Appendix No. 1.3 to the Regulations for awarding benefits to the MUB students, introduced by the Order No. 79/2023 of the Rector of MUB dated 01.09.2023

List of documents specifying the income of the student and the student's family members

Applicants for the need-based grant for the new academic year are required to submit each time
**by October 15 in the Student Affairs Department:**

1. **application for awarding a grant** (Appendix No. 2 to the Regulations for awarding benefits to the MUB students),
2. **student's declaration** (Appendix No. 4 to the Regulations for awarding benefits to the MUB students),
3. **documents confirming the amount of income for the previous tax year**:
* **certificates from the Tax Office** on the amount of income for the previous tax year obtained by family members remaining in the same household (all adults in the student's family **including the student,** are required to submit certificates from the Tax Office)
* if **the parents filed a tax return jointly** - it is sufficient to present a joint certificate specifying **each parent's income separately**
* **certificate from ZUS/ KRUS or declaration on the health insurance contributions actually paid** (Appendix No. 10to the Regulations for awarding benefits to the MUB students),
* Certificate from the Tax Office of family members **who file their tax returns on the basis of the Act of 20 November 1998 on personal flat-rate tax** on revenues earned by natural persons should contain information about: a) the form of the paid tax; b )the amount of income; c) the tax rate; d) the amount of tax paid in the previous tax year;
	+ **declaration of income that is not subject to**  income tax (if applicable) as Appendix No. 8 to the Regulations for awarding benefits to the MUB students, e.g. certificates of allowances, part-time work,
	etc. (Appendix No. 8 contains a list of such revenue),
	+ **Farmers – certificate from the Municipal Office** (or payment order) on the size of the agricultural holding expressed in physical and comparative fiscal hectares for the previous tax year and the certificates from the Tax Office,
	+ **Pensioners and annuitants – certificates from the Tax Office** and a certificate from ZUS/KRUS on the amount of health insurance contribution actually paid,
	+ **Single parents** **raising a child** provide: a court decision on maintenance obligations or a decision from the MOPS on the granting of maintenance or an allowance for the sole upbringing of a child. In the absence of such benefits, a complete copy of the birth certificate (long form) must be provided. If the court's decision to grant maintenance was issued earlier than the tax year to be settled, the Appendix No. 8 to the Regulations for awarding benefits to the MUB students must be completed,
	+ **Unemployed person** provides a certificate from the **Tax Office** and **from the Employment Office** that he/she is a registered person
	and in what amount (net) he/she receives a benefit or that he/she does not receive it. After three months, the student should provide another certificate from the parent's Employment office, if he/she remains unemployed. In the absence of a certificate
	from the Employment Office a document confirming the application for health insurance must be provided,
	+ **Loss or gain of income –** a document confirming the gain or loss of income must be provided together with Appendix No. 5 the Regulations for awarding benefits to the MUB students. The document confirming the gain of income can be: a certificate from the Employing Establishment on employment and net income for one month, a decision
	on obtaining a pension, annuity and other documents confirming the change in income,
	+ **With income equal PLN 600 or less per person in the family one should also attach** certificates from the Municipal Social Assistance Centre or other Centre stating that the family requested / didn't request for aid because of a difficult financial situation must be additionally attached,
	+ **To the application for a need-based grant there should also be attached:**
* certificates of education of siblings from the secondary school or the university,
* certificates from the siblings' primary school (if the student applies for financial aid for the first time),
* copies of the birth certificates of the student's siblings/children – children under 7 years of age – only if the student applies for financial aid for the first time,
* copy of the marriage certificate in the case of student marriages,
* copy of the final judgment of the court ruling on divorce or separation (if applicable),
* copies of the parents' death certificates (if one or both are dead),
* **in the case of obtaining income and benefits abroad** appropriate documents issued by foreign equivalents of Polish offices, containing data analogous to those required in the case of income obtained in the country (translated into Polish by a sworn translator) should be submitted,
* **Students applying for an increased grant for residing in Student Dormitory** are required to submit a declaration on that the daily commute from their place of permanent residence to the university would prevent or significantly impede their studies (Appendix No. 9 the Regulations for awarding benefits to the MUB students) **while students renting an apartment, in addition to the completed Appendix No. 9 are required to attach a rental agreement of the premises,**
* **Students applying for a grant for the disabled persons** must provide a disability certificate issued by the competent authority.

**Additional information:**

* 1. The income on the basis of which the student applies for financial aid is calculated on the basis of the Act of 28 November 2003 on family benefits and the regulation of the Minister of Economy, Labour and Social Policy on the manner and procedure in cases regarding granting family benefits and the scope of information to be included in the application, certificates and declarations on establishing of the right to family benefits.
	2. The term family covers the following persons:
		1. parents,
		2. legal guardian,
		3. actual guardian,
		4. spouse and children of the student,
		5. parent-dependent learning siblings **until 26 years** of age, excluding siblings enrolled in military schools or other institutions providing 24-hour maintenance.
	3. **A student may apply for a need-based grant without showing the income earned by the persons referred to in point 2 letters a, b, c and e if he/she:**
* does not have a joint household with any of the parents and confirmed this fact in the complex **declaration** (Appendix No. 11 to the Regulations for awarding benefits to the MUB students) and fulfils one
of the following conditions:
1. he/she turned 26 years old,
2. he/she is married,
3. he/she has dependent children;
* if he/she meets all of the following conditions:
1. had a stable source of income in the previous tax year,
2. has a stable source of income in the current year, in the months preceding the month of submission of the declaration (Appendix No. 11 to the Regulations for awarding benefits to the MUB students),
3. his/hers monthly income in the periods referred to in letters a and b is higher or equal than 1.15 of the sum of the amounts referred to in Article 5 para. 1 and Article 6 para. 2 point 3 of the Act of 28 November 2003 on family benefits,

**In the case of a student or students' family whose monthly income per person in the family does not exceed or amounts to PLN 600, the Faculty Grant Committee or the Appellate Grant Committee refuses to award a need-based grant if he/she does not attach a certificate from the Social Assistance Centre on theirs or their family's income and property situation to the need-based grant application. The burden of proof of a difficult financial situation lies with the student
(Article 88 para. 4 and 5 in conjunction with Article 87 para. 1 of the Law on Higher Education and Science).**

**A complete set of documents shall be submitted in the Student Affairs Department, room 144, 1 Jana Kilinskiego Street, 15-089 Bialystok**

**For more information, please contact tel. 085 748 54 27**