**REQUEST FOR GRANTING THE POSSIBILITY TO PAY FOR RETAKING COURSES IN INSTALMENTS**

Wrocław, on

Student’s name and surname:

Student’s identification number:

Place of residence:

Contact (e-mail address, phone number):

Field of study:

Year of study:

Studies: first-cycle/second-cycle full-time/part-time

**Mr/Ms**

**vice-dean of the Faculty of Letters of the University of Wrocław**

I hereby request for allowing me to pay in instalments for the educational services provided by the University of Wrocław in the winter/summer semester of the academic year

|  |  |
| --- | --- |
| **Type of service** | **Amount** |
| Education within part-time studies |  |
| Education within studies in English |  |
| Education within full-time studies during the courses not covered by study curriculum |  |
| Retaking courses within full-time studies due to unsatisfactory results |  |
| Retaking courses within part-time studies due to unsatisfactory results |  |
| Total | |

|  |  |
| --- | --- |
| **Payment dates in the winter semester** | **Amount** |
| by 10 November 20\_\_\_\_ |  |
| by 3 December 20\_\_\_ |  |
| by 18 December 20\_\_\_\* |  |

|  |  |
| --- | --- |
| **Payment dates in the summer semester** | **Amount** |
| by 10 March 20\_\_\_\_ |  |
| by 10 April 20\_\_\_ |  |
| by 10 May\_\_\_\* |  |

\* The amount of the third instalment results from dividing the full amount into three parts. The third instalment completes the full amount of the payment.

Yours sincerely,

(handwritten signature)