

## **The Financial Aid Excellence Program at the CEU Cardenal Herrera University for the 2020/2021 academic year.**

### **Program aimed exclusively at international students**

Moncada, April 2<sup>nd</sup> 2020

#### **1. Awarding of the grants**

The Grant Commission (*Comisión de Ayudas*) of the CEU San Pablo University Foundation is the body which determines which applicants will receive a grant as part of the CEU UCH's *Financial Aid Excellence Program*. Applicants will be notified of the Commission's decision via the channels established for this purpose by the CEU UCH and this decision will be final.

#### **2. Application requirements and factors which the Commission will take into account**

Application: this is open to all international students with an average grade of 7 points (out of 10) for the first year of *bachillerato* of the Spanish educational system or the international equivalent of this (the penultimate year of school before beginning university). Exceptionally, applications from those with an average grade lower than 7 out of 10 for the first year of *bachillerato* of the Spanish educational system or the international equivalent of this (the penultimate year of school before beginning university) will be considered, when certain factors, detailed below, are such that they are deemed worthy of merit by the Grant Commission.

For the awarding of the grants, the Commission will take into account the following factors as worthy of merit when assessing applicants:

- a. Having a higher grade than other candidates and one which is deemed to be excellent by the Commission.
- b. Evidence of proficiency in one or more languages. For the purpose of accrediting the level of ability, the typical standards and certificates will be accepted.
- c. The social and extracurricular activities undertaken by the applicant (volunteering, sport, etc.). For this purpose, the applicant may submit: documentation to demonstrate their participation in these activities and/or letters of recommendation from the persons under whose guidance these activities were performed.
- d. Family income. Candidates will submit an official document from the country in which taxes are paid.

### **3. Applicants, places and the basic process**

Applications to the CEU UCH's *Financial Aid Excellence Program* will be accepted up to and including 19<sup>th</sup> June 2020. Applications will be accepted from those candidates who have settled the place reservation for any of the CEU UCH Bachelor's Degree programs detailed in Section 8. Those wishing to apply must undertake the following:

1. Arrange an admission interview for the Bachelor's Degree in question by filling in the relevant form on the University website: <https://www.uchceu.com/en/new-student>
2. After the interview, the applicant will receive, if appropriate, the admission document which contains instructions for registration.
3. Once the applicant has received the admission document, the initial registration fee must be paid, which will be stated on the admission document and on the University's official fee list.
4. Once the three prior conditions have been met, the applicant may then apply for the program via the platform enabled for this purpose, providing the appropriate details on the online form.

### **4. Awards decisions and benefits.**

On 1<sup>st</sup> July 2020 all applicants will be notified of the CEU UCH grant awarding decision for the *Financial Aid Excellence Program* via the channels established for this purpose.

4.1. The award of a grant will entail that the successful applicant will benefit from a reduction on the academic fees for the first year (the total fee for the year) of 65% and up to a maximum of 100% for any degree from among those stated in Section 8. This reduction will be maintained throughout the student's undergraduate studies as long as the conditions specified in Section 5 are met. In the case of those students undertaking a double-degree (i.e. joint honors) course, the grant will apply to the first of these.

Notification of the awarding of this grant may be made even if the applicant has not yet presented the necessary documentation or credentials for admission. However, the awarding will be conditional to this documentation being ultimately provided, as it is necessary to ensure that the University's admission criteria are met.

4.2 The particular circumstances of academic planning for a specific degree may make it inappropriate for grant awarding decisions to be made on the specified date. In such a situation, the grant applicants for that degree will be informed at the beginning of June and provided with a new date for notification of the decision. Such applicants may choose to withdraw from the process before this date and request a refund of the registration fee, with this refund being guaranteed in such circumstances.

4.3 Applicants who are not awarded a grant will then have fourteen calendar days upon notification of this to request the refund of their registration fee. Therefore:

1. Applicants have fourteen days to request a refund by sending an email to [financialaid@uchceu.es](mailto:financialaid@uchceu.es) indicating that they wish to withdraw from the admission process due to being unsuccessful in their application to the CEU-UCH *Financial Aid Excellence Program*. It is the responsibility of the applicant to check on 1<sup>st</sup> July and the following days whether or not he or she has received any notification via the designated channel to this effect for the notification of the decision with regard to the grant application. Thus, the applicant may not subsequently argue that no such notification was received as grounds for extending the refund period beyond fourteen days. The CEU UCH will have an electronic record of when the decision notifications were sent. Any refunds will always be in euros.
2. The University guarantees that refunds will be made if the relevant request is made within the fourteen-day period specified and thus the final deadline for refunds will be 15<sup>th</sup> July 2020 at 11:59 pm.
3. At the moment at which the refund is made the person in question will lose the place that was reserved for them when registering and all rights to study at the University.

