



PAYMENT TERMS AND CONDITIONS 2023/24 ACADEMIC YEAR

INTRODUCTION

The University charges tuition and fees – notably the semester tuition fee (usually divided into 5-monthly instalments). Although the University is a non-profit institution of public utility, it does not benefit from state funding and therefore is required to charge tuition fees, which are set considering the real costs of each degree. These vary depending on the cost of equipment, facilities, and laboratories.

However, the University seeks to find ways to reduce this burden on students and their families, through measures, such as:

- About 20% of the costs of the undergraduate programs and integrated master's degrees are covered by other sources of income obtained through the provision of services, donations, etc.;
- Merit-based scholarships and monetary awards are in place. These generally cover tuition fees, rewarding the best students;
- Benefits are available to families with more than one student attending 1st study cycle programs at UCP;
- The Social Responsibility Office (GRS), in addition to assisting candidates applying to scholarships granted by the Directorate-General for Higher Education (DGES) and working with that department in the assessment of such applications, also coordinates UCP's Support Fund, aimed at students from low-income families.

A – REGISTRATION AND ENROLMENT

A.1. When enrolling for the first time as a degree-seeking student, students must pay a registration fee (which includes the student insurance) and the first-month tuition. These amounts are non-refundable under any circumstance.

In the case of the Integrated Master's in Medicine, and according to article 20 of the Decree Law NR/REG/0246/2023, when enrolling for the first time, students in this program must pay a registration fee (which includes the student insurance) and the first 3 (three) monthly tuition fees, or the total amount of the annual tuition. If students in this degree program decide to cancel their registration, they will be refunded of the 2nd and 3rd monthly tuition fees, as long as they have requested it by the deadline that is set for the AY 2023/24, which is August 28th 2023 (inclusive).

A.2. Candidates who have paid the 'conditional admission fee' and subsequently formalize their enrolment, will have this amount deducted from the cost of enrolment.



A.3. For each subsequent academic year, the student must pay an annual enrolment fee. Where enrolling in more than one degree program, the student shall pay an enrolment fee for each one.

Registration or enrolment fees include the cost of the student insurance and the student card.

B - TUITION FEES

By enrolling for an academic year or semester, students commit to paying the respective tuition fees. These are split into five monthly instalments per semester. Monthly payments are due starting in September and up to (including) June.

B.1. Tuition Fees Calculation

1st cycle Tuition fees are calculated based on the number of ECTS of the subjects/courses in which the student enrolls each semester. The tuition fee amount that a student will pay results from the multiplication of that number by the cost of the ECTS of the enrolled degree, as detailed in the tuition and fee charges information chart currently in force, published on the website www.lisboa.ucp.pt - 'Avisos e Comunicados'.

Optional internships for recent graduates: these internships, available for some degree programs, and granting a certain number of ECTS, are paid in the same way as 1st cycle degrees, that is, through an enrolment fee and monthly fees based on the number of its ECTS.

Integrated Master's in Medicine - flat-rate monthly tuition

2nd cycle The tuition fee is set either depending on the number of ECTS of the degree program, or through a fixed monthly amount. The ECTS cost may vary, depending on whether the student is enrolled in the curricular component of the program or already in the stage of the dissertation.

Faculty of Human Sciences - Tuition fees are calculated based on the number of ECTS.

Católica Lisbon School of Business and Economics - Master's tuition fees (curricular component and dissertation) are calculated based on a fixed number of ECTS per semester (cf. Tuition and Fee Charges Information Chart) with a possible adjustment after the conclusion of the last semester of the expected duration of the degree. This is determined by the School, that will notify the Treasury Office, so that it may be included in the student's Treasury area of the e-Academic Services personal page. A monthly supplement is also



stipulated for the dissertation stage, when it is not submitted within the expected deadline.

Católica Global School of Law – Tuition fees are calculated based on the number of ECTS, during the coursework portion of the program, followed by a fixed monthly fee during the dissertation stage.

Faculty of Theology – Tuition fees are calculated based on the program's number of ECTS, followed by a fixed monthly fee during the dissertation stage, if one semester has passed after the end date of the expected duration of the degree. A fee is also due when the dissertation is submitted.

Institute of Health Sciences – Tuition fees are calculated based on the number of the program's ECTS.

Institute of Political Studies – Tuition fees are calculated based on the program's number of ECTS during the coursework period, followed by a fixed monthly fee during the dissertation stage.

