

## STUDENT FEES 2022 | 2023 VALENCIA

	LANGUAGE OF INSTRUCTION	PLACE RESERVATION FEE	REGISTRATION FEE	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*
				TOTAL	MONTHLY INSTALMENT			
FACULTY OF LAW, BUSINESS AND POLITICAL SCIENCE								
DERECHO	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
CIENCIAS POLÍTICAS	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
DIRECCIÓN DE EMPRESAS	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
MARKETING	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
DERECHO + DIRECCIÓN DE EMPRESAS	SPANISH	700 €	1.475 €	8.148,00 €	905,33 €	84	97 €	10.323,00 €
DERECHO + CIENCIAS POLÍTICAS	SPANISH	700 €	1.475 €	7.275,00 €	808,33 €	75	97 €	9.450,00 €
CIENCIAS POLÍTICAS + PERIODISMO	SPANISH	700 €	1.475 €	7.566,00 €	840,67 €	78	97 €	9.741,00 €
CIENCIAS POLÍTICAS + PUBLICIDAD Y RR.PP.	SPANISH	700 €	1.475 €	7.711,50 €	856,83 €	79,5	97 €	9.886,50 €
DERECHO + TÍTULO PROPIO EN DERECHO INTERNACIONAL Y EUROPEO	SPANISH	700 €	1.475 €	6.120,00 €	680,00 €	63	97 €	8.295,00 €
CIENCIAS POLÍTICAS + DIRECCIÓN DE EMPRESAS	SPANISH	700 €	1.475 €	8.148,00 €	905,33 €	84	97 €	10.323,00 €
DIRECCIÓN DE EMPRESAS + DERECHO	SPANISH	700 €	1.475 €	8.148,00 €	905,33 €	84	97 €	10.323,00 €
DIRECCIÓN DE EMPRESAS + MARKETING	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
DIRECCIÓN DE EMPRESAS + TÍTULO PROPIO DE ESPECIALISTA EN DIRECCIÓN Y GESTIÓN DEPORTIVA	SPANISH	700 €	1.475 €	6.838,50 €	759,83 €	70,5	97 €	9.013,50 €
MARKETING + PUBLICIDAD Y RELACIONES PÚBLICAS	SPANISH	700 €	1.475 €	7.566,00 €	840,67 €	78	97 €	9.741,00 €

### PAYMENT SCHEDULE:

**Place reservation fee:** upon admission.

**Registration fee:** between July the 15<sup>th</sup> and September the 5<sup>th</sup>

**Tuition fees:** from October to June, in nine instalments.

The total amount for the academic year will always include these three types of fees and will be payable according to this schedule (except in the case of bilingual programmes or those which are taught completely in English, for which the amounts corresponding to Pre-Enrolment and Enrolment must be paid at the same time upon admission).

(\*) New students who are not resident in Spain must pay the fee for the Hospitality Package (€600) at the time they are admitted, which will enable them to use the services included in this package. For more information, please visit [www.uchceu.com/en/new-student](http://www.uchceu.com/en/new-student)

PLEASE NOTE: following this information regarding the Student Fees, you will find **The Administrative and Financial Regulations for New Undergraduates at the CEU Cardenal Herrera University**, which are applicable to the admission and enrolment processes. You should read these regulations carefully in order to understand the process and your rights and obligations which derive from them.

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FACULTY OF THE HUMANITIES AND COMMUNICATION SCIENCES								
EDUCACIÓN INFANTIL	SPANISH	700 €	660 €	4.200,00 €	466,67 €	60	70 €	5.560,00 €
EDUCACIÓN PRIMARIA	SPANISH	700 €	660 €	4.200,00 €	466,67 €	60	70 €	5.560,00 €
COMUNICACIÓN AUDIOVISUAL	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
PERIODISMO	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
PUBLICIDAD Y RELACIONES PÚBLICAS	SPANISH	700 €	1.475 €	5.820,00 €	646,67 €	60	97 €	7.995,00 €
EDUCACIÓN INFANTIL + EDUCACIÓN PRIMARIA	SPANISH	700 €	660 €	4.620,00 €	513,33 €	66	70 €	5.980,00 €
EDUCACIÓN PRIMARIA + EDUCACIÓN INFANTIL	SPANISH	700 €	660 €	4.620,00 €	513,33 €	66	70 €	5.980,00 €
COMUNICACIÓN AUDIOVISUAL + PERIODISMO	SPANISH	700 €	1.475 €	6.984,00 €	776,00 €	72	97 €	9.159,00 €
COMUNICACIÓN AUDIOVISUAL + PUBLICIDAD Y RR.PP.	SPANISH	700 €	1.475 €	6.984,00 €	776,00 €	72	97 €	9.159,00 €
PERIODISMO + COMUNICACIÓN AUDIOVISUAL	SPANISH	700 €	1.475 €	7.275,00 €	808,33 €	75	97 €	9.450,00 €
PERIODISMO + PUBLICIDAD Y RR.PP.	SPANISH	700 €	1.475 €	6.984,00 €	776,00 €	72	97 €	9.159,00 €
PERIODISMO + CIENCIAS POLÍTICAS	SPANISH	700 €	1.475 €	8.002,50 €	889,17 €	82,5	97 €	10.177,50 €
PUBLICIDAD Y RR.PP. + COMUNICACIÓN AUDIOVISUAL	SPANISH	700 €	1.475 €	7.275,00 €	808,33 €	75	97 €	9.450,00 €
PUBLICIDAD Y RR.PP. + PERIODISMO	SPANISH	700 €	1.475 €	6.984,00 €	776,00 €	72	97 €	9.159,00 €
PUBLICIDAD Y RR.PP. + TÍTULO DE ESPECIALISTA EN COMUNICACIÓN DE MODA	SPANISH	700 €	1.475 €	6.256,50 €	695,17 €	64,5	97 €	8.431,50 €
PUBLICIDAD Y RR.PP. + MARKETING	SPANISH	700 €	1.475 €	7.566,00 €	840,67 €	78	97 €	9.741,00 €

