

## STUDENT FEES 2021 | 2022 VALENCIA

	LANGUAGE OF INSTRUCTION	PRE-ENROLMENT	ENROLMENT	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*
				TOTAL	MONTHLY INSTALMENT			
FACULTY OF LAW, BUSINESS AND POLITICAL SCIENCE								
DERECHO	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
CIENCIAS POLÍTICAS	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
DIRECCIÓN DE EMPRESAS	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
MARKETING	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
DERECHO + DIRECCIÓN DE EMPRESAS	SPANISH	700 €	1.460 €	7.896 €	877,33 €	84	94 €	10.056 €
DERECHO + CIENCIAS POLÍTICAS	SPANISH	700 €	1.460 €	7.050 €	783,33 €	75	94 €	9.210 €
DERECHO + PUBLICIDAD Y RR.PP.	SPANISH	700 €	1.460 €	7.473 €	830,33 €	79,50	94 €	9.633 €
DERECHO + TÍTULO PROPIO EN DERECHO INTERNACIONAL Y EUROPEO	SPANISH	700 €	1.460 €	5.940 €	660,00 €	63	94 €	8.100 €
CIENCIAS POLÍTICAS + PERIODISMO	SPANISH	700 €	1.460 €	7.332 €	814,67 €	78	94 €	9.492 €
CIENCIAS POLÍTICAS + PUBLICIDAD Y RR.PP.	SPANISH	700 €	1.460 €	7.473 €	830,33 €	79,50	94 €	9.633 €
CIENCIAS POLÍTICAS + DIRECCIÓN DE EMPRESAS	SPANISH	700 €	1.460 €	7.896 €	877,33 €	84	94 €	10.056 €
DIRECCIÓN DE EMPRESAS + DERECHO	SPANISH	700 €	1.460 €	7.896 €	877,33 €	84	94 €	10.056 €
DIRECCIÓN DE EMPRESAS + MARKETING	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
DIRECCION DE EMPRESAS + TITULO PROPIO DE ESPECIALISTA EN DIRECCION Y GESTION DEPORTIVA	SPANISH	700 €	1.460 €	6.290 €	698,89 €	70,5	94 €	8.450 €
MARKETING + PUBLICIDAD Y RELACIONES PÚBLICAS	SPANISH	700 €	1.460 €	7.332 €	814,67 €	78	94 €	9.492 €

### PAYMENT SCHEDULE:

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(\*) 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 €	4.020 €	446,67 €	60	67 €	5.380 €
EDUCACIÓN PRIMARIA	SPANISH	700 €	660 €	4.020 €	446,67 €	60	67 €	5.380 €
COMUNICACIÓN AUDIOVISUAL	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
PERIODISMO	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
PUBLICIDAD Y RELACIONES PÚBLICAS	SPANISH	700 €	1.460 €	5.640 €	626,67 €	60	94 €	7.800 €
EDUCACIÓN INFANTIL + EDUCACIÓN PRIMARIA	SPANISH	700 €	660 €	4.422 €	491,33 €	66	67 €	5.782 €
EDUCACIÓN PRIMARIA + EDUCACIÓN INFANTIL	SPANISH	700 €	660 €	4.422 €	491,33 €	66	67 €	5.782 €
COMUNICACIÓN AUDIOVISUAL + PERIODISMO	SPANISH	700 €	1.460 €	6.768 €	752,00 €	72	94 €	8.928 €
COMUNICACIÓN AUDIOVISUAL + PUBLICIDAD Y RR.PP.	SPANISH	700 €	1.460 €	6.768 €	752,00 €	72	94 €	8.928 €
PERIODISMO + COMUNICACIÓN AUDIOVISUAL	SPANISH	700 €	1.460 €	7.050 €	783,33 €	75	94 €	9.210 €
PERIODISMO + PUBLICIDAD Y RR.PP.	SPANISH	700 €	1.460 €	6.768 €	752,00 €	72	94 €	8.928 €
PERIODISMO + CIENCIAS POLÍTICAS	SPANISH	700 €	1.460 €	7.755 €	861,67 €	82,5	94 €	9.915 €
PUBLICIDAD Y RR.PP. + COMUNICACIÓN AUDIOVISUAL	SPANISH	700 €	1.460 €	7.050 €	783,33 €	75	94 €	9.210 €
PUBLICIDAD Y RR.PP. + PERIODISMO	SPANISH	700 €	1.460 €	6.768 €	752,00 €	72	94 €	8.928 €
PUBLICIDAD Y RR.PP. + TÍTULO DE ESPECIALISTA EN COMUNICACIÓN DE MODA	SPANISH	700 €	1.460 €	6.063 €	673,67 €	64,5	94 €	8.223 €
PUBLICIDAD Y RR.PP. + MARKETING	SPANISH	700 €	1.460 €	7.332 €	814,67 €	78	94 €	9.492 €