3rd cycle Doctoral degrees may or may not include a curricular component. When a doctorate includes a coursework portion, the tuition fee (as in 2nd cycle degrees) is either calculated based on the number of ECTS credits or is a fixed monthly fee.

Faculty of Human Sciences – Fixed monthly fee, that varies depending on which stage of the program the student is in.

Católica Global School of Law – For doctoral programs from before 2012/2013, there is a fixed annual tuition fee, due on the thesis submission. For both the current doctoral program taught in Portuguese, and for the Global PhD Programme, taught in English, half of the tuition fees for the 1st semester are due by the 10th of October and the second half by the 10th of January; half of the tuition fees for the 2nd semester are due by the 10th of March and the remainder by the 10th of June.

Faculty of Theology – Tuition fees are calculated based on the number of ECTS in the coursework component, followed by a fixed monthly fee during the stage of dissertation (for the 2nd canonical degree; advanced studies diploma) and by an annual tuition fee during the preparation of the thesis (3rd canonical degree; doctoral degree). A fee is due on submission of the dissertation and thesis.

Institute of Health Sciences – In the Nursing doctoral program monthly tuition fees are calculated based on the number of ECTS in the coursework part of the program, followed by a fixed amount during the dissertation stage; in the Cognitive and Language Science program there is a fixed monthly fee for the



entire program. In both Ph.D. programs, a fee is also due at the registration of final research project.

Institute for Political Studies – Tuition fees are calculated based on the number of ECTS during the coursework component, followed by a fixed monthly fee during the stage of the dissertation.

B.2. ECTS

For each student there is only one possible ECTS cost, which is that of the degree program the student is enrolled in.

Students cannot pay tuition fees that are less than the amount corresponding to 10 curricular ECTS, with the exception of external students, auditing students (cf. B 7.3) and recent graduates attending optional internships.

The first monthly fee for each semester is set based on the number of ECTS that correspond to each degree program's plan for the 1st year, with the possibility of a latter adjustment based on changes that may take place in the student's enrolment plan.

The following month, tuition is set for the additional remaining months of the semester, according with the actual number of ECTS that the student is enrolled in. Then the adjustment is made.

For the Integrated Master's in Medicine, as well as for some other programs of the 2nd and 3rd cycles, the tuition amount is set according to the Tuition and Fee Charges Information Chart approved for the AY 2023/2024.

Those will be the sums displayed in the 'Treasury area' section of the student's personal page in E-SCA (e-academic services).

The sums adjustment to be credited is not made automatically. Therefore, at the beginning of March and October, students must notify the Treasury Office, by e-mail, informing on how they want any necessary adjustments to be carried out.

To enable the calculation of those adjustments, the Schools/Faculties' administrative services will not have access to its management system, for registration purposes, during the last three workdays of both March and October.

For the 1st cycle, there is a limit of ECTS in which a student can enrol each semester, set by the respective School/Faculty (academic units).



Table 1

FCEE	1 st and 2 nd years: 35 ECTS; last year: 37 ECTS
FCH	36 ECTS
FD	36 ECTS
FT	38 ECTS
ICS	36 ECTS
IEP	38 ECTS
FM	60 ECTS / 1 st year; 71 ECTS / 2 nd and 3 rd years

* Students may enrol in more ECTS if authorized by the Dean of the respective School/Faculty.

B.3. Deadlines

For all Schools/Faculties, the deadline for changing/cancelling enrolment in subjects/courses is the 22nd of September 2023, for the 1st semester, and the 16th of February 2024, for the 2nd semester.

Schools/Faculties may internally set different (shorter) deadlines, that are duly disclosed.

Changes and enrolment cancellation after the dates set by the Schools/Faculties are subject to the payment of a 'fee for changing enrolment after the deadline', and the tuition amount will therefore be calculated based on that change.

Regarding the calculation of the tuition amount for late registrations and cancellations:

- The enrolment cancellation of subject/courses is considered from the date in which it occurred.
- The enrolment in a subject/course is considered for the entire semester.

B.4. Payment Deadlines

Tuition fees must be paid every month and are due **on the 10th of each month**, with the exception of the month of September, when payments can be made **up to the 20th**.

If the payment's due date is a weekend or a public holiday, the due date is transferred to the first business day following the original due date.

Payment deadlines are the same, regardless of the payment method that the student chooses.



Timely payment of tuition fees is essential so that UCP can promptly fulfil its obligations towards teaching staff, support staff and suppliers.

For information on the students' financial situation, payment deadlines, sums due, bank transfer and MBWay references, students should periodically consult their personal student pages in E-SCA <https://sca.lisboa.ucp.pt/e-sca/esca.aspx> (e-academic services).

