



Finance Division Regulations for Academic Activities in Official Bachelor's, Master's and Doctorate Degrees and UCAM-specific Studies



Universidad Católica San Antonio



INTRODUCTION

The Finance Division Department is the body responsible for the management and financial control of students enrolled and registered in the official degrees of the Universidad Católica San Antonio: Bachelor's Degrees, Master's Degrees, Doctorates and UCAM-specific studies (UCAM degrees, Language School, Partner Studies). This department manages the discounts, deductions and exemptions made on students' enrolment fees for different concepts in accordance with university regulations and in compliance with the provisions of the Organic Law on Data Protection.

Art. 1.- Object and scope of application

This regulation aims to regulate the financial management of the student body in accordance with university regulations for its official degree programmes.

Art. 2.- Function

- To control the student payments for all the academic activities in official Bachelor's, Master's, Doctorate and UCAM-specific Degrees.
- To apply the economic conditions arising from collaboration agreements between UCAM and other institutions.
- To process refunds, where appropriate, resulting from discounts, adjustments or withdrawals of the different academic activities.
- To control outstanding payments and to check for non-payment of fees for the academic activities in which students are enrolled and, where appropriate, to request the corresponding payment.
- To report any possible incidents regarding payments of students enrolled in official degrees to the university governing body.
- To prepare the annual report of the department.

I. PRE- ENROLMENT

Art. 3.- Pre-enrolment fees deadlines

As a general rule, all new students who wish to pre-enrol for the official studies offered by the university must pay the corresponding fees established by the university administration and published in the corresponding page of the UCAM website annually.

Students who are or have been enrolled at the university in official degrees, or who have paid the pre-enrolment fee for any official degree in the previous academic year, are exempt from paying these administrative fees.

The pre-enrolment payment deadlines shall be as established in the administrative calendar published on the website.

Art. 4.- Refund of pre-enrolment fees

Pre-enrolment fees are NOT refundable under any circumstances.

II. ENROLMENT

Art. 5.- Enrolment fees deadline

The enrolment fee must be paid in a single payment.

As a general rule, students have a 15 calendar days window from the formalisation of the enrolment to proceed with the payment of the enrolment fee.

Renewal enrolments must be paid within the period established in the enrolment document and/or payment document, depending on the method selected.

Exclusively in the case of online/remote degree programmes, students have the possibility of dividing the payment of their enrolment fee into three instalments, with a €200 surcharge.

Art. 6.- Enrolment extension payment deadline

As a general rule, there is a 7 calendar day deadline for the payment of the subjects enrolled in the extension period, from the moment the enrolment extension is formalised.

Should a student fail to comply with the aforementioned payment obligation, the university reserves the right to withdraw the subjects enrolled in the extension period.

In the case of subjects that have not been withdrawn due to non-payment, they will not be subject to cancellation of enrolment after 20 March of the current academic year, with the obligation to pay for them remaining in force.

Art. 7.- Voluntary period of enrolment cancellation

New students are allowed to cancel their enrolment and receive a refund, excluding the pre-enrolment, transcript preparation and place reservation fees, provided that the cancellation is officially requested in writing, 15 calendar days prior to the start of classes for their degree programme¹.

Should the student go to enrolment directly, without having made a place reservation (admitted from 1 July), and request cancellation of the enrolment in accordance with the above-mentioned deadline, the amount paid will be refunded, except for the amounts specified in the following paragraph.

As a general rule, €1000 for Bachelor's degrees — with the exception of Medicine and Dentistry, for which the amount is €2000 —, €1200 for Master's degrees and €600 for Doctoral studies.

Pursuant to the above, the non-refunded amounts shall remain at the university for the benefit of the student, who may use them in any studies offered and taught by the UCAM, with the exception of Partner's studies.

Non-EU students, as well as those who have accepted an admission offer to a Bachelor's Degree taught in English, shall be governed by a [specific international regulation](#) of the university.

¹ *Please check the academic calendar for the specific dates for each degree course and year.*

Art. 8.- Ex officio cancellation due to non-payment of enrolment fee

The cancellation shall be made ex officio by the University when the enrolment payment has not been met within the established deadlines.

Enrolments that have not been cancelled due to non-payment for exceptional reasons shall not be subject to cancellation after 30 November of the current academic year and the debt shall remain with the university.

