



Finance Division Regulations for Official 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 the revenue derived from the enrolment of students in the official degrees of the Universidad Católica San Antonio (Bachelor's Degrees, Master's Degrees, Doctorates and UCAM-specific Studies). These Regulations define the functions of the Finance Division Department and regulate their actions in this area.

Art. 1.- Object and scope of application

These regulations aim to regulate the actions of the Finance Division Department and the collection regulations for the different degrees and courses taught at the University.

Art. 2.- Function and competencies of the Finance Division

The functions and competencies of the UCAM Finance Division Department are defined as follows:

- Supervising student payments resulting from all academic activities in the official Bachelor's, Master's, Doctorate and UCAM-specific Degrees in accordance with the established prices.
- Applying the deductions and discounts recognised by the University.
- Processing student reimbursements where applicable.
- Monitoring late payment, requesting outstanding payments and cancelling enrolments due to non-payment.
- Drafting the annual activity report.

I. OFFICIAL DEGREES

Art. 3.- Pre-Enrolment

As a general rule, new students enrolling in official university studies (Bachelor's, Master's and Doctorate programmes) are required to pay a pre-enrolment fee.

The only exemption from this obligation are students who have previously paid a pre-enrolment fee for another official programme.

Pre-enrolment fees are NOT refundable under any circumstances.

Art. 4.- Enrolment

The enrolment fee must be paid in a single payment, in [instalments through UCAM](#). The deadline for payment will be specified on the enrolment form.

New students who are admitted before 30 June will be required to pay an advance payment of the enrolment fee as a reservation fee. This advance payment will be deducted from the total amount of the enrolment fee.

In the event that a new student does not comply with these payment obligations, the student shall be considered to have withdrawn his or her place and shall lose the amount paid as a reservation fee, thus leaving the place free and at the disposal of the university.

Art. 5.- Extended Enrolment

As a general rule, the deadline for the payment of enrolment fees of the subjects enrolled in during the extended enrolment period is 7 calendar days.

Outstanding fees shall be requested to the student at the email address provided by the University. Upon verification of the non-payment, the extra subjects will be cancelled automatically and the student shall be notified by the same means.

Art. 6.- Voluntary enrolment cancellation

Students may request the cancellation of their enrolment until 30 November of each academic year.

As a general rule, fees paid to the university are not refundable. The cancellation of an enrolment with a refund, excluding the amounts paid for pre-enrolment and place reservation, will only be accepted when such cancellation is requested in writing at least 15 calendar days prior to the beginning of the classes of the corresponding degree course and academic year¹.

¹ The beginning date of each degree programme can be checked in the academic calendar published on the University's website.



When a student enrolls without paying the place reservation fee and subsequently requests a refund of the enrolment fee within the established period, the amount corresponding to the place reservation fee will be deducted from the amount to be refunded, even if no payment has been made for this item.

The Bachelor's Degrees in Medicine and Dentistry do not have a place reservation deadline. If a student enrolled in one of these programmes requests cancellation at least

15 calendar days before the start of classes, the non-refundable amount, in addition to the pre-enrolment fee, will be €2,000. For the rest of the undergraduate degrees, the non-refundable amount will be €1,100, €1,200 for master's degrees and €600 for doctoral studies.

The refund, where applicable, shall be effective from the 14th day of the month following the cancellation.

Once the cancellation has been processed, students will be able to use the amounts that were not refunded, except for the pre-enrolment fee, in any other UCAM programme (taught or offered by UCAM) they enrol in at a later date.

For those who have requested to pay in [instalments through UCAM](#) and request cancellation of enrolment by 30 November, the debt for the following instalments will be cancelled and the amount paid will remain available for any programme offered or taught by UCAM.

International students and those enrolled in studies taught in English shall be subject to the international regulations of the University.

Art. 7.- Ex officio enrolment cancellation

The enrolment shall be subject to the authenticity of the documentation provided to certify that the admission requirements are met. The University shall automatically cancel any enrolment where the documentation proving admission is found to have been falsified.

Outstanding enrolment fees shall be requested to the student at the email address provided by the University. Upon verification of the non-payment, the enrolment shall be cancelled ex officio and the student shall be notified by the same means.