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				TOTAL	MONTHLY INSTALMENT			
FACULTY OF VETERINARY MEDICINE								
VETERINARIA	SPANISH	700 €	2.100 €	9.000 €	1.000 €	60	150 €	11.800 €
VETERINARY MEDICINE	ENGLISH+SPANISH	2.500 €	2.600 €	12.060 €	1.340 €	60	201 €	17.160 €
MÉDECINE VÉTÉRINAIRE	FRENCH+SPANISH	2.500 €	2.200 €	12.060 €	1.340 €	60	201 €	16.760 €

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	LANGUAGE OF INSTRUCTION	PLACE RESERVATION FEE	REGISTRATION FEE	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*
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<b>FACULTY OF HEALTH SCIENCES</b>								
ENFERMERÍA	SPANISH	700 €	2.100 €	5.760,00 €	640,00 €	60	96 €	8.560,00 €
SPANISH PATHWAY TO NURSING	ENGLISH+SPANISH	1.300 €	1.300 €	4.704,00 €	522,67 €	42	112 €	7.304,00 €
FARMACIA	SPANISH	700 €	2.100 €	6.720,00 €	746,67 €	60	112 €	9.520,00 €
PHARMACY	ENGLISH+ESPAÑOL	1.500 €	2.100 €	9.900,00 €	1.100,00 €	60	165 €	13.500,00 €
NUTRICIÓN HUMANA Y DIETÉTICA (**)	SPANISH	700 €	2.000 €	6.336,00 €	704,00 €	66/60	96 €	9.036,00 €
FISIOTERAPIA	SPANISH	700 €	2.100 €	5.760,00 €	640,00 €	60	96 €	8.560,00 €
FISIOTERAPIA + ENFERMERÍA	SPANISH	700 €	2.100 €	8.064,00 €	896,00 €	84	96 €	10.864,00 €
ODONTOLOGÍA	SPANISH	700 €	2.100 €	11.280,00 €	1.253,33 €	60	188 €	14.080,00 €
DENTISTRY	ENGLISH	2.000 €	3.560 €	16.500,00 €	1.833,33 €	60	275 €	22.060,00 €
MEDICINE	ENGLISH+SPANISH	2.000 €	3.700 €	12.720,00 €	1.413,33 €	60	212 €	18.420,00 €
MEDICINE STREAM FOR INTERNATIONAL STUDENTS (***)	ENGLISH+SPANISH	2.000 €	7.700 €	12.720,00 €	1.413,33 €	60	212 €	22.420,00 €

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(\*\*) For information regarding the VALIDATION, ADAPTATION AND RECOGNITION OF CREDITS, please see the corresponding section of The Administrative and Financial Regulations for New Undergraduates at the CEU Cardenal Herrera University.

(\*\*\*) In the case of students in the international streams, there is a total extra amount payable of 4.000 euros for the first, second and third study years (not being applicable for the remaining study years). This means that the total fees for the 2022/23 academic will amount to €22.420. The difference derives from the fact that these students receive additional training in the first and second years, in the form of Spanish language training for the health sciences, enabling them to participate in external practical training activities in the second semester of the third year. Furthermore, in the third year, these students must undertake a specialist certificate course in international health law (Título de Experto Universitario en Derecho Sanitario Internacional) so that they can gain a sound grasp of the nature of the Spanish health system, with the aim being once again to prepare them for the external practical training activities. There is no additional training for these streams from the fourth year onwards, and consequently there is no difference in price from that point onwards with the standard stream.