UCP's invoices/receipts are issued by a certified program and automatically integrated into the *E-fatura system*, in the Finances Portal (Portuguese Government – *Portal das Finanças*), bearing the student's tax identification number (NIF). They can be confirmed in the e-academic services (E-SCA) portal, under '*Movimentos Liquidados - Recibos*'.

Students who do not have a Portuguese tax number (NIF – *Número de Identificação Fiscal*) at the time of registration at UCP, must inform the Treasury Office as soon as they obtain it. Failure to communicate this information by the last working day of December, entails that the amounts disbursed to UCP during that civil year will not be considered for fiscal purposes.

Please note: UCP does not notify students of amounts due by any means other than through E-SCA (e-academic services).

B.5. Payment Methods

- a) MULTIBANCO
For payments using "Multibanco", students must access E-SCA at the University's webpage (Lisboa-Sede).
- b) TICKETS AND STUDENT VOUCHERS
UCP will not accept paper tickets or student vouchers under 50.00€, for payment of student's bills.
- c) TREASURY OFFICE
Students should only visit the Treasury Office at the Library Building to handle special situations, or requests that cannot be addressed by email or phone.

B.6. Late Payment



- a) According to the Tuition and Fee Charges Information Chart in force, from the day following the deadline for payment, a penalty corresponding to 5% of the value of the outstanding tuition will be incurred.
- b) To this penalty others will be added, of the same amount, for every additional month where payment is late. These will be due until full payment of the outstanding amount is made.
- c) In cases of late payments, the student's first disbursement will cover, in the following order: a) the reimbursement of administrative expenses; b) the settlement of the penalty; c) the payment of the monthly tuition that has been due for the longest amount of time.
- d) For all intents and purposes, namely the waiving of the penalties referred in the following paragraph (B.6), payment by check is only validated after it has been cleared.
- e) If a check bounces, in addition to the penalty, a refund for bank charges is also in order.
- f) If a check bounces, regardless of the reason, the settlement of debt must be made in cash or by ATM.

B.7. Consequences of Non-Payment of Fees

Failure to pay two monthly fees, the existence of debt for more than two months, or the existence of any debt upon completion of the degree, or cancellation of enrolment, **will result in the loss of access to services** provided by UCP, namely access to the library, use of the parking lots, and discounts in cafeterias and bookshops. Access to E-SCA will also be suspended, except for checking payment status (*'Situação de Tesouraria'*).

The existence of debts to the University also implies, among other things, the non-issuance of certificates (including those relating to the completion of the degree), the non-disclosure of subjects/courses classifications/grades, the nullification of enrolment in exams or any other assessment mechanisms, and the impossibility of renewing the annual/semester enrolment or the registration in a different degree program at UCP.

B.8. Hardship Circumstances

If, during the course of the academic year, unexpected financial difficulties arise, students must immediately report the situation to the competent services (*Gabinete de Responsabilidade Social - GRS*) that will seek to provide advice and find a solution in a timely fashion.



B.9. Scholarships and Academic Benefits:

B.9.1. Students with UCP Merit Scholarships (or Excellence Scholarships, or Top+ Programme)

New students: Serviços Académicos shall issue a statement regarding the amount of the scholarship that must be submitted by the student to the Treasury Office upon payment of the registration and first monthly tuition fee.

Students of the Medical School: please refer to the School of Medicine's scholarships' Regulation – Decree-Law NR/REG/0229/2023

Non-First-Year Students:

Before September 20th, Schools/Faculties must forward to the Treasury Office the list of students who are recipients of the Merit or Excellence scholarships, or who are in the Top+ programme (including student name, number, degree programme, and amount of tuition fee reduction). The Treasury Office will then be able to update the amount of fees due, before the deadline for payment of the first monthly fee.

Whenever the scholarship program's regulations require that students submit an application to the Academic Services Front Office (Serviços Escolares) - as is the case for the School of Law - the outcome of that application will be forwarded to the Treasury Office.

Full Scholarships: The amount of the scholarship will cover tuition fees equivalent to 60 ECTS per year, for the majority of the undergraduate degrees; where there are minor differences between the number of ECTS in the 1st and 2nd semesters, the adjustment of payment due will be calculated at the end of the year. In the particular case of FCEE (Catolica Lisbon School of Business and Economics), since the 1st year totals 30 ECTS in the 1st semester, and 30.5 ECTS in the 2nd, the scholarship will cover the equivalent of 60.5 ECTS.