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FACULTY OF VETERINARY MEDICINE								
VETERINARIA	SPANISH	700 €	2.000 €	8.700 €	966,67 €	60	145 €	11.400 €
VETERINARY MEDICINE	ENGLISH+SPANISH	2.500 €	2.600 €	11.520 €	1.280,00 €	60	192 €	16.620 €
MÉDECINE VÉTÉRINAIRE	FRENCH+SPANISH	2.500 €	2.200 €	11.520 €	1.280,00 €	60	192 €	16.220 €

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# STUDENT FEES 2021 | 2022 VALENCIA

	LANGUAGE OF INSTRUCTION	PRE-ENROLMENT	ENROLMENT	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*
				TOTAL	MONTHLY INSTALMENT			
<b>FACULTY OF HEALTH SCIENCES</b>								
ENFERMERÍA	SPANISH	700 €	2.100 €	5.520 €	613,33 €	60	92 €	8.320 €
SPANISH PATHWAY TO NURSING	ENGLISH+SPANISH	1.300 €	1.300 €	4.536 €	504,00 €	42	108 €	7.136 €
FARMACIA	SPANISH	700 €	2.000 €	6.480 €	720,00 €	60	108 €	9.180 €
PHARMACY	ENGLISH+ESPAÑOL	1.500 €	2.000 €	9.600 €	1.066,67 €	60	160 €	13.100 €
NUTRICIÓN HUMANA Y DIETÉTICA (**)	SPANISH	700 €	2.000 €	6.072 €	674,67 €	66	90 €	8.772 €
FISIOTERAPIA	SPANISH	700 €	2.100 €	5.520 €	613,33 €	60	92 €	8.320 €
FISIOTERAPIA + ENFERMERÍA	SPANISH	700 €	2.100 €	7.728 €	858,66 €	84	92 €	10.528 €
ODONTOLOGÍA	SPANISH	700 €	2.100 €	10.980 €	1.220,00 €	60	183 €	13.780 €
DENTISTRY	ENGLISH	2.000 €	3.560 €	16.500 €	1.833,33 €	60	275 €	22.060 €
MEDICINE	ENGLISH+SPANISH	2.000 €	3.700 €	12.360 €	1.373,33 €	60	206 €	18.060 €
MEDICINE STREAM FOR INTERNATIONAL STUDENTS (***)	ENGLISH+SPANISH	2.000 €	3.700 €	16.360 €	1.817,77 €	60	206 €	22.060 €

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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 4000 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 2021/22 academic will amount to €22.060. 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	PRE-ENROLMENT	ENROLMENT	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*
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1º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	6.072 €	674,67 €	66	92 €	6.772 €
2º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	5.520 €	613,33 €	60	92 €	6.220 €

MEMBERS OF PROFESSIONAL BODY	LANGUAGE OF INSTRUCTION	PRE-ENROLMENT	ENROLMENT	TUITION FEES		NUMBER OF CREDITS	PRICE PER CREDIT	TOTAL ACADEMIC YEAR*	RECOGNITION FEES **
				TOTAL	MONTHLY INSTALMENT				
1º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	6.072 €	674,67 €	66	92 €	6.772 €	CONSULT THE REGULATIONS
2º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	0 €	5.520 €	613,33 €	60	92 €	6.220 €	

NON-MEMBERS OF PROFESSIONAL BODY	LANGUAGE OF INSTRUCTION	PRE-ENROLMENT	ENROLMENT	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 €	6.072 €	674,67 €	66	92 €	8.772 €	CONSULT THE REGULATIONS €
2º NUTRICIÓN HUMANA Y DIETÉTICA	SPANISH	700 €	2.000 €	5.520 €	613,33 €	60	92 €	8.220 €	