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## SPECIFIC CONDITIONS FOR NUTRICIÓN HUMANA Y DIETÉTICA

### PHARMACY GRADUATES

Pharmacy graduates who wish to broaden their professional horizons can undertake a grado en Nutrición Humana y Dietética (Bachelor's Degree in Human Nutrition and Dietetics). Pharmacy graduates can apply for the recognition of part of the Nutrición Humana credits and can then complete the remaining credits of the Curriculum over two academic years, by means of a blended learning programme. The cost of the degree varies depending on whether or not the student is a member of a professional body of pharmacists in Spain, or a CEU alumnus:

CEU ALUMNI	LANGUAGE OF INSTRUCTION	PLACE RESERVATION FEE	REGISTRATION FEE	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*
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1º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	6.336,00 €	704,00 €	66	96 €	7.036 €
2º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	5.760,00 €	640,00 €	60	96 €	6.460 €

MEMBERS OF PROFESSIONAL BODY	LANGUAGE OF INSTRUCTION	PLACE RESERVATION FEE	REGISTRATION FEE	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*	RECOGNITION FEES **
				TOTAL	MONTHLY INSTALMENT				
1º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	6.336,00 €	704,00 €	66	96 €	7.036 €	CONSULT THE REGULATIONS
2º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	5.760,00 €	640,00 €	60	96 €	6.460 €	

NON-MEMBERS OF PROFESSIONAL BODY	LANGUAGE OF INSTRUCTION	PLACE RESERVATION FEE	REGISTRATION FEE	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*	RECOGNITION FEES **
				TOTAL	MONTHLY INSTALMENT				
1º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	2.000 €	6.336,00 €	704,00 €	66	96 €	9.036 €	CONSULT THE REGULATIONS €
2º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	2.000 €	5.760,00 €	640,00 €	60	96 €	8.460 €	

### PAYMENT SCHEDULE:

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(\*\*) For information regarding the VALIDATION, ADAPTATION AND RECOGNITION OF CREDITS, please see the corresponding section of The Administrative and Financial Regulations for New Undergraduates at the CEU Cardenal Herrera University.

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ESET (TECHNICAL SCHOOL OF DESIGN, ARCHITECTURE AND ENGINEERING)								
ARCHITECTURE	ENGLISH	1.500 €	1.500 €	6.780 €	753,33 €	60	113 €	9.780 €
INGENIERÍA DE DISEÑO INDUSTRIAL Y DESARROLLO DE PRODUCTOS	SPANISH	700 €	1.500 €	5.880 €	653,33 €	60	98 €	8.080 €

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## 1. FEE STRUCTURE FOR BACHELOR'S DEGREES (GRADOS)

Fees to be paid to the University are structured as follows.

**1. Place reservation fee:** applicants must pay this fee after admission in order to reserve their place on a degree, and current undergraduates must pay this fee to renew their place and continue with their studies. Payment of this fee marks the beginning of the legal relationship between the University and the applicant or student, both with regard to initial admission and to renewal of the student's place on a bachelor's degree. By paying this fee, applicants and students thereby accept these Administrative and Financial Regulations and all other of the University's Regulations, as well as the appropriate legislation in Spain. All of the University's regulations are publicly available and can be viewed in a range of locations on the University intranet and website, particularly here: <https://www.uchceu.com/en/about-us/regulations>

As is detailed in the Undergraduate Student Fees document, for certain degree programmes, particularly bilingual programmes or those which are taught entirely in English, the initial payment required will consist of both the place reservation fee and the registration fee. In other words, both fees will be payable at the same time in such cases. With regard to the cooling-off period and refunds, these fees will be understood as forming a single, initial payment enabling these students to reserve a place on the degree of their choice. Therefore, this initial payment (combining the place reservation and registration fees) will only be refundable if the request for a refund is made within the appropriate period detailed in these Regulations.

**2. Registration fee:** except in those cases described in the previous paragraph, this fee is payable between 15th July and 5th September, via the appropriate payment channels established by the University. Payment of this fee is separate from the student's administrative enrolment: depending on a range of circumstances (the applicant's status, the particular process followed, or the study year in the case of current students), full or conditional enrolment may take place before or after the registration fee is paid.

The registration fee is not refundable, except in those cases which fall within the 14-day cooling-off period following the payment of the place reservation fee.

**3. Tuition fees:** these represent the total amount payable for the ECTS credits enrolled on (in addition to the place reservation and registration fees). The tuition fees are paid in nine monthly instalments, generally ranging from October to June, except in the case of those students starting at the University in the second semester (for whom these payments will be rescheduled as appropriate).

If they wish, new or current students may settle the full amount up front, or make a partial payment of it, instead of paying in nine monthly instalments. Those interested in doing so should contact the Student Administration Service (Administración de Estudiantes) in the Rectorate Building.