Art. 9.- Approved refunds deadline

As a general rule, when a refund is due for any of the reasons included in these regulations, and once the student's application has been received together with the corresponding certificate of bank ownership with the IBAN account number, the refund shall be made by the 15th day of the month following receipt of the application.

III.

RECOGNITION AND TRANSFER OF ACADEMIC CREDIT

Art. 10.- Recognition and transfer of credits payment deadline

As a general rule, the amount to be paid for recognition of credits is 25% of the total price of the subject to be recognised.

Credit Transfers for Sociocultural Activities, students must pay 50% of the price of the credit for the degree course enrolled.



Once the student has the recognised subjects included in his or her transcript record, a period of 15 calendar days is established for the payment of the fees of the recognised subjects in a single payment.

No payment deferral shall be accepted for subjects included as recognised subjects when the student is awaiting other recognition decisions.

Art. 11.- Settlement of recognition and transfer of credits

Should the student have paid the full amount for the subject subsequently recognised, he or she will be entitled to a refund in accordance with his or her recognition settlement.

The refund requests mentioned above will only be accepted when they have been made through the form provided by the department of Recognition and Transfer of Academic Credit of the Vice-Rector's Office for Quality and Academic Planning.

Art. 12.- Non-payment of recognition and transfer of credits

Once the deadline for the payment of the settlement of the recognition has expired, the debt will remain at the University and will have a financial impact on the student's record.

Art. 13.- Approved refunds deadline

As a general rule, when a refund is due for recognised subjects, and once the student's application has been received through the proper form, the refund shall be made by the 15th day of the month following receipt of the application.



IV.

DOCTORATE

Art. 14.- Enrolment fees deadline

As a general rule, the deadline for the payment of enrolment fees formalised during the ordinary enrolment period is 15 calendar days. In the event that the student does not comply with the aforementioned payment obligation, he or she will be understood to withdraw from the doctoral studies, considering that they renounce their place, thus leaving said place free and at the university's disposal.

Art. 15.- Voluntary period of enrolment cancellation

Cancellation of enrolment formalised in the ordinary period for Doctoral studies shall be accepted, with a refund of the amount paid, except for the pre-enrolment fee, place reservation and transcript records opening fee. New students must apply for cancellation within 15 calendar days of formalising their enrolment.

The pre-enrolment and place reservation fees are not refundable under any circumstances.

Pursuant to the above, the non-refunded amounts shall remain at the university for the benefit of the student, who may use them in any studies offered and taught by the UCAM.

Art. 16.- Ex officio cancellation due to non-payment of enrolment fee

The cancellation shall be made ex officio by the University when the enrolment payment has not been met within the established deadlines.

Art. 17.- Approved refunds deadline

As a general rule, when a refund is due for any of the reasons included in these regulations, and once the student's application has been received together with the corresponding certificate of bank ownership with the IBAN account number, the refund shall be made by the 15th day of the month following receipt of the application.

V. UCAM-SPECIFIC

DEGREES

Art. 14.- Enrolment fees deadline

As a general rule, the deadline for the payment of enrolment fees formalised during the ordinary enrolment period is 15 calendar days. In the event that the student does not comply with the aforementioned payment obligation, he or she will be understood to withdraw from the UCAM-specific degree, considering that they renounce their place, thus leaving said place free and at the university's disposal.

Art. 15.- Voluntary period of enrolment cancellation

Cancellation of enrolment formalised in the ordinary period for UCAM-specific degrees shall be accepted, with a refund of the amount paid. New students must apply for cancellation within 15 calendar days of formalising their enrolment.

Art. 16.- Ex officio cancellation due to non-payment of enrolment fee

The cancellation shall be made ex officio by the University when the enrolment payment has not been met within the established deadlines.

Art. 17.- Approved refunds deadline

As a general rule, when a refund is due for any of the reasons included in these regulations, and once the student's application has been received together with the corresponding certificate of bank ownership with the IBAN account number, the refund shall be made by the 15th day of the month following receipt of the application.

**VI. DISCOUNTS AND
OTHER DEDUCTIONS**

Art. 18- Discounts and other deductions applicable to enrolment fees

As a general rule, in order to apply for a discount, the enrolment fee(s) of the members involved in the discount must be paid in full.

All applicable discounts to which the student is entitled cannot be combined. In case of being eligible for two or more discounts, the student must choose only one, which will be the most advantageous for him or her.