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ESET (TECHNICAL SCHOOL OF DESIGN, ARCHITECTURE AND ENGINEERING)								
ARCHITECTURE	ENGLISH	1.500 €	1.500 €	6.720 €	746,67 €	60	112 €	9.720 €
INGENIERÍA DEL DISEÑO INDUSTRIAL Y DESARROLLO DE PRODUCTOS	SPANISH	700 €	1.500 €	5.820 €	646,67 €	60	97 €	8.020 €

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#### FEE STRUCTURE FOR BACHELOR'S DEGREES

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

1. **Pre-Enrolment [1]:** fee to be paid upon confirmation of admission.
2. **Enrolment:** fee to be paid at the beginning of the academic year and always before the end of September.
3. **Tuition fees:** these are payable monthly from October to June (9 months).

International students must also pay the fees corresponding to the Hospitality Package.

The overall amount payable for an academic year will always include these three types of fees and they will be payable according to the above schedule.

#### PRE-ENROLMENT

After the admission interview, the Pre-Enrolment form will be sent to the student via the appropriate channels (generally, e-mail and the intranet). Payment of the Pre-Enrolment 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 Pre-Enrolment 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.

After paying the Pre-Enrolment fee, the newly-admitted student will be required to specify on the intranet how future payments are to be made. There are two payment methods:

- a. 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 Spanish students or students from countries which form part of SEPA (Single Euro Payments Area).
- b. Credit card: in this case the student must provide the details of the card to which future payments will be charged, and sign the corresponding authorization for these recurring charges (enrolment and monthly tuition fees). This option is available to all students and it is mandatory for those students who, at this stage, do not possess a bank account in Spain or in a SEPA (Single Euro Payments Area) country. This payment method can be changed to the bank account method at any time, for which the student must specify a bank account in a SEPA country. It is important to note that the Pre-Enrolment and Enrolment fees can be paid via this method commission-free; however, the monthly tuition fees will be subject to a 1% commission via this method.

**Please note:** The initial amount paid to the University (for some study programmes, this corresponds solely to the Pre-Enrolment fee and, for others, to the Pre-Enrolment and the Enrolment fees together) is refundable only if the applicant requests such a refund in writing before 21st July 2021. In the case of international applicants this date may be modified to take into account the admissions procedures and processing of documentation, which may vary according to the nationality of each applicant. This modification must be authorized by the General Manager's Office of the University. After this date, the initial amount paid can only be refunded if this is provided for by law and the University's regulations.

If an applicant is ultimately unable to fulfil the legal requirements to study and enrol at the Universidad CEU Cardenal Herrera, the initial amount paid (for some study programmes, the Pre-Enrolment fee and, for others, the Pre-Enrolment and the Enrolment fees together) will be refunded if he or she can provide documentary evidence of this circumstance within the first 60 days of teaching activity of the first semester, in accordance with the University's academic calendar.

#### ENROLMENT

Enrolment is defined as the administrative act by means of which the student is formally admitted to the University and his/her official academic record is created. Enrolment can only be completed when the candidate submits the documentation required by Spanish law and the Universidad CEU Cardenal Herrera (henceforth, the CEU Cardenal Herrera University, CEU UCH or the University). A number of steps must first be carried out via the student intranet before the final stage, which requires the student's physical presence via appointment at the General Secretary's Office (Secretaría General) of the CEU Cardenal Herrera University.

The process for enrolment on each degree moves forward progressively as the student submits the required documentation and the corresponding administrative processes are completed at the General Secretary's Office of the CEU Cardenal Herrera University. It is not necessary to be officially enrolled to begin the academic year and attend lectures: this is particularly important in the case of international students whose official enrolment may

be delayed by the process of recognition of studies undertaken abroad.

The fee corresponding to "Enrolment" in the "Student Fees" document will be payable during the month of September [2]. For the avoidance of doubt, this means that:

- If the applicant's Enrolment is officially completed before September, the Enrolment fee will still only be payable during the month of September.
- If the applicant's Enrolment is not officially completed until after the end of September, the fee will still be charged during September; payment of the fee does not mean that the student is officially enrolled for administrative purposes, as this can only be the case once the relevant legal requirements have been met.

The University will proceed to collect the Enrolment fee either from the bank account whose details were provided at the Pre-Enrolment stage or from an authorized credit card, in accordance with to the payment method chosen by the student.

