

ACADEMIC YEAR 2024-2025

# Terms and conditions for the award of “Charitable- Educational Study Grants”

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## I. Purpose

Fundación Universitaria San Pablo-CEU, owner of Universidad CEU San Pablo, aware of its general charitable-educational and social interest purposes, facilitates access to the studies taught at the University to students, taking into account their adequate academic performance, as well as the socioeconomic and family situation of the applicant, accredited by the petitioning student's documents.

A Commission for Charitable and Educational Study Grants, appointed for this purpose by the General Directorate of Fundación Universitaria San Pablo-CEU, attends to the applications submitted and distributes the grants, according to the needs and circumstances of each student applicant.

The beneficiary of the aid accepts the moral commitment to collaborate with the Foundation, when his/her economic possibilities allow, so that his or her contributions will make it possible, in the future, for other students to benefit from the aid program that the Foundation carries out, always in strict compliance with its charitable-educational purposes.

## II. Call and Conditions

### 1. Deadlines

The deadline for submission of applications will be **May 27, 2024**.

**The resolution date is:**

Newly admitted 1st year students: **June 18, 2024**.

Students already enrolled at USP or transfers: **July 18, 2024**.

### 2. Required documents

1. To fill in all the fields of the application questionnaire.
2. **Employed person:** You must attach the IRPF **Certificate** of the fiscal year 2022 and Patrimony (if required) issued by the Tax Agency (it can be downloaded from the Agency's website) of all the members of the family unit.

In case of divorced parents, the IRPF certificate of both parents must be submitted.

**Self-employed/Entrepreneur:** Photocopy of the annual VAT summary declaration of the last fiscal year, as well as the IRPF **Certificate** of the fiscal year 2022 and Patrimony (if obliged) issued by the Tax Agency of both parents. In case of not being obliged to make the declaration it will be necessary to present the document that accredits it.

Students who are granted the Teaching Beneficent Aid must submit in the month of October (from the 1st to the 31st) to the e-mail [ayudasceu@ceu.es](mailto:ayudasceu@ceu.es). **Certificate of IRPF corresponding to the fiscal year 2023** of all the members that form the family unit.

Failure to attach these documents will result in the cancellation of the application.

3. Residents and non-residents with **income outside Spain** must submit the 2022 tax return of the country in question with a sworn translation into Spanish and with the currency in Euros.
4. Students who are independent of the family unit must also provide proof of ownership or rental in which they have their habitual residence and certificate of family census registration.

5. Document that accredits any reason for which the aid is requested, for example, unemployment, single-parent family, etc.

### 3.Application submission

The additional documentation specified in the application form must be attached to the application form. For the renewal of the scholarship, **which the student must apply for every academic year**, the same conditions will be required as for the initial grant.

The scholarship application must be submitted through the [Scholarship Portal](#), within the [Future Student Portal](#).

For the renewal of the scholarship, the application must also be submitted through the [Student Portal](#).

**VERY IMPORTANT:** the application will not be processed if it is not completed in all its sections or if any of the required documents are missing.

The San Pablo-CEU University Foundation Grants Commission reserves the right to request any complementary or additional documentation and information it deems appropriate, at any time, even after the grant has been awarded, regarding both the financial and personal situation.

### 4.Worth

A maximum of seven thousand five hundred (7,500) euros, at the discretion of the corresponding Commission based on the student's personal, economic, family and academic situation. Provided that the student is enrolled for a minimum of 60 credits. If the student is enrolled for fewer credits, the aid will be proportional to the number of credits enrolled.

### 5.Renewal conditions

The student must pass all credits in which he/she is enrolled, as well as maintain the same personal, economic and family situation as at the time of granting the scholarship.

## 6.Reasons that lead to the withdrawal of financial aid

The beneficiary's status as a beneficiary of charitable-educational aid will be lost:

- a. If the student's personal, family or economic situation changes, so that the Evaluation Committee deems that the aid is not necessary.
- b. If any of the assumptions contemplated in the disciplinary rules applicable to