



UNIVERSIDADE  
CATOLICA  
PORTUGUESA

---

PORTO

## **TUITION FEE REGULATIONS**

### **Undergraduate and Master's Degrees**

June, 2017



UNIVERSIDADE  
CATOLICA  
PORTUGUESA

PORTO

## **TUITION FEE REGULATIONS**

### **Article 1.**

#### **Scope and obligation**

- a) By registering on a programme, every student is charged tuition fees for the entire academic year.
- b) New students will pay the first instalment at enrolment together with the registration fee. Students are entitled to a refund of the amount they paid as first instalment provided that they communicate their decision to withdraw from the programme before its start date by a clear written statement sent to their School's Board of Directors within the deadlines set for this purpose.
- c) Tuition fees are paid in ten monthly instalments per academic year. Students who choose to pay their tuition fees in advance on the due dates will benefit from the special discounts detailed each year in the Tuition Fee Schedule.
- d) Monthly instalments must be paid no later than the tenth day of each month. In the event that the due date of an instalment coincides with a Saturday, Sunday or public holiday, it shall be deferred until the following working day.
- e) The extension of the tuition fee payment date specified in the previous paragraph shall be defined by a calendar to be posted in due time.
- f) The amount of each monthly instalment is set according to the programme's regulations and to the Tuition fee schedule: i) depending on the number of credits attended by students during a given semester, regardless of whether the courses concerned are annual or half-yearly; ii) according to an annual fixed amount.
- g) In the event that the tuition fee rates applicable differ from one academic year to another, all students wishing to re-enrol shall be treated as new students and therefore placed on the schedule that applies to the year of re-enrolment. For the purpose of these regulations, re-enrolment is deemed to exist when students have interrupted their studies or withdrawn from a programme on any basis whatsoever irrespective of the length of absence.



UNIVERSIDADE  
CATOLICA  
PORTUGUESA

PORTO

## **Article 2.**

### **Fines and Sanctions**

- a) Students will be charged if they fail to pay their tuition fee by the due date. This charge will vary according to the due date of payment and will be calculated in the following manner:
  - a.1) There is a charge of EUR 5 if students pay their monthly instalment within three working days following the deadline.
  - a.2) There is a charge corresponding to 5% of the tuition fee for each month of delay, starting on the fourth business following the due date of payment. This charge overrides the one specified to in subparagraph a.1) and is cumulative for each month of delay.
- b) For students who have been granted a tuition fee reduction, the charge specified in subparagraph a.2) shall relate to the fee reduction that applies to them.
- c) Access to the services provided at the University is inhibited for students who fail to pay their tuition fees for two months and shall only be reinstated when the tuition fee related debt is settled.
- d) No documents accrediting a student's academic status shall be issued until such time as all outstanding amounts are paid in full.

## **Article 3.**

### **Termination of the obligation to pay tuition fees**

- a) Students who cancel their registration shall be exempt from the payment of the tuition fees due in the months following their request for cancellation.
- b) Once accepted, cancellation, takes effect on the month following the request for cancellation.
- c) Any applications for cancellation of registration with the sole purpose of waiving the obligation to pay the final monthly payment of each academic year or semester shall not be accepted and its payment shall have to be made.
- d) Students who complete their programme at the end of the first semester shall be exempt from the payment of the tuition fees due in the second semester without the need for submitting a formal request.



UNIVERSIDADE  
CATOLICA  
PORTUGUESA

PORTO

**Article 4.**  
**Method of Payment**

a) Irrespective of the method of payment selected, the provisions described above shall always apply.

b) Payment on an ATM

b.1) Students who choose this method of payment must go to an ATM cash machine (or log in to a home-banking platform), select "Pagamento de Serviços" and enter the following data:

Entidade: 20607
Referência: (XXX XXX XXX)
Montante: # .### ,## €

Details concerning "Referência" and "Montante" can be found on the electronic platforms Campus Online (Blackboard), e-SCA(EN), academic information, view treasury status.

b.2) The data is entered sequentially without any gaps or separators such as dashes or commas...

b.3) The payment can be refused if:

- i. The data referring to ENTIDADE. REFERÊNCIA or MONTANTE has not been entered correctly.
- ii. There is an ATM malfunction.
- iii. The ATM has no paper to print a receipt that confirms payment.
- iv. The account does not have sufficient funds to debit the fees.

The University cannot be held responsible for these or any other situations and shall not accept them as motives for any failures in paying the amounts due.

b.4) All the debits posted by the School's Treasurer's Office have an ATM payment code.

b.5) Students are responsible for keeping the receipt provided by the ATM machine that confirms payment. This receipt will serve as proof of payment and will be required should a complaint be submitted.

b.6) The payment of any amount by this method does not invalidate the existence of earlier unresolved account transactions.



UNIVERSIDADE  
CATOLICA  
PORTUGUESA

PORTO

c) Pay in person at the School's Treasurer's Office

For greater convenience, students are encouraged to use this method of payment only in special or exceptional circumstances.

d) Bank loan that finances education expenditure

Students are responsible for this method of paying for their tuition fees. Compliance with these regulations is always mandatory, in particular as regards payment deadlines.

*Note: The University works towards establishing protocols with financial institutions every year in order to provide students access to credit on more favourable terms.*

e) Pay by post

e.1) If students are unable to pay their tuition fees using one of the methods of payment specified above, they can do it in a letter addressed to the School's Treasurer's Office at the Oporto Regional Centre. Students are required to identify themselves clearly by indicating their full name, the programme they are attending and the purpose of the payment.

e.2) When applying article 2 (Fines), the postmark shall be considered.

e.3) The Oporto Regional Centre of Universidade Católica Portuguesa cannot be held responsible for correspondence lost in the post.

f) Pay by Cheque/Ticket Ensino

The University has protocols with the following companies:

f.1) *Ticket Restaurant*

Payment can be made in person at the treasurer's office upon presentation of the "Ticket Ensino" or "Ticket Educação" or through the "Ticket Educação Digital" sent by students to the company.

f.2) *Le Chèque Déjeuner Portugal, S.A*

Payment can be made in person at the treasurer's office upon presentation of the *Chèque Déjeuner*, or by digital Cheque, upon payment request submitted by students to the company.

f.3) *Edenred Portugal, S.A*

Payment must be made in person at the treasurer's office with the "Cheque Estudante", or with the "Cartão Cheque Estudante" issued by the company at the School's POS terminal.



UNIVERSIDADE  
CATOLICA  
PORTUGUESA

---

PORTO

g) Pay by direct debit

- g.1) Completion of the "SEPA Direct Debit Authorisation" form;
- g.2) The form must be signed by students and by the account holder, if different from the student concerned;
- g.3) The amount due is charged monthly, between the 7th and the 10th of each month, to the bank account indicated on the form;
- g.4) Should any discrepancies in the amounts charged arise, students/account holders have 8 weeks from the date of on which the debit fell to submit a complaint to their bank.

Oporto, 12th June 2017