Therefore, the Enrolment fee will be collected by the University during the month of September, coinciding with the commencement of academic activity, i.e., when provision of the educational service contracted by the student by the payment of the Pre-Enrolment fee begins.

The Enrolment fee is non-refundable if the applicant ultimately decides not to enrol and take up the place he or she has reserved by paying the Pre-Enrolment fee. Such fees will only be refunded if the applicant provides documentary evidence that he or she is ultimately unable to meet the legal requirements to study and enrol at the CEU Cardenal Herrera University.

Withdrawals by deciding not to take up the place reserved by paying the Pre-Enrolment fee: if an applicant has paid the Pre-Enrolment fee but ultimately decides not to enrol, then he or she must duly notify the University of this in writing before the enrolment fee is charged during the month of September.

Students from Spain: these students must notify their wish to withdraw by sending an email to this effect to admision@uchceu.es. Those fees corresponding to Pre-Enrolment, Enrolment and the recognition or validation of credits are charged separately from the tuition fees and are therefore non-refundable, except in those circumstances described in these Regulations.

International students: these students must notify their wish to withdraw by sending an email to this effect to withdrawals@uchceu.es. Those fees corresponding to Pre-Enrolment, Enrolment, the Hospitality Package and the recognition or validation of credits are charged separately from the tuition fees and are therefore non-refundable, except in those circumstances described in these Regulations.

The University is under no obligation to provide students with computing equipment to undertake practical training or for connecting to the internet, if the decisions taken by the authorities make it necessary, directly or indirectly, for teaching, tutorials, practical training, or assessment to take place online.

#### TUITION FEES

Students may make a request to withdraw at any time during the academic year. The student must duly notify the University's General Secretary's Office of his or her intention to withdraw in writing. Once the request has been received and processed by the University, the student will be deemed to have withdrawn for financial purposes, and the University will not charge any further fees from that moment onwards during the rest of the academic year. Any tuition fees which have already been paid up to that point will not be refunded under any circumstances. Once the student has submitted his or her request to withdraw, 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 Pre-Enrolment fee.

#### COST OF EACH ACADEMIC YEAR

The amounts shown in the "Student Fees" document for first-year undergraduates are applicable for the academic year indicated therein. In this regard, it is important to bear in mind the following:

- a. 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. It is perfectly possible that the cost of each academic year will not change for the whole period of the student's time at the University.
- b. In some cases, the fees corresponding to degrees offered in a bilingual format may be higher than those

[1] In the case of bilingual degree programmes or those which are taught in their entirety in English, the initial amount to be paid corresponds to the sum of the Pre-Enrolment and Enrolment fees. For the purpose of refunds, both fees will therefore be regarded as the initial amount paid and are therefore refundable if the refund request is made before the relevant deadline.

[2] Except in the case of the bilingual degree programmes and those which are taught in their entirety in English; as is described in note 1, this will have already been paid together with the Pre-Enrolment fee.

corresponding to the same degree taught in Spanish. All differences in costs are shown in the “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 “Student Fees” document, and it may affect degrees in the Health Sciences and Veterinary Medicine areas.
- ii. The higher price per academic year only affects those study years which may be 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 Bachelor’s Degree in Veterinary Medicine in English or French, for which the corresponding fees for the first and second year are shown in the “Student Fees” document. From the third year onwards, the fees are the same as those of the 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 study programmes in which a certain amount of first-year credits, which may not comprise the total of 60 ECTS credits, are taught in a language other than Spanish. These concern special courses provided to improve students’ language capabilities to fully prepare them for their studies. In such cases, the fees for the first year will be those defined in the Student Fees document for that first year of study in a language other than Spanish, with the applicable fees for further years of study being those in the Student Fees document for the degree programme in Spanish. Examples of such cases are the degrees in Pharmacy, Nursing, Design, Advertising, Journalism, and Audiovisual Communication, Kinésithérapie (Elche), Business, Marketing.
- iv. Study programmes which have specific costs for each study year. An example of such a case is the English stream of the Bachelor’s Degree in Gastronomy, which requires a certain number of credits to be completed in English and other training to be completed in Spanish.

