Regulations on Economic Aspects of Enrolment for Official Degrees

These regulations apply to all official ESCI-UPF degree courses. In this respect, all ESCI-UPF students are treated equally, although the fees per credit, as the basic unit of education, may vary depending on the course in question. These regulations apply both to courses that are being phased out and new degrees designed in accordance with the European Higher Education Area.

**Article 1. Tuition Fees**
1. The tuition fees to be paid by students are set annually by the ESCI-UPF Board of Overseers.

2. Tuition fees include a government-regulated component.

3. Tuition fees also include a component set by the ESCI-UPF Board of Overseers to cover the cost of the services provided.

4. Tuition fees also include a component to cover student insurance, if and when students are covered by this policy.

**Article 2. Payment of Tuition Fees**
1. Students should pay their tuition fees within the given deadline.

2. Payment options:
   a. Single payment. Students pay their tuition fees in full in a single payment to be made within seven days of enrolling.
   b. Two similar-sized payments. Students make the first payment within seven days of enrolling, and the second payment during the first week in February.
   c. Payment in instalments (for degree courses). Students make one payment within seven days of enrolling followed by nine monthly instalments, from September to May. This option includes a surcharge set by the ESCI-UPF Board of Overseers.

3. Any students who fail to pay their tuition fees or fail to keep up with any of their monthly instalments by the agreed deadline shall have their student rights temporarily suspended and, if necessary, shall have their enrolment cancelled, with all the effects this may entail, without the right to any reimbursement.

The temporary suspension of student rights does not alter students’ minimum course progress requirements or the corresponding schedule of exam rounds.

Students who self-enrol, apply to enrol or change their enrolment implicitly agree to pay their tuition fees in full as a debt contracted with ESCI-UPF, in accordance with these regulations.
4. Before authorising enrolment, awarding degrees, issuing degree certificates, managing transfers or carrying out any other such formality, ESCI-UPF shall require students to pay any outstanding tuition fees for any previous or current courses that lead to an official degree course at any university or educational institution covered by regulations stipulating the minimum tuition fees for academic services at public universities in Catalonia set by the Catalan government.

**Article 3. Surcharges**

All surcharges applied to tuition fees are set by the ESCI-UPF Board of Overseers and are added to the minimum government-regulated component.

ESCI-UPF shall apply surcharges and interest to any late payments, calculated on the outstanding amount that has not been paid within the agreed deadlines, in accordance with legislation in force.

**Article 4. Exemptions and Discounts on the Government-Regulated Component of Tuition Fees**

1. Exemptions and discounts on the government-regulated component of tuition fees are set out annually by the Catalan government in accordance with legislation in force.

2. Students should meet the necessary conditions to qualify for exemptions and discounts on the government-regulated component of tuition fees on the day they begin their course.

3. Students eligible for an exemptions or discount on the government-regulated component of tuition fees in accordance with legislation in force should submit the necessary accrediting documentation before completing their enrolment at the place and within the deadlines stipulated by the university, as published annually on the university website.

4. Students who were awarded a distinction in their baccalaureate are exempt from paying the government-controlled component of tuition fees, provided they are enrolling at the university for the first time.

5. ESCI-UPF students who were awarded a distinction in subjects the first time they enrolled for these subjects are exempt from paying for the same number of credits when enrolling for the immediate following year, provided they enrol on the same course at the same university and are enrolling for the credits for the first time.

**Article 5. Credit Recognition and Transfer**

1. Students who apply to have academic credits recognised and transferred shall pay the corresponding fee set annually by the ESCI-UPF Board of Overseers.

2. Students who have obtained recognition for credits before enrolling for the academic course they want to transfer the credits to shall only pay 25% of the fees for the recognised credits.

First-year bachelor's degree students who apply to have credits recognised between 1 and 20 September, and first-year master's degree students who apply between 1 July and 30
September, shall pay the standard fees upfront, and once their application has been granted shall be reimbursed the corresponding amounts.

Students who apply after enrolling for the subjects they want to transfer the credits to shall pay the standard fees in full, regardless of whether their application is granted or not.

3. The fees for recognising credits are based on the fees for credits corresponding to the subjects students have enrolled for at ESCI-UPF.

4. If there are both recognised and unrecognised credits in the same year, the amount due shall be calculated as follows: the sum for the unrecognised credits is added to 25% of the recognised credits.

Article 6. Changes to Enrolment and Cancelling Enrolment

1. Changing enrolment
Students shall pay any increase in fees (in a single payment) if the fees for their new enrolment are higher than their original enrolment.

Students shall not be entitled to any reimbursement if the fees for their new enrolment are lower than their original enrolment, unless responsibility for the changes lies with ESCI-UPF.

2. Cancelling enrolment
Students who cancel their enrolment shall be reimbursed 65% of their fees, unless this cancelation is due to a reallocation of places as part of the university pre-enrolment process at Catalan universities, in accordance with legislation in force.

Students who wish to cancel their enrolment must have already paid at least 35% of the total tuition fees.

Students who claimed a discount, grant or scholarship when they enrolled must pay at least 35% of the total standard tuition fees, without deducting any discount, grant or scholarship, before the university will accept their cancellation.

Students who were required by the university to make an advance payment of part of their tuition fees and who then decide to cancel their enrolment shall not be reimbursed any money.

Article 7. Reimbursement
ESCI-UPF shall reimburse students with a grant or scholarship the amount covered by the grant or scholarship in question after they have enrolled and paid their tuition fees.

ESCI-UPF shall reimburse students entitled to general financial aid once UPF has received the corresponding amount.

First Additional Provision
As part of their responsibilities in the area of tuition fees and economic management, the manager of ESCI-UPF-UPF shall set out the criteria for setting the fees to cover academic or any other services provided that are not covered herein.