



Attachment no. 3 to the Rules of Procedure

Rules for the reimbursement of costs of half-camps, colonies, or camps for children of foreigners

§ 1

1. A refund of the costs of the camp, half-camp or colonies (hereinafter referred to as the refund) may be granted after the parent or legal guardian completes a declaration of enrolment in the project together with consent to the processing of personal data and presents a document confirming the data contained in the declaration, including meeting the conditions contained in § 12 (1) of the Rules of Recruitment and Participation in the project.
2. A template of declaration of participation in the project together with consent for processing personal data constitutes Attachment No. 1b to the Rules of Recruitment and Participation in the project.
3. The completed declaration must be submitted no later than on the day of the end of the given form of recreation.
4. The person making the declaration of enrolment to the project is required to present a document confirming the fact that he/she is the parent or legal guardian of the child on behalf of whom he/she is making the declaration.
5. In order to obtain a refund, a parent or legal guardian must fill in an application, the specimen of which is enclosed as Attachment No. 3.1 to the Rules for the use of reimbursement of costs of a camp, half-camp or colonies.
6. The submission of an application does not imply the granting of a refund.
7. **The application can be submitted at the earliest on the last day** of the camp, half-camp or colonies.



8. Applications will be accepted at the CIC, on a rolling basis, until the funds available for this purpose are exhausted or the project is completed.
9. Refunds are granted on a first-come, first-served basis.
10. One child may benefit from the refund within the framework of the project several times, **until the pool of funds referred to in paragraph 14 is exhausted.**
11. Both parents or legal guardians can't obtain a refund for the same child for the same camp, half-camp or colonies.
12. Only the costs of the camp, half-camp or colonies held during the winter or summer holidays according to the school year calendar are reimbursed.
13. A parent or legal guardian may receive a refund for several children.
- 14. The total amount of reimbursement under the project per child may not exceed PLN 1,500.00 during the entire period of the project.**
15. **The refund** cannot be higher than the cost of the camp, half-camp or colonies.
16. The parent or legal guardian is obliged to pay the remaining costs of the camp, half-camp or colonies in accordance with the fees set by the vacation organizer.

§ 2

Payment terms

1. In order to obtain a refund, the parent or legal guardian is required to provide the following documents:
 - 1) a completed application for refunding the cost of a camp, half-camp or a colonies. Template of the application is attached as Attachment No. 3.1 to the Rules for the use of reimbursement of camp, half-camp or colonies costs),
 - 2) a copy of the invoice or bill issued to the parent or legal guardian (original for inspection) who submitted the reimbursement request. The content of the invoice or bill must indicate the name and surname of the child to whom the refund relates. A single invoice or bill covering the participation of several children in the camp, half-camp or colonies is allowed, indicating their names and confirming payment of the total amount for



the camp, half-camp or colonies. **Payments (including advance payments) do not have to be made by the person who submits the application for reimbursement,**

3) proof of payment: in the case of a non-cash payment, a bank statement, in the case of payment in cash - proof of payment (receipt) or confirmation of payment on the invoice (to be paid 0.00 or "paid" in full).

2. The documents referred to in paragraph 1 should be delivered to the CIC, **no later than 10 working days after the end** of the camp, half-camp or colonies. Working days are understood to be Monday to Friday excluding public holidays.

3. Refunds will be made within 14 working days of the submission of a duly completed application with all the documents referred to in paragraph 1 to the bank account number indicated in the refund application.

4. The final decision on reimbursement is made by the Head of the Foreigners' Integration Centre or a CIC employee designated by him/her.

Attachment:

3.1 Template of the application for reimbursement of the costs of the camp, half-camp or colonies together with a declaration.