#### FINANCIAL COMMITMENTS AND THEIR ACADEMIC CONSEQUENCES

1. By enrolling, the student agrees to pay all the appropriate fees detailed in the Student Fees document. The total cost of the academic year, including the Pre-Enrolment fee, the Enrolment fee, and the monthly tuition fees, corresponds exclusively to the provision of teaching on the study programme applied for. When enrolling, 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, where this is directly or indirectly required by the decisions taken by the relevant authorities. The obligation to meet these payments in their entirety (Pre-Enrolment, Enrolment 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 study programme cannot take place in the form originally planned at the beginning of the academic year. In such a case, the University hereby undertakes to ensure that this activity will be rescheduled, as and when possible, taking into account the best interests of each student and the relevant academic criteria.
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.
3. Pre-Enrolment and Enrolment fees are refundable if the applicant is unable to meet the necessary academic and legal requirements to definitively enrol and begin studying at the University.

#### Refunds due to inability to meet the academic requirements:

In the case of Spanish nationals, 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. Refunds of such fees can be applied for up to a maximum of 60 days after the commencement of the term in which the student would have begun their studies.

In the case of international students, those requiring a refund must submit to the International Student Services office the appropriate documentary evidence of being unable to meet the academic requirements for admission to the University, within 60 days of the publication of their results. The academic requirements concern both those specific to the degree applied for and the general requirements necessary to access the Spanish higher education system.

After 60 days have passed, no fees will be refunded.

#### Refunds due to inability to meet the legal requirements:

The refusal of a visa will not constitute grounds for refunds to international students under any circumstances.

4. In general, the monthly instalments of tuition fees are non-refundable. Consequences of missing the payments due in accordance with these Regulations:

- i. 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. In those cases where attendance to educational activities entails student participation in practical training, with the University consequently incurring costs for 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 as 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.
- ii. If for any reason a student finds himself or herself unable to meet the payment schedule, he or she should contact the University’s Administration Service (Servicio de Administración, which forms part of the Office of the General Manager, known as Gerencia), so that the case can be considered and a possible solution found. This may ensure that the penalties described in the previous paragraph do not have to be applied.

#### VALIDATIONS, ADAPTATIONS AND RECOGNITION OF CREDITS

##### Candidates originating from a CEU institution

Students whose records originate from a university or vocational training institution (Instituto Superior de Estudios Profesionales) which forms part of the Fundación Universitaria San Pablo CEU (henceforth the CEU San Pablo University Foundation) or which use the CEU brand: the validation, adaptation or recognition of credits will be carried out free of charge.

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

Students whose records originate from an institution other than those described in the previous section:

1. Transfers to a study programme which is considered to be identical to the 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. The fee for the creation of new student records and academic administration will be waived for such student transfers during the 2021/2022 academic year, regardless of the number and type of ECTS credits recognized. 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.
2. Validation, adaptation or recognition of credits from a study programme which is not identical to the programme applied for: this concerns those cases in which the student’s programme of origin – or professional experience or other circumstances – do not exactly coincide with the destination or target undergraduate or postgraduate programme at the CEU Cardenal Herrera University.
  - a. Study programmes of origin and destination which are similar: 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. Study programmes of origin and destination which are not similar:
    - i. A one-off fee of 500 euros will be payable for the adaptation of the student’s records for the new study programme.
    - ii. 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 vocational training (Ciclo de Formación Profesional Superior) which are listed as having a direct relationship 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 vocational training (Ciclo de Formación Profesional Superior) which are not listed as having a direct relationship in the recognition tables established for this purpose by the University, in accordance with the relevant legislation:
  - a. A one-off fee of 500 euros will be payable for the adaptation of the student’s records for the new study programme.
  - b. Additionally, students will 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 the recognition of credits concerning cultural activities or student participation.



### Regarding the validation, adaptation and recognition process

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 study programme are of exactly the same type for the purposes of this document, and therefore whether the application will be dealt with under the terms of point 1 or point 2 of the previous section. The decision of the General Secretary's Office will be final: no appeal can be made and no submissions arguing against the decision will be accepted.
3. Candidates have the right to know whether the study programme they are transferring from is considered to be of exactly the same type before the administrative process is completed and the final result of this process, as detailed above, is applied.
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 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 simultaneously. If, after being admitted and after the process of validation, adaptation or recognition of credits, 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 this assessment. In such a case, no fees will be payable by the applicant, regardless of the work undertaken to process the application.