**4. International fee/Hospitality Pack (international students):** international students must also pay the international fee, also known as the Hospitality Pack. This is a one-off payment, which is detailed in the Undergraduate Student Fees document, and is payable by all students beginning a bachelor's degree whose place of habitual residence is not in Spain.

Those applicants who, at the time they pay the place reservation fee, are resident in Spain do not need to pay the international fee. This is true regardless of the origin of their educational qualifications or their nationality. In order to demonstrate residence in Spain, applicants must present a copy of their DNI or NIE identification documents, which must have been issued to them at least one year before applying for a place at the University. Possession of a Spanish passport will not exempt applicants from payment of the international fee.

Payment of the International Fee gives international students access to the Hospitality Pack. This consists of a range of welcome services provided by the University which will facilitate the settling-in process. For detailed information on the Hospitality Pack, please go to the University website or contact the International Relations Office.

Additionally, students may also, if they wish, take out private medical insurance offered by the University. Any such insurance contract will not be between the student and the University, but between the student and the insurer, with the University merely acting as a facilitator.

5. The **complete cost** of study for one academic year at the University, on the basis of 60 ECTS credit enrolment, can be seen in the Undergraduate Student Fees document.

## 2. PAYMENT OF THE PLACE RESERVATION FEE.

2.1. After admission, the place reservation form will be sent to the student via the appropriate channels (generally, e-mail and the intranet). Payment of the place reservation fee can then be made via a virtual payment terminal (i.e. online payment using a credit card, commission-free) or by printing the relevant form (a payment voucher

or modelo de autoliquidación), taking it to a branch of an appropriate bank and paying the place reservation fee there (commission-free). By making this payment before the date specified on the document, the student obtains a guaranteed place on the chosen degree programme, conditional to all legal requirements being met when the student subsequently enrolls.

By paying the place reservation fee, applicants and students acknowledge their acceptance of these Regulations. After paying the place reservation fee, the newly-admitted student will be required to specify on the intranet how future payments are to be made. There are two possible payment methods:

- Bank account number: the student must provide the details of the account to which future fees will be charged. This option is only available at this stage to students from Spain or those from countries which form part of SEPA (the Single Euro Payments Area).
- Credit card: this will take place via the procedure established by the University, which may involve the use of a physical or online POS terminal. If the user must also pay fees for this method of payment, he or she will be duly informed beforehand.

Those applicants who are ultimately unable to comply with the legal requirements to attend or enrol at the CEU Cardenal Herrera University can request a refund of the initial payment made (as is explained elsewhere in this document, for some degree programmes this will have consisted of the place reservation fee and the registration fee combined). To request a refund:

- Interested parties must provide documentary evidence of being unable to attend or enrol at the University due to failure to meet the legal requirements.
- Requests must be submitted to the Student Administration Service (Administración de Estudiantes) within 60 days of the commencement of the semester in which the applicants were due to start at the University (according to the University's official academic calendar). After this 60-day period, no requests for refunds will be accepted.

**2.2. Withdrawals after paying the place reservation fee:** if an applicant has paid the place reservation fee but ultimately decides not to enrol, then he or she must duly notify the University of this in writing and follow the appropriate procedure, as follows.

- General procedure:** The initial payment to the University (for some degrees, this corresponds solely to the place reservation fee and, for others, to the place reservation fee and the registration fee together) is refundable only if the applicant requests such a refund in writing no later than 11.59 pm on 22nd June 2022. This request must be submitted via email to [admision@uchceu.es](mailto:admision@uchceu.es) (Spanish students) or to [withdrawals@uchceu.es](mailto:withdrawals@uchceu.es) (international students), indicating the applicant's full name and any other relevant details which will enable the University staff to identify what type of refund is required. By exercising their right to a refund within the established period, these applicants will lose all rights previously available to them as new students at the University.
- Special procedure:** after the above date, applicants may request a refund in accordance with their rights detailed in Royal Legislative Decree 1/2007, of 16th November, approving the consolidated text of the General Law for Consumer and User Protection and other related legislation. This means that applicants have a 14-day cooling-off period after payment of the place reservation fee, the moment at which a contract can be said to exist between the applicant and the University. During this period, applicants may request a refund without needing to give any reason or suffer any type of penalty. In such cases and within this period, the initial payment made will be refunded in full, whether this payment consisted only of the place reservation fee or that of the place reservation fee and the registration fee together. This request must be submitted via email to [admision@uchceu.es](mailto:admision@uchceu.es) (Spanish students) or to [withdrawals@uchceu.es](mailto:withdrawals@uchceu.es) (international students), indicating the applicant's full name and any other relevant details which will enable the University staff to identify what type of refund is required. By exercising their right to a refund within the established period, these applicants will lose all rights previously available to them as new students at the University.

