLICATION FORM FOR HEALTH INSURANCE
2. A student who has been registered for health insurance by the University is obliged to inform the Dean's Office of a **change in his/her data or data of family members registered** for health insurance**,** included in the health insurance registration form, **within 4 days** from the date of the change or obtaining a document confirming this fact.

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| 1. **Notification of the above changes shall be made on the form:**
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| 1. Students - change of data - **ZUS ZIUA form**,
 | **Template annex no. 6** |
| 1. family members - change of data - **ZUS ZCNA form**
 | **template - annex no. 5** |

1. **DEREGISTRATION FROM HEALTH INSURANCE**
2. De-registration of **a student or his/her family members** from health insurance shall be made in the case of:
	1. Completion of a degree/Polish language course,
	2. removal from the student registers,
	3. loss of validity of the Polish Card**(acquisition of Polish citizenship or obtaining a permanent residence permit in the territory of the Republic of Poland)**
	4. to obtain the right to health insurance from another title.

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| 1. In case of occurrence of circumstances referred to in item. 1 a and b deregistration of a student is carried out by an employee of the Dean's Office **within 5 days from the date of occurrence of the aforementioned circumstances. Required documents for deregistration**:
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| * 1. information on deregistration of a student
 | citizen of the Republic of Poland | **template - annex no. 8** |
| foreigner | **template - annex no. 9** |
| * 1. students - **ZUS ZWUA form**
 | **template - annex no. 7** |

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| 1. In case of occurrence of the circumstances referred to in item. 1 c and d, **the student must,** within **5 days from the date of occurrence of the aforementioned circumstances, notify the University and submit it to the Dean's Office**:
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| 1. information on deregistration of a student
 | citizen of the Republic of Poland | **template - annex no. 8** |
| foreigner | **template - annex no. 9** |
| 1. students - **ZUS ZWUA form**
 | **template - annex no. 7** |

1. **Deregistration from health insurance takes place on the date of occurrence of the circumstances referred to in item. 1** *(the date indicated in ZWUA or ZCNA form)***.**
2. A student who has completed a bachelor's
degree program is deregistered from health insurance,
in the case of taking up a bachelor's degree program, enrollment in health insurance by the University **requires reapplication**.
3. The student's right to health care benefits-expires **after 4 months** from the date of deregistration.
4. The right to health care benefits for members of the student's family ceases **30 days** after the expiration of the insurance obligation.

**VII. ADDITIONAL INFORMATION**

1. **An employee of the Dean's Office** dealing with student health insurance matters is obliged to:
2. check the student's application in terms of content and form (including checking the accuracy of the data entered by the student in accordance with the required documents presented for review)
3. forward the student's/doctoral student's application for registration for health insurance by the University, together with the required documents, to the Social Affairs Section of the UR Education Department within 3 days of its submission.
4. forward the required documents for deregistration of the student/doctoral student to the Social Affairs Section of the UR Education Department within 3 days of their completion.
5. report to the Department of Education/Section of Social Affairs any circumstances affecting the status of the insured, including in particular:
6. Change of personal data of the insured and their family members,
7. loss of validity of the Polish Card,
8. Obtaining a permanent residence permit by a foreign student,
9. **An employee of the Education/Social Affairs Department or an employee of the Doctoral School, as appropriate**:
10. forwards applications for health insurance coverage by the University and for deregistration from health insurance to the UR Payroll Department,
11. enters in the university system the data of persons reported for health insurance by UR.
12. maintains a register of persons registered for insurance by the Universities,
13. prepares a report on the disbursed funds for student health insurance in coordination with the Payroll Department.
14. In matters not regulated by these rules, the decision is made each time by the Vice-Rector for Student Affairs and Education, taking into account generally applicable regulations, opinions of the Social Insurance Institution or the National Health Fund.

REKTOR

UNIVERSITY OF RZESZOW

Prof. Dr. Sylwester Czopek

**LIST OF ANNEXES**

* Annex No 1 application for health insurance coverage - citizens of the Republic of Poland
* Annex No 2 application for health insurance coverage of a foreign student
* Annex No 3 application for health insurance coverage of a student's family member
* Annex No 4 ZUS ZZA - application for health insurance of the insured person, change or correction of data of the insured person
* Annex No 5 ZUS ZCNA - notification of data on a family member for health insurance purposes, notification of loss of entitlement to health insurance by a family member, change/correction of data on a family member previously notified
* Annex No 6 ZUS ZIUA - changes in the identification data of the insured, reported on the ZUS ZZA form
* Annex No 7 ZUS ZWUA is filled out by the payer of contributions in order to deregister the insured person
from health and / or health insurance, or to report a correction of data
of deregistration
* Annex No 8 Information on deregistration from health insurance of a student or family member
* Annex No 9 information on de-registration from health insurance of a foreign student