Partial Scholarships: When the scholarship covers a given percentage of the tuition fees, the respective amount is calculated based on a standard tuition fee of 30 ECTS per semester. If the student is enrolled in fewer ECTS, the scholarship amount is reduced in the same proportion as the standard tuition fee. The amount covered by the scholarship does not change if the student is enrolled in more than 30 ECTS.

Serviços Académicos (Academic Services) shall inform the GRS of any students covered by UCP Merit (or Excellence, or Top+ Programme) Scholarships.



B.9.2. Merit Scholarships awarded by the Ministério da Ciência, Tecnologia e Ensino Superior (Ministry of Science, Technology and Higher Education)

Please consult the regulations on the UCP website:
[Regulamento bolsas mérito DGES 2019.pdf \(ucp.pt\)](#)

B.9.3. Students with Financial Aid (financial aid provided by the University or by scholarships from the Directorate-General for Higher Education – DGES)

Each year, the Rector's Office communicates the University's Financial Aid amount. Before that information is divulged, the GRS shall advise students, on a case-by-case basis, regarding the amount that each one applying for said aid must, in the meantime, disburse.

This information is conveyed by the GRS to the Treasury Office, at the end of the interview with the student applying for financial aid.

Where it is not possible to reach a decision on the aid provided before the deadline for payment of the first tuition fee, the GRS shall inform the Treasury Office, requesting a change in the payment date or indicating the reduction of the tuition fee to be applied until a final decision is confirmed.

Students flagged to the Treasury Office (beneficiaries of UCP's financial aid or candidates for DGES scholarships) are exempt from fines for late payment of the first two monthly instalments of the semester. Thereafter, any extension of that exemption from fines must be communicated to the Treasury Office by the GRS.

The calculation of the financial aid provided is done by the GRS on the basis of 30 ECTS/semester, which is the maximum amount of aid provided. If the student is enrolled in fewer ECTS, the financial aid amount is reduced in the same proportion as the standard tuition fee. The amount paid out through financial aid does not change if the student is enrolled in more than 30 ECTS.

B.9.4. FCT Scholarship Recipients

1. Given that the amount of the FCT scholarship may not fully cover the overall degree programme costs – which include registration, annual enrolment and tuition fees - scholarship holders commit to paying the registration and annual enrolment and are subsequently exempt from paying tuition fees.



2. At the end of the study cycle, an overall 'fee adjustment' will be carried out. In such cases where the cost of the tuition fees is higher than the amount received from FCT scholarship, the difference must be paid by the scholarship recipient (the student), within the deadline set by the University for this purpose; if the amount received from FCT is greater than the cost of the tuition fees, the difference shall be reimbursed to the scholarship recipient by UCP.
3. For the purposes of applying the rules set out above, every year the scholarship holder must submit to UCP a statement produced by FCT, attesting to his/her status as a scholarship recipient.

B.9.5. Students covered by UCP's family benefits program

B.9.5.1. Benefits for Faculty with a full-time or an exclusivity contract, as well as for UCP's permanent support staff, and their families, are governed by the provisions of Decree Law ADM-0231/2023, of May 24th.

B.9.5.2. Academic benefits to families consist in the reduction of 1st cycle tuition fees for siblings who are concurrently enrolled in the University in 1st cycle degrees, and belong to the same household, with a shared income. The referred benefit, which is a 25% reduction in tuition fees, is applied to the sibling(s) who is(are) enrolled in the program with the lowest monthly charge(s).

This academic benefit does not apply to students enrolled in the Integrated Masters in Medicine program.

B.9.5.3. Exception: for the purposes of this document, we consider that the Integrated Masters in Medicine is equivalent to a master's program, and therefore the above mentioned benefit is not applicable to neither the student nor his/her siblings.

The above benefits must be requested each year, through a form to be submitted to the Academic Services.

Renewal of the benefits referred in this paragraph is conditional on the student's academic achievement.

Deadlines

New students: benefits' applications must be submitted upon registration in the degree program.



Returning Students: benefits request applications must be submitted to the respective School/Faculty's Student Office as soon as the student has completed the academic year, and no later than October 10th 2023.

Students enrolling for the 2nd semester only must submit the above benefits' application request by March 11th 2024.

Students who do not apply by the set deadline will not be eligible for these benefits.

Tuition fees reduction is based on a tuition fee of 30 ECTS, and the calculation is made in a similar way to that of students benefitting from financial aid through the GRS.

Exemptions or reduction in tuition fees, referred in the previous paragraphs, are not cumulative. It is the responsibility of the beneficiaries, who may be eligible for more than one type of benefits, to choose which one to apply for.