Refunds can only be provided in accordance with the conditions specified in these Regulations.

## 3. PAYMENT OF THE REGISTRATION FEE

Except in those cases described in the previous paragraph, the registration fee is payable between 15th July and 5th September, via the appropriate payment channels established by the University.

The registration fee is not refundable, except in those cases which fall within the 14-day cooling-off period following the payment of the place reservation fee.

If the applicant/new student does not pay the registration fee within the period set by the University and via the established payment methods (generally by a debit payment from a bank account or via an authorized credit card), one of two consequences will follow.

- a) The University may remove the applicant from the admission process, entailing that the applicant will lose the place he or she had reserved. In such a case, the applicant/student will lose the right to a refund of the place reservation fee, unless the 14-day cooling-off period still applies, as explained in section 2.2. Such applicants/students will then have 15 days, from the moment in which they were removed from the admission process, to inform the University that they wish to be readmitted. If there are places available, the University will readmit the applicant/student concerned once the registration fee has been paid.
- b) The University may try to contact the applicant/students to find out why the registration fee has not been paid. The University will take this approach when there are indications that there may have been technical problems during the procedure.

#### 4. ENROLMENT

Enrolment is the academic administrative procedure in which the University formally checks that the student complies with the legal requirements and confirms the courses which the student will follow during the academic year. The student's enrolment will not necessarily take place at the same time at which the registration fee is paid, nor with the start of lectures and other academic activities. It is an independent administrative procedure. Those students who are renewing their enrolment to continue their studies generally follow the self-enrolment (auto-matrícula) process.

The enrolment of new students can only take place when the applicant submits the documentation required by Spanish law and the CEU Cardenal Herrera University. It is possible for students to undertake a conditional enrolment (matrícula condicional) at the General Secretary's Office (Secretaría General), while they are awaiting official documentation regarding the recognition in Spain of their certificates, qualifications, etc.

The process for enrolment moves forward progressively as the student submits the required documentation and the corresponding administrative processes are completed at the General Secretary's Office. It is not necessary to be enrolled, in the strictest sense, to begin the academic year and attend lectures: this is particularly important in the case of international students whose full and official enrolment may be delayed by the process of recognition of studies undertaken abroad. Thus, these students may undertake a conditional enrolment.

The University is under no obligation to provide students with computing equipment in order for them to take part in practical training sessions requiring a computer or other online training activities. If lectures, tutorials, practical training or assessments were required to take place online and remotely, then it would be the students' responsibility to acquire the appropriate computing equipment and internet connection.

#### 5. TUITION FEES

In general, the tuition fees are to be paid in nine monthly instalments between October and June. They will be charged to the bank account or credit card specified on the first day of each of those nine months. If preferred, students can also put in a request to the Student Administration Service to pay the tuition fees in fewer instalments, or to pay the entire amount corresponding to the tuition fees in October.

#### 6. WITHDRAWALS FROM THE UNIVERSITY

For withdrawals taking place between the payment of the place reservation fee and enrolment, see section 2 of this document. For other withdrawals, the procedure is as follows.

1. Any student already enrolled at the CEU Cardenal Herrera University who wishes to withdraw must duly notify the University's General Secretary's Office in writing of this intention. The General Secretary's Office will then proceed to process this application to withdraw and confirm acceptance within ten calendar days. If, after ten days, the applicant has received no definitive answer from the General Secretary's Office then the application can be considered to have been accepted and this will have the following academic and financial consequences:

- a) Academic consequences: the student will officially cease to be enrolled at the University, with all the implications that this entails. From the date of withdrawal, all ongoing academic processes related to the student will be terminated and considered void. A student who has withdrawn may later enrol again on the same degree, but not until the beginning of the following academic year, and he or she will then be subject to the admission criteria applicable in the appropriate regulations at that time. In such cases, any payments the student made during the year in which he or she withdrew will not be considered as in any way contributory to those due for the new academic year.
- b) Financial consequences: acceptance of the student's withdrawal will entail that the next payment due will not be charged. Given that the process of approving withdrawal may take up to ten calendar days, those students who wish to withdraw and do not wish to be charged for a monthly payment must notify the Secretary's Office of their intention at least ten days before the first day of the month it becomes due.

Once the request to withdraw has been accepted, the student ceases to possess a financial commitment to the University and is no longer liable for the remaining fees corresponding to the whole academic year, to which the

student committed when paying the place reservation fee.

2. No withdrawals after 30th April of each academic year will have an effect for financial purposes.
  3. The place reservation fee, registration fee, international fee and any fees for the recognition of credits are charged separately from the tuition fees and are therefore non-refundable, except as described elsewhere described in these Regulations.
- Any tuition fees which have already been paid before the withdrawal will not be refunded under any circumstances.