All discounts shall be formally requested using the forms created for this purpose available on the university's [website](#), following the established deadlines for each one of them.

Art. 19- Discounts and other deductions NOT applicable to enrolment fees

The discounts will only be applicable to the enrolment fees corresponding to the subjects to be studied. Enrolment fees corresponding to the payment of Recognition and Transfer of Credits (R and T) are exempt from the discount. Recognised subjects will have a 75% discount, so the amount to be paid by the student will be 25% of the credits.

Art. 20- Discounts for members of the same family unit

Students enrolled in official degrees during the same academic year who have another member of the same family unit studying at UCAM will have a 5% discount on the enrolment fees of the last student who has started studying at UCAM (generally the new student).

If there are three members of the same family unit who are studying at UCAM, the discount will be 5% for the second member and 10% for the third. As the number of members of the family unit studying at UCAM increases, the discount will increase arithmetically by 5%.

For this discount, a 'new student' at UCAM is considered to be a student who is enrolling for the first time in an official degree offered by the University. If the student was previously enrolled in another degree different from the new one, the seniority of the UCAM admission will not be respected as they are different records and degrees.

In the case of students entering in the same academic year, the discount will be applied to the higher tuition fee.

The deadline for applying for the above-mentioned discount is from 1 February to 30 April. Please note that no application will be accepted beyond this date.

The application must be made by filling in the form below, attaching a copy of the Libro de Familia (Family register) and a Proof of Account Ownership with the IBAN number (if you have online banking you can also send us a screenshot of the IBAN account number) where the payment of the corresponding rebate will be made.

Art. 21.- Discounts for Large Families associated to the Spanish Federation of Large Families

UCAM students who are members of the FEDERACIÓN ESPAÑOLA DE FAMILIAS NUMEROSAS (Spanish Federation of Large Families) before the start of the academic year can apply for this discount, and it will only be applicable to the first academic year enrolment fees.



The deadline for applying for this discount is from 1 February to 30 April. Please note that no application will be accepted beyond this date.

Depending on the mode of study, the following requirements and conditions must be met:

- Onsite students:

New students will receive a 10% discount on enrolment fees, provided that there is another member of the family unit who is simultaneously studying a degree in the on-campus mode. The first family member enrolled at UCAM must be studying an on-campus degree programme.

The maximum number of students who will receive a reimbursement is 50. If the applicants exceed 50, the decision will be made based on the per capita income of the family units.

- Students enrolled in online or blended learning:

Any new member of the family unit studying an online or blended learning degree will be entitled to a 15% discount on enrolment fees.

The maximum number of students who will receive a reimbursement is 50. If the applicants exceed 50, the decision will be made based on the per capita income of the family units.

The application must be made by filling in the form below, attaching a certificate accrediting that the applicant is a member of the FEDERACIÓN ESPAÑOLA DE FAMILIAS NUMEROSAS (Spanish Federation of Large Families) and a Proof of Account Ownership with the IBAN number (if you have online banking you can also send us a screenshot of the IBAN account number) where the payment of the corresponding rebate will be made.

Art. 22.- Deduction for Disability

Students with a degree of disability equal to or greater than 33% can apply for this discount, obtaining a deduction of 20% of the total amount of the credits enrolled.

Article 23 - Deduction for Victims of Terrorism

Students who are Victims of Terrorism or members of the same family unit who have been Victims of Terrorism can apply for this discount, obtaining a deduction of 30% of the amount of credits enrolled.

This deduction shall not be applied retroactively.

They must provide the Finance Division with a certificate issued by the Spanish Ministry of the Interior (Home Office) or a copy of the Carnet de Afectados por Actos Terroristas (Card for People Affected by Acts of Terrorism), and a copy of the family register in case of being a descendant or spouse of the victim.

Art. 24.- Discounts for Internship Tutors

This discount is for students of official degrees who have been tutors of UCAM students in the academic year prior to the year in which they are applying for the discount, submitting the corresponding Internship Tutor Certificate.

The discount is applicable to the enrolment fees of a single degree, and the beneficiary can be the guardian himself or herself or one descendant.

² *Family unit, first degree of kinship*



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Art. 25.- Reimbursements for discounts and other deductions applicable to enrolment fees

As a general rule, when a refund is due for any discount or other deductions, and once the student's application has been received through the proper form, the refund shall be made by the 15th day of the month following receipt of the application.