Upon cancellation, the service provided by the university shall be interrupted, and therefore the student will not be able to continue his or her studies, or access the virtual campus, sit any exams, do any internships, be graded, be awarded academic certificates or apply for the issuance of his or her degree certificate.

Art. 8.- Recognition of academic credits

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, except for degrees where specific fees prevail.

Once the student has the recognised subjects included in his or her academic transcript and this has been recorded in a payment settlement document, the student will have a period of 15 calendar days to settle the payment.

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

The incorporation of credits from social and cultural activities or internships into the academic transcript of a student shall be subject to the payment of 50% of the credit fee for the degree in which he or she is enrolled. This amount must be paid prior to the recognition and incorporation of these credits in the academic transcript.

Art. 9.- Refunds

No refunds other than those provided for in these regulations shall be accepted. Upon receipt of the student's request together with the corresponding certificate of bank account ownership, the refunds, where applicable, shall be made effective from the 14th day of the following month.

II. UCAM-SPECIFIC DEGREES

Art. 10.- Pre-Enrolment

Every student enrolling in a UCAM-specific degree programme will be required to pay an advance payment of the enrolment fee as a enrolment fee.

This advance payment will be deducted from the total amount of the enrolment fee.

Art. 11.- Enrolment

The enrolment fee must be paid in a single payment. The deadline for payment will be specified on the enrolment form.

In the event that a new student does not comply with these payment obligations, the student shall be considered to have withdrawn his or her place, thus leaving the place free and at the disposal of the university.

Art. 12.- Enrolment cancellation

Students will only be able to cancel their enrolment in a UCAM-specific degree if they request the cancellation in writing at least 15 calendar days before the classes begin.

In such cases, the cancellation will result in the refund of the full amount paid, effective from the 14th day of the following month.

The University may cancel the enrolment ex officio in accordance with the provisions of Article 7.

III. DISCOUNTS AND DEDUCTIONS

Art. 13.- General rules for deductions and discounts.

As a general rule, students must have paid their enrolment fees in full in order to be granted a deduction.

Discounts and deductions are not cumulative. Students may only apply for one discount or deduction per course and per year.

The discounts and deductions shall only be applied to the cost of the credits enrolled. The amounts to be paid for the recognition of credits and other administrative fees are excluded from deductions or discounts.

The deductions and discounts may only be applied for within the deadlines established hereinafter, using the forms available on the website of the University.

The refunds, where applicable, shall be effective from the 14th day of the month following the cancellation.

Art. 14. - Discounts for members of the same family unit

Students enrolled in official or UCAM-specific degrees who have another member of the same family unit studying at UCAM during the same academic year may apply for a 5% discount on the enrolment fees. This discount will be applied to the enrolment of the student with the most recent academic record.

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%.

In the event that students from the same family unit begin their studies at the same time, the discounts will be applied to the highest enrolment fee.

This discount can only be requested between 1 March and 30 April of each academic year.

Art. 15.- 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.

The deadline for applying for this discount is from 1 March to 30 April.

This discount will only be applicable to the first academic year enrolment fees, with two different options:

- a) Onsite students.

Students enrolled in classroom-based Bachelor's Degrees who have another member of the same family unit studying at UCAM during the same academic year will have a 10% discount on the enrolment fees of the last student who has started studying at UCAM.

The maximum number of students who will receive a reimbursement is 50. If the number of applicants is greater than 50, the 50 recipients shall be selected on the basis of the lowest per capita income of the family units.

b) Students enrolled in online or blended learning:

Students enrolled on blended learning or online degree programmes will receive a 15% discount on the cost of the credits enrolled on.

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.

Art. 16.- Deduction for disability

Students who can prove a degree of disability equal to or greater than 33% may apply for a 20% discount on the fees of official or UCAM-specific degrees at the time of enrolment.

Article 17 - Deduction for victims of terrorism

Students who belong to a family unit considered to be a Victim of Terrorism may apply for a 30% discount on Bachelor's degrees at the time of enrolment.

Art. 18.- Discounts for internship tutors

Internship tutors or their descendants may apply for a 15% discount on official degrees at the time of enrolment by submitting a certificate recognising them as a UCAM Internship Tutor in the previous academic year. The discount will only apply to one student.