#### 7. COST OF EACH ACADEMIC YEAR

The amounts shown in the Undergraduate Student Fees document are applicable to all undergraduates enrolling in the academic year indicated therein. In this regard, it is important to bear the following in mind.

1. The yearly cost of a degree programme may vary from academic year to academic year. Therefore, the University cannot guarantee that the fees for every academic year will be the same as those which now appear in the official Student Fees document. The University will provide an explanation of the reasons for any possible increases in response to any student request to this effect.

2. In some cases, the fees corresponding to part or all of the degrees offered in a bilingual format may be higher than those corresponding to the same degree taught completely in Spanish. All differences in costs are shown in the Undergraduate Student Fees document. For degrees offered in bilingual format, one of four types of situation may occur:

- i. The higher price per academic year affects all of the years of study for the degree in question, regardless of the years of study which are bilingual in nature, and this higher price affects all students, regardless of their nationality. This is the default case unless otherwise indicated in the Undergraduate Student Fees document, and it may apply to degrees in the Health Sciences and Veterinary Medicine areas.
- ii. The higher price per academic year only affects those study years undertaken in a language other than Spanish, with this not being applicable to the other study years to be undertaken in Spanish. This is the case of the English and French streams of the Bachelor's Degree in Veterinary Medicine, for which the corresponding fees for the first and second year are those shown in the Undergraduate Student Fees document. From the third year onwards, the fees are the same as those of the standard Bachelor's Degree in Veterinary Medicine in Spanish. Those students who begin the first year in English or French can only change to the Spanish stream in the second year if they meet the requirements stipulated in the relevant regulations and if their application to do so is ultimately accepted, which is not guaranteed.
- iii. Those degree programmes in which a certain amount of first-year credits, less than the standard total of 60 ECTS credits, are taught in a language other than Spanish. These concern special programmes provided to improve students' ability in Spanish in the first year, so as to fully prepare them to study the rest of their degree in Spanish. In such cases, the fees for the first year will be those defined in the Undergraduate Student Fees document for that first year of study in a language other than Spanish. The applicable fees for the later years of study will be those detailed in the Undergraduate Student Fees document for the standard degree programme in Spanish. Examples of such cases are the degrees in Nursing and Kinésithérapie (Elche).
- iv. Degrees which have specific costs for each study year. This is the case for the English stream of the Bachelor's Degree in Gastronomy (Grado en Gastronomía).

#### 8. FINANCIAL COMMITMENTS BY STUDENTS

8.1. By paying the place reservation fee, the student is undertaking a commitment to pay all the appropriate fees detailed in the Undergraduate Student Fees document, except as indicated with regard to withdrawals elsewhere in these Regulations. The total cost of the academic year, including the place reservation fee, the registration fee, and the monthly tuition fees, corresponds exclusively to the provision of the service of teaching on the degree applied for.

When enrolling, either fully or conditionally, the student consents to and accepts the fact that teaching, tutorials, practical training and assessment may take place in person or in a distance-learning format, when the latter is directly or indirectly required by the decisions taken by the authorities.

The obligation to meet these payments in their entirety (place reservation fee, registration fee and tuition fees) will remain in place, even if, for reasons beyond the University's control, some of the activities which form part of the degree programme cannot take place in the form originally planned at the beginning of the academic year. In such a case, the University will undertake to ensure that the activities affected are rescheduled where possible, taking into account the best interests of each student and the relevant academic criteria.

8.2. The CEU Cardenal Herrera University will not provide any official academic documentation to any student before he or she has satisfied all of his or her financial commitments to the University. Similarly, the General Secretary's Office of the CEU Cardenal Herrera University will not process any transfer until the applicant has



satisfied all of his or her financial commitments.

8.3. The place reservation and registration fees are refundable, subject to the relevant deadlines and other conditions set out in these Regulations, if the applicant is unable to meet the necessary academic and legal requirements to definitively enrol and begin studying at the University.

## 9. REFUNDS DUE TO INABILITY TO MEET THE ACADEMIC REQUIREMENTS

### 9.1. Inability to meet the academic requirements

Those requiring a refund must submit to the General Secretary's Office the appropriate documentary evidence of the fact of being unable to meet the academic requirements for admission to the University. The academic requirements concern both those specific to the degree applied for and the general requirements necessary to access higher education in Spain. Refunds of such fees can be applied for up to a maximum of 60 days after the commencement of the semester in which the student would have begun their studies. After 60 days have passed, no fees will be refunded.

### 9.2. Inability to meet the legal requirements

No refunds will be provided to international students due to being refused a visa or other legal circumstances regarding their stay in Spain or journey from their home country. In general, the monthly instalments of tuition fees are non-refundable.