### WITHDRAWING FROM THE CEU CARDENAL HERRERA UNIVERSITY

Withdrawals occurring between the Pre-Enrolment and Enrolment stages:

Students from Spain: these students must notify their wish to withdraw by sending an email to this effect to [admission@uchceu.es](mailto:admission@uchceu.es). Those fees corresponding to Pre-Enrolment, Enrolment and the recognition or validation of credits are charged separately from the tuition fees and are therefore non-refundable, except in those circumstances described in these Regulations.

International students: notification of the desire to withdraw must be submitted to [withdrawals@uchceu.es](mailto:withdrawals@uchceu.es). Any fees paid with respect to Pre-Enrolment, Enrolment, Hospitality Package and recognition or validation of credits are separate from the tuition fees and are, therefore, non-refundable, except in those circumstances described elsewhere in these Regulations.

The Hospitality Package is not refundable under any circumstances.

### Withdrawals after enrolment:

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 during a particular academic year may 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 different 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 monthly 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 the next monthly payment must notify the Secretary's Office of their intention at least ten days before the first day of the following month.
2. No withdrawals after 30th April of each academic year will have an effect for financial purposes.
3. Any fees paid with respect to Pre-Enrolment, Enrolment, Hospitality Package and recognition or validation of credits are separate from the tuition fees and are, therefore, non-refundable, except in those circumstances described elsewhere in these Regulations.

### HOSPITALITY PACKAGE

The fee for the Hospitality Package (€600) is payable by all students on Bachelor's Degree Programmes whose place of residence is outside of Spain. It is not payable in the case of those students who, at the time they request Pre-Enrolment at the University, are resident in Spain, 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 Hospitality Package.

The Hospitality Package gives international students access to a range of services provided by the University which will facilitate the settling-in process.

For more information, please visit <https://www.uchceu.com/en/new-student>.

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.

### DISCOUNTS FOR FORMING PART OF LARGE FAMILY

The CEU Cardenal Herrera University will apply a discount to the enrolment fee (i.e. the figure which appears as the Enrolment Fee in the Student Fees document for new undergraduates or the Official Student Fees), for those students who have legal recognition of forming part of a "large family". Those who form part of the general category will receive a 30% discount and those form part of the special category a 60% discount. 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.

### FEE EXEMPTIONS DURING THE FINAL STAGE OF STUDIES

Those students who need to pass 29 or fewer ECTS credits to graduate and who have studied their degree entirely at the CEU Cardenal Herrera will be exempt, for one academic year only, from having to pay the Pre-Enrolment and Enrolment fees. This exemption will only be applied for a single academic year and only if the student has 29 or fewer ECTS credits remaining to be able to complete his or her studies.

### ACADEMIC INSURANCE

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>.

### INSURANCE COVER FOR THOSE OVER THE AGE OF 28

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>.

### INSURANCE FOR THE CONTINUATION OF STUDIES

All students enrolled at the CEU Cardenal Herrera University are covered by insurance to enable them to continue their studies if they encounter financial difficulties due to the loss of a parent, parents or head of the family 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>.

### FINANCING FROM CEU UCH/SANTANDER

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

### PROVISION OF DEGREE PROGRAMMES

The CEU Cardenal Herrera University reserves the right not to ultimately provide certain degree programmes which are on offer for the 2021/2022 academic year. If this occurs, those affected will be notified in good time and any fees that have been paid will be refunded in full.

#### DATA PROTECTION

In accordance with the provisions of Organic Law 15/1999 on Data Protection, the CEU Cardenal Herrera University declares that the personal information obtained from the Pre-Enrolment and Enrolment processes will be incorporated into the electronic student record system of the University and the CEU San Pablo University Foundation. Furthermore, the purpose of the collation and processing of such information is to facilitate the administrative, academic and teaching processes and services of the University and the Foundation, which includes communication with alumni and future and current students. You are responsible for the truthfulness, accuracy, currency and authenticity of the personal information provided. Any student or applicant who so wishes may exercise his or her rights to access, rectify, cancel or object to the information held, as provided for by the above-mentioned Law, by sending an e-mail to [datos@uchceu.es](mailto:datos@uchceu.es) and stating his or her wish to exercise these rights, or by writing a letter to the same effect to the General Secretary's Office of the CEU Cardenal Herrera University.

#### REGARDING THE INTERPRETATION OF THESE REGULATIONS

The Office of the General Manager (Gerencia) of the CEU Cardenal Herrera University is the only body with the power to interpret these Regulations.