

Please complete the application in block letters

**Application
for "educational voucher" benefit in 2024**

1. Applicant's name and surname
2. Applicant's PESEL no. [Personal Identification Number] / personal no. in SAP
3. Telephone
4. I hereby apply for an "educational voucher" benefit for my own children, whether from birth, adopted or whom I have been granted legal custody of, which are mentioned below (**enter child's name and surname**):

- | | |
|---------|---------|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

- The benefit is granted to children between the age of 6 and 19, continuing their education.
- The application must be accompanied by a **CERTIFICATE FROM THE SCHOOL** confirming the child's attendance to either primary or secondary school:
 - in the school year 2024/2025
 - in the school year 2023/2024 issued in the second semester (01.02 - 30.09.2024), and submitted by no later than 30.09.2024.
- In situations where both parents/legal guardians of a child are UW employees or pensioners/disability pensioners, only one of them can apply for an "educational voucher" benefit for the same child.

5. I raise a child/children, who due to their illness, require(s) permanent care and assistance of other persons in performing social roles and completing everyday functions in connection with a significantly reduced possibility of independent living (regardless of the child's age): **YES NO** (delete as appropriate)

If the answer is "YES", it is necessary to attach to the application a certificate from an institution authorised to assess the degree of disability, in accordance with § 4, item 4 of the University Social Benefits Fund Rules and Regulations.

6. I am a single parent: **YES NO** (delete as appropriate)
7. I hereby declare that the average gross monthly income per family member, calculated in accordance with the principles set out in § 7, sections 6-9 of the University Social Benefits Fund Rules and Regulations is:

PLN.....(table p. 2)

8. **I would like to receive the benefit:** (choose the appropriate option)
 - BY TRANSFER TO THE PERSONAL BANK ACCOUNT NO.**
 - IN CASH TO BE COLLECTED FROM A MI LLENNIUM BANK BRANCH**
 - BY POSTAL TRANSFER TO THE INDICATED ADDRESS:** (please complete if appropriate only)

.....
(postal code, place, street, building no., apartment no.)

9. **I hereby declare that the above data are accurate and complete.**
10. **I further declare that I have received the information clause for children whose data I have provided in connection with the submission of this application** (content of the clause on page 2).

.....
(application submission date)

.....
(applicant's signature)

On the basis of the above statement, an "education voucher" benefit has been granted in the amount of: no. of persons...../x PLN.....

Information on personal data processing

1. Personal Data Controller

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR", the University of Warsaw, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw, is the controller of your personal data.

You can contact the data controller using one of the selected forms available at: <https://en.uw.edu.pl/contacts/>

2. Data Protection Officer (DPO)

The Data Controller has appointed Data Protection Officer whom you can contact in matters concerning your personal data, by sending an email to iod@adm.uw.edu.pl. You can contact DPO in all matters concerning the processing of your personal data by the University of Warsaw and the exercise of your rights related to the processing of personal data.

3. Purposes, legal basis and period of processing

Your personal data will be processed in connection with the granting, payment and settlement of the benefit from the University Social Benefits Fund [pl.ZFŚS]: "educational voucher" for the purpose of fulfilling the Controller's legal obligations (according to Article 6, section 1, letter c of the GDPR)

Your personal data will be processed in accordance with the applicable legislation for a period of 5 years from the end of the calendar year in which the benefit of the University Social Benefits Fund was disbursed.

4. Data recipients

The controller's authorised employees who need to process your personal data as part of their work duties and tasks shall also have access to your personal data. Your personal data may be disclosed to entities authorised on the basis of legal provisions.

The recipients of the data may also be other entities to which the controller will commission the performance of specific activities that require the processing of personal data, e.g. entities providing document destruction services.

5. Rights of data subjects

Under the principles set out by the GDPR, you have the right:

- to access your data and to receive copies of the actual data;
- to correct (rectify) your personal data;
- to restrict processing of personal data;
- to erase personal data (subject to Article 17, section 3 of the GDPR);

You are also entitled to file a claim with the President of the Personal Data Protection Office, if you believe that the processing of your personal data violates the law.

6. Information on mandatory provision of data

You provide your other personal data voluntarily. However, failure to provide the personal data indicated in the application will prevent the application from being accepted, processed and the payment of the "educational voucher" benefit .

Information clauses:

- for the applicant (employee, pensioner, disability pensioner, other benefit applicants);
 - for other persons whose data are processed in connection with a UW employee, pensioner or disability pensioner application for a benefit from University Social Benefits Fund [pl. ZFŚS].
- they can also be found at <https://bssoc.uw.edu.pl/> and on notice boards at the seat of the Office for Personnel Social Benefits.

Table - income thresholds:

Average gross monthly income per family member		Gross amount of benefit
a) for children of employees, pensioners/disability pensioners, deceased employees/pensioners/disability pensioners		
	up to PLN 1,400.00	PLN 400.00
more than PLN 1,400.00	up to PLN 2,800.00	PLN 300.00
	more than PLN 2,800.00	benefit is not granted
b) for children of employees, pensioners/disability pensioners, who are single parents		
	up to PLN 2,100.00	PLN 400.00
more than PLN 2,100.00	up to PLN 4,200.00	PLN 300.00
	more than PLN 4,200.00	benefit is not granted