



UNIVERSIDADE
CATÓLICA
PORTUGUESA

**INFORMATION PACK
ADMINISTRATION AND FINANCE DEPARTMENT - UCP**

STUDENT INFORMATION 2022/2023

GENERAL INFORMATION

Information and regulations for payment of tuition and taxes are published every year on the *Avisos e Comunicados* (“Notices and Messages”) page on the UCP Lisbon homepage <http://www.lisboa.ucp.pt/>

Treasury Office (*Tesouraria*)

This office’s responsibilities include payment processing, issuance of receipts and the update of related information on the student pages of the E-SCA portal.

Location

Pope John Paul II University Library Building ground floor (*Edifício da Biblioteca Universitária João Paulo II*).

Contact information tesouraria.sede@ucp.pt

Opening hours:

Monday to Friday: 09.30am-12.30pm/2pm-4pm

The annual table of tuitions, rates and charges is available (in Portuguese) both at the Treasury Office and in the Avisos e Comunicados (“Notices and Messages”) on the UCP Lisbon homepage.

Please read the following information carefully.

1 – PAYMENT METHODS

a) - BANK TRANSFER | For International Students Only

Any bank transfer charges will be the student's responsibility. The final amount received by the University must be equal to the amount due.

If students choose this payment method, they must fill out a specific form (available at each School's Student Affairs Office) and send it to the Treasury Office. This form is not an authorization for direct payment. It simply makes a connection between a student and a bank transfer, since the student may not be the account holder.

If information details are incorrect, or if payments are made using different information from what was sent to the Treasury Office, the system will not validate the payments. The student must then provide documentary evidence that the payment was made.

Should a student need to change the account from where its bank transfers are made, s/he must communicate this to the Treasury Office a month in advance.

b) - "MULTIBANCO" (ATM)

To pay using this method, students must access "*E-Serviços ao Cidadão Académico*" (E-SCA) on the UCP Lisbon page, and follow these steps:

- i. Go to: <http://sca.lisboa.ucp.pt/e-sca/>
- ii. On the left, where it says "*Autenticação E-SCA Plus*", "*Perfil*" **choose** "*Alunos*" and enter your **login** and **password** as provided to new students by the Students Affairs Office. In case of difficulty, you should ask for help from helpdesk@ucp.pt.
- iii. Select "***O Aluno na Instituição***" ("The Student at the Institution") in the top menu.
- iv. On the left, select "*Consultar Situação de Tesouraria*";
- v. In "*Forma de Pagamento*" (Payment method) Select  to obtain the "*Entidade*" (UCP's entity code - 20849) and "*Referência*"

(Reference code – which varies) and the amount due (tuition amount).

- vi. With the information obtained in the previous step, students must go to an ATM, or use the MB net, choose the option "*Pagamentos de Serviços*" ("Payments for Services") and enter the entity code, reference and amount.
- vii. Check if the data entered and the amount paid are correct (same as those published in your student area - E-SCA); if you detect that you have made a mistake, you must immediately notify treasury.sede@ucp.pt so that the situation can be resolved immediately.

c) – AT UCP’s TREASURY OFFICE

At the treasury office you can pay with an international card but this method may involve some waiting time.

d) - INVOICES / RECEIPTS

UCP invoices / receipts are issued by a certified program and automatically integrated into the E-invoice, on the finance portal, with the student's tax identification number. Invoices can be consulted on the "*E-Serviços ao Cidadão Académico*" (E-SCA) in "*Movimentos Liquidados - Recibos*".

Students who do not have a Portuguese tax identification number at the time of enrollment, must inform the UCP Treasury as soon as they obtain it. Failure to update this requirement until the last business day of December implies that the amounts paid in that calendar year are not considered for tax purposes.

4 - ENROLMENT and ANNUAL REGISTRATION | TUITION | ENROLMENT CANCELLATION | DEADLINES

a) ENROLMENT and ANNUAL REGISTRATION

Enrolment Fee: one unique payment to accept your admission to a program at UCP. This fee is **not reimbursable** even if the student decides to withdraw before the beginning of classes. (*Taxa de matrícula*)

February Intake students will pay this fee upon their admission, along with the first month tuition.

Upon admission, students are required to pay the enrolment fee and the first month tuition, in one instalment.

Annual Registration Fee: to register for the 2nd and following years of the student's program. (*Inscrição anual*).