B.10. Mobility Programme Students – Students in Exceptional Circumstances – External and Auditing Students

B.10.1. Mobility Programme Students (namely ERASMUS)

UCP students in mobility programmes must pay (in addition to the annual enrolment fee) a fixed monthly tuition fee corresponding to 30 ECTS. If, at the end of the semester abroad, the student wishes to obtain equivalence to more than 30 ECTS, he/she must cover the cost of the additional credits.

Tuition fees reimbursement will not be considered if a student has obtained equivalence to fewer than 30 ECTS or has attended subjects/courses totalling a lower number of ECTS.

UCP students in mobility programmes must renew their annual enrolment at the set time (July), at the School/Faculty's Student Office, after being notified to do so by their mobility program's coordinators.

UCP Ph.D. students enrolled in research mobility programs (no ECTS associated), must request a tuition calculation based on the set amount for the project/thesis proposal due for that period of time. This request should be submitted to the School/Faculty.



Students from partner foreign universities attending UCP as part of a mobility programme are exempt from paying registration fees, tuition fees and the certificate of program completion at UCP.

Each School/Faculty must send the list of students in mobility programmes at UCP to the Academic Services and to the Treasury Office before August 31st or January 30th, depending on the semester of their arrival. On arrival, students must visit the Academic Services Front Office, where they will be registered in the University's system, assigned an external student number and directed to the Treasury Office so that this service can exempt them from paying the annual registration and monthly tuition fees. Only then can these students be enrolled in subjects/courses by the Schools/Faculties' Student Offices.

B.10.2. Students in Exceptional Circumstances are students who are enrolled in a degree, but that, for a particular reason, are attending only a reduced number of courses (one or two) each semester. For the purposes of calculating tuition fees, they are considered to be regular students and must pay the equivalent to a minimum of 10 ECTS.

B.10.3. External and Auditing Students

– **External Students**

These are students who, while not being regularly enrolled in a degree program (for example, students in mobility programs from other Portuguese institutions), attend, for one or more semesters, one or more courses at UCP with the intention of being assessed and obtaining ECTS.

– **Auditing Students** are students who attend classes in one or more courses of their choice, without the purpose of obtaining an academic degree. They are not subject to assessment and do not earn ECTS.

Admission of external and auditing students is assessed on a case-by-case basis after a request to the Board of the School/Faculty. Once authorization has been granted, the Academic Services office is responsible for assigning special codes to these students. Each School/Faculty will then enrol them in the selected courses.

External students must pay the degree program's registration fee and a monthly tuition based on the number of ECTS in which they enrol (cost of the ECTS x number of ECTS of the course in which they enrol x 5 months). The cost of the ECTS can be consulted in the Tuition and Fee Charges Information Chart, under 'External Student'. These students are not under the obligation of paying a minimum of 10 ECTS.



Auditing students do not pay a registration fee but instead are charged a one-off tuition fee per semester based on the number of ECTS in which they enrol (cost of the ECTS x number of ECTS of the course in which they enrol x 5 months). The cost of the ECTS can be consulted in the Tuition and Fee Charges Information, under 'Auditing Student'. These students are not under the obligation of paying a minimum of 10 ECTS.

The one-off tuition fee is paid in a single instalment in the first month of the semester.

The calculation of fees for these students must be done manually by the Treasury Office.

C - CANCELLATION OF ENROLMENT/REGISTRATION

If, for any reason, a student registered/enrolled in a degree program decides to interrupt or withdraw, he/she must immediately notify the Academic Services by filling out a form through E-SCA (*e-academic services*) or by visiting the Academic Services Front Office.

During the first four months of the semester, if the cancellation notification is done before the 10th, tuition fees for that same month will not be due; if the cancellation request is done after that date, these fees will be due.

However, if the notification of cancellation of registration/enrolment is made after **December 10th**, in the 1st semester, and **May 10th**, in the 2nd semester, full payment of the semester (five months) shall be due.

In the absence of a notification of cancellation, fees shall continue to be due, with the addition of fees and penalties for late payment. These will result in debt collection procedures.

Students who cancel their registration/enrolment shall cease to be considered students. If later they decide to return to the University, they will need to reapply for admission, paying the respective fee, as well as the normal year/semester enrolment fee.

Cancellation of registration/enrolment in a program should not be confused with the cancellation of enrolment in particular subject/courses. That has a different procedure, set out in paragraph B.3.

Lisbon, June 27th, 2023