## 10. CONSEQUENCES OF NOT MAKING PAYMENTS DUE IN ACCORDANCE WITH THESE REGULATIONS

10.1. If a student does not make, when due, one or other of the appropriate payments described in these Regulations, then the University may limit his or her access to the intranet/virtual campus.

10.2. In the case of courses with a practical training component, in which the University incurs costs deriving from the use of facilities or materials, the University may prevent the attendance at such activities of any student who has missed payments which form part of the payment schedule described in these Regulations. Being prevented from attending these activities for this reason will not be considered to be a mitigating factor in the relevant assessment processes, which will proceed in the form described in the corresponding course guides. Absence from assessed activities will therefore have the academic consequences described therein, regardless of whether this absence is for the reason described in this section.

10.3. If for any reason a student finds themselves unable to make one of the necessary payments, he or she must contact the University's Students Administration Service (Servicio de Administración de Alumnos). An interview will be set up with the student and his or her circumstances will be given due consideration. Different payment options will be proposed, which may make the measures described above unnecessary.

## 11. VALIDATION, ADAPTATION AND RECOGNITION OF CREDITS

### 11.1. Candidates originating from a CEU institution

For students whose records originate from a university or vocational training institution which forms part of the Fundación Universitaria San Pablo CEU or which use the CEU brand, the validation, adaptation or recognition of credits will be carried out free of charge.

### 11.2. Candidates originating from a non-CEU institution

1. Transfers to a study programme which is considered equivalent to the study programme of origin: this concerns those students transferring from an undergraduate or postgraduate programme and whose target undergraduate or postgraduate programme at the Universidad Cardenal Herrera for enrolment and validation, adaptation or recognition of credits is identical to that of origin. For the study programme to be considered identical, the programme of origin must be an undergraduate or postgraduate programme with the same ECTS credit structure in its curriculum as the target programme. In the case of study programmes leading to protected titles, graduation from either programme must enable the exercise of the same professional activity.

A fee of 500 euros will be payable to cover the creation of a new student record and for academic administration. No further fees will be charged in this respect, regardless of the number of ECTS credits that are recognized.

2. Transfers to a study programme which is not considered equivalent to the study programme of origin: this concerns those students transferring from an undergraduate or postgraduate programme and whose target undergraduate or postgraduate programme at the Universidad Cardenal Herrera for enrolment and validation, adaptation or recognition of credits is not considered to be equivalent to that of origin.

a. A one-off fee of 500 euros will be payable for the adaptation of the student's records for the new study programme, regardless of the number and type of ECTS credits recognized.

b. Additionally, these students must also pay 25% of the price applicable to the corresponding ECTS credits for which they are applying for validation, adaptation or recognition. This same condition will apply in the case of recognition of credits for cultural activities or student participation.

3. Recognition of credits originating from a vocational training (Ciclo de Formación Profesional Superior) programme which has a direct relationship to the target degree in the recognition tables established for this purpose by the University, in accordance with the relevant legislation: a fee of 500 euros will be payable to cover the creation of student records and the recognition of these ECTS credits, regardless of the number of ECTS credits recognized.

4. Recognition of credits from a vocational training (Ciclo de Formación Profesional Superior) programme which does not have a direct relationship to the target degree in the recognition tables established for this purpose by the University, in accordance with the relevant legislation. In this case, the cost will be as follows.

a. A one-off fee of 500 euros will be payable for the adaptation of the student's records for the new study programme, regardless of the number and type of ECTS credits recognized.

b. Additionally, these students must also pay 25% of the price applicable to the corresponding ECTS credits for which they are applying for validation, adaptation or recognition. This same condition will apply in the case of recognition of credits for cultural activities or student participation.

5. Recognition of credits of other origins (professional experience or others). In this case, the cost will be as follows.

a. A one-off fee of 500 euros will be payable for academic administration, regardless of the number and type of ECTS credits recognized.

b. Additionally, these students must also pay 25% of the price applicable to the corresponding ECTS credits for which they are applying for validation, adaptation or recognition. This same condition will apply in the case of recognition of credits for cultural activities or student participation.

### 11.3. Validation, adaptation and recognition of credits

1. Interested parties must enquire at the General Secretary's Office of the CEU Cardenal Herrera University regarding any deadlines applicable to the cases detailed in prior sections. No applications will be accepted after these deadlines.

2. The University's General Secretary's Office is the body with the authority to determine whether the study programme the student is transferring from and the target degree are equivalent for the purposes of this document, and, therefore, which procedure is applicable. The decision of the General Secretary's Office will be final: no appeal can be made and no submissions challenging the decision will be accepted.

3. Candidates have the right to know whether the study programme they are transferring from is considered to be equivalent before the administrative process is completed and the final result of this process, as detailed above, is applied. To exercise this right, requests must be made via the appropriate channels.