Students who were awarded UCP scholarships must bear in mind that the scholarship only covers 60 ECTS each academic year. If a student decides to register for more than 60 ECTS the extra credits must be paid in full each semester.

The **deadlines** for these payments are published in the Treasury Office and respective websites. Fines will be applicable when payments are made after these deadlines (additional rate, known as “multa”).

b) TUITION

Students may find information on their tuition bills on their E-SCA personal page.

Tuition is due in ten monthly instalments for each academic year, **September to June**.

c) PAYMENT DEADLINES

Tuition must be paid by the **10th of each month**.

In **September**, for the 2nd and following years, tuition may be paid by the **20th September**.

Should the payment deadline fall on a weekend or bank holiday, the deadline moves to the next business day.

The payment deadline is the same whichever payment method is chosen.

d) LATE PAYMENT

- i. After the payment deadline, a monthly fine of 5% of the amount outstanding is applicable, in accordance with the “*Regras de Pagamento 2022/2023*” document (“Rate, charges and tuition table for 2022/2023”).
- ii. Equal fines of 5% will apply in addition for each month of late payment, until the full payment of the amount outstanding is made.

e) CONSEQUENCES OF FAILURE TO PAY

Failure to pay an outstanding debt **leads to the cancellation of the services provided by UCP to the student**, namely access to the library, use of the car

parks, discounts in the canteens and at the bookshop. Access to E-SCA will also be blocked, apart from to the “**Situação de Tesouraria**” (“Tuition Balance”).

Some other consequences are: certificates will not be issued (including those for the completion of the Program), grades will not be published, enrolment in exams or any other assessment types are cancelled and the annual registration cannot be renewed.

f) TUITION CALCULATION

ECTS credit costs vary from program to program. Therefore, the monthly tuition a student pays is calculated taking into account the curricular units, in which the student enrolls, every semester, at his/her School (a subject/curricular unit/module is usually worth 3 to 6 ECTS).

Monthly Tuition = cost of 1 ECTS credit X nr. of ECTS credits in which the student is enrolled in the semester

In the Portuguese higher education system, 60 ECTS credits (30 ECTS per semester) equals one academic year.

Depending on each Program there is a maximum number of ECTS in which a student can enroll. On the other hand, 10 ECTS is the minimum required for enrolment and mandatory payment, for all Programs at UCP.

The first month tuition is calculated according to the number of ECTS corresponding to the mandatory curricular plan for the 1st year of each Program, (except for the nursing degree that is always calculated based on 30 ECTS),

On the second month, tuition for the remaining months is established. Payment adjustments are done in accordance with the real ECTS numbers the student has enrolled for the semester.

The credit costs' amounts adjustment is not automatic. In early October and March students must inform the Treasury Office, by e-mail, on how they want the adjustment to be processed (adjustment to the following month tuition OR reimbursement).

Some courses of the 2nd and 3rd cycles have fixed tuition, according to the tuition information table, approved for the academic year 2022/2023.

At UCP information about payments is only available at E-SCA.

g) ENROLMENT / ANNUAL REGISTRATION CANCELLATION

If a student who has enrolled/registered in a Program intends to cancel it and leave the University, s/he should inform the Academic Services immediately, by filling in a request on E-SCA (student portal) or do that in person (at the Academic Services – Front Office | Pope John Paul II University Library Building ground floor).

If the request is filed by the 10th of each of the first four months of the semester, tuition for that month is no longer due. However, if the request to cancel enrolment is made after **December 10th** in the 1st semester or **May 10th** in the 2nd semester, **full payment for the semester is due (five months)**.

Without a request for the enrolment cancellation, tuition will continue to be owed, which means tuition and late payment fines will accumulate and this will lead to subsequent collection procedures.

A student who cancels enrolment is no longer classified as a student. Should s/he later wish to return to UCP, s/he will have to file a request and pay a return fee, that is higher than the usual enrolment registration fee.

ATTENTION

For information on payment situations (tuition balance), payment deadlines, MB entity codes and references, students should check their personal student page periodically on E-SCA [http s://sca.lisboa.ucp.pt/e-sca/](http://sca.lisboa.ucp.pt/e-sca/)

If you do not find there the information you need, please contact UCP's Treasury Office, tesouraria.sede@ucp.pt so that they may assist you.

UCP's TREASURY OFFICE