## 5. Conditions of these CEU grants

5.1 In order to continue to form part of the grant program and therefore benefit from the reduction in course fees, students must pass the total number of ECTS credits which they register for each academic year, with the minimum number of ECTS credits which they must register for each academic year being 60. In order to renew the grant from the *Financial Aid Excellence Program*, the student must have a minimum average grade according to the reduction he or she benefits from:

- a) 8,25 points out of 10, in accordance with the grading criteria and the average grade calculation of the University's General Secretary's Office, in case the student(s) benefits from a 100% reduction. Achieving this grade means that the grant will automatically be renewed for the following academic year. The criterion will be the same for students on double degree (joint honors) programs, meaning that the student must achieve the average grade taking into account all of the credits they have registered for.
- b) 7,00 points out of 10, in accordance with the grading criteria and the average grade calculation of the University's General Secretary's Office, in case the student benefits from a reduction lower than 100%. Achieving this grade means that the grant will automatically be renewed for the following academic year. The criterion will be the same for students on double degree (joint honors) programs,

meaning that the student must achieve the average grade taking into account all of the credits they have registered for.

5.2 The fees for beneficiaries of CEU-UCH Financial Aid Excellence Program grants will be, for the duration of his or her studies, those which were established for the academic year in which they begin their studies at the University, and any possible increase will be in line with any general increase in course fees for all students.

5.3 Beneficiaries will have to take part in activities to publicize the University's activity and significant educational events aimed at students. Students will be notified of the need for them to participate in such University events in good time, this being coordinated by the relevant area of the University, and participation will require the student to employ the knowledge and skills they possess. Any such participation in these CEU UCH activities by grant beneficiaries will not exceed 30 hours during a single academic year, unless the student in question gives their express consent to the contrary, and it may not interfere with the grant beneficiaries' own educational or assessment activities.

5.4 For those students awarded a *Matrícula de Honor* (a grade of Distinction) during their studies at the University, the corresponding discount will be calculated as part of the benefits that they already receive as a beneficiary of the CEU-UCH Financial Aid Excellence Program, and will therefore not be additional to these benefits. In any case, the criterion to be applied will be that which is most beneficial in financial terms to the student.

5.5 Students will cease to benefit from the CEU grant of this program:

- 1 if they commit an act which is subject to disciplinary action as described in the Student Regulations;
- 2 If they are in arrears with their fees.

5.6 Being in receipt of a CEU grant as part of this program is incompatible with benefiting from any other grant provided by the Fundación Universitaria San Pablo CEU and the Universidad CEU Cardenal Herrera. Therefore, there can be no cumulative effect between them. If a student were in receipt of a CEU-UCH Financial Aid Excellence Program grant and any other grant provided by the Fundación Universitaria San Pablo CEU, this student must choose which grant he or she wishes to receive and waive their rights to the other grant.

## **6. Formal process for the application for a grant**

Student must apply via the intranet for new students and only once initial registration has been completed. Therefore, applications can only be made after the admission interview and after the applicant has completed the initial registration process: then, the student will have a username and password with which to access the intranet for new students from which he or she can make a grant application. Thus, the applicant may use the intranet for new students to fill in the following form and attach the following documents:

1. Academic documents:

- i. For the application: Academic evidence for the student's penultimate year of their pre-university education and the corresponding average grade.
  - ii. The academic documents for the student's penultimate year of their pre-university education and the corresponding average grade must be provided before the application deadline.
2. Languages: attach documentary evidence of the level of language ability (optional).
3. Social and cultural activities: attach documentary evidence of social and extracurricular activities (optional).
4. An official documentary evidence from his or her country of residence showing the family income.

Very important: at the moment at which the grant is awarded and at which the student formally completes their registration for their degree subjects (*la matrícula*), the student will be asked to provide either the originals or officially verified copies (*copias compulsadas*) of all the documentation which the student submitted via the intranet. If discrepancies are found at that time between the different documents provided, or the student is unable to provide the relevant documents, the awarding of the grant will be revoked.

## **7. Authority of the Grant Commission**

The Grant Commission is the only body with the authority to interpret and apply the terms and conditions of this program. The Grant Commission may decide not to award one or more of the grants available for a particular degree if it considers this appropriate after examining the applicants' merits.

## **8. Degrees for which this program is available**

- Architecture
- Diseño Industrial
- Spanish Pathway to Design
- Pharmacy
- Spanish Pathway to Nursing
- Enfermería
- Farmacia
- Kinésithérapie (Elche)
- Educación Infantil
- Educación Primaria

- Publicidad y Relaciones Públicas
- Comunicación Audiovisual
- Periodismo
- Spanish Pathway to Communication
- Dirección en Empresas
- Marketing
- Spanish Pathway to Business
- Derecho
- Ciencias Políticas y Relaciones Internacionales