4. An application for the validation, adaptation or recognition of another study programme at the time of admission to the University is considered to be a single, self-contained act, meaning that candidates must submit all the necessary documentation at that time and request any validation, adaptation or recognition of all the credits of the study programme they are transferring from simultaneously. If, after being admitted and after the process of validation, adaptation or recognition of credits has been completed, a candidate submits further documentation and requests further credit validation, adaptation or recognition, then a fee of 4000 euros will be payable for the process to be reopened.

5. The CEU Cardenal Herrera University is under no obligation to admit all those who apply for a transfer from another study programme or to be admitted via the validation or recognition of credits attained elsewhere. Admission depends on the availability of a place in the appropriate study year of the target study programme and on the assessment of the candidate's academic record from their previous study programme. The University may refuse admission on the basis of lack of availability of places or this assessment. In such a case, no fees will be payable by the applicant, regardless of the work undertaken to process the application.

## 12. DISCOUNTS FOR THOSE FROM LARGE FAMILIES

The CEU Cardenal Herrera University will apply a discount to the registration fee (as detailed in the Undergraduate Student Fees document, not the total cost of the academic year), for those students who have legal recognition of forming part of a "large family" (familia numerosa).

Those who form part of the general category will receive a 30% discount and those who form part of the special category a 60% discount on the registration fee. Applicants must demonstrate possession of this status by presenting the official documentation to this effect, which must be recognized as valid in Spain. Thus, if the applicant is unable to provide the necessary documentation to this effect, no discount will be applied, and the recognition of such documentation must be validated by the Office of the General Manager (Gerencia) of the CEU Cardenal Herrera University.

## 13. PARTIAL FEE EXEMPTIONS DURING THE FINAL STAGE OF STUDIES

Those students in the final stage of their studies may be exempted from the place reservation and registration fees in the following circumstances:

- Undergraduate students who need to pass 29 ECTS credits or fewer to graduate and who have undertaken their degree entirely at the CEU Cardenal Herrera University will be exempt, for one academic year only, from having to pay the place reservation and registration fees. These students will only have to pay the tuition fees for the ECTS credits they have not yet passed.
- Students undertaking a dual degree who need to pass 58 ECTS credits or fewer to graduate (across both degrees) and who have undertaken the dual degree entirely at the CEU Cardenal Herrera University will be exempt, for one academic year only, from having to pay the place reservation and registration fees. These students will only have to pay the tuition fees for the ECTS credits they have not yet passed. If, in the following academic year, such students have fewer than 29 ECTS credits on only one of the degree programmes, then they may submit a request to the Student Administration Service for this exemption to be applied once more. Such requests may be accepted or rejected, after consideration of the student's academic record.

#### 14. EDUCATIONAL INSURANCE (SEGURO ESCOLAR)

All those under the age of 28 who are enrolled as undergraduate students at the CEU Cardenal Herrera University are insured by means of a policy known as the seguro escolar. This provides cover against illness, educational accidents, and significant changes in family circumstances, providing medical, pharmaceutical and financial support as appropriate.

Those students who are employed or self-employed, therefore being the primary beneficiaries of their own health insurance cover, will not be covered by the seguro escolar for the purposes of medical care and must use their own health insurance cover. For more information, please visit <https://www.uchceu.com/en/new-student>.

Students who are 28 or older are not eligible for cover by the seguro escolar even if they have not yet completed their studies. For this reason, the CEU Cardenal Herrera University possesses specific insurance cover for students of this type for study-related accidents. For more information, please visit <https://www.uchceu.com/en/new-student>

#### 15. INSURANCE FOR THE CONTINUATION OF STUDIES

Every undergraduate student at the CEU Cardenal Herrera University is provided with insurance for the continuation of their studies. This ensures that they can continue with their studies even if their parents or head of their family die during the academic year. The conditions of the cover provided may be limited in the case of non-Spanish students due to the nature of the documents required by the insurer for any claim. Therefore, the University cannot provide a general, comprehensive and definitive guarantee that international students will be covered by this insurance, as it is subject to the submission of the documents specified by the insurer. For more information, please visit <https://www.uchceu.com/en/new-student>

#### 16. FINANCING OF STUDIES AT CEU UCH VIA SANTANDER

The CEU Cardenal Herrera University, in conjunction with the bank Santander, is able to offer students a financing agreement for student fees. For more information, please visit <https://www.uchceu.com/en/new-student>

#### 17. PROVISION OF STUDY PROGRAMMES

The CEU Cardenal Herrera University reserves the right not to ultimately provide certain degree programmes which are advertised. If this occurs, those affected will be notified in good time and any fees that have been paid will be refunded in full.

The Office of the Rector of the CEU Cardenal Herrera University is the only body with the authority to interpret the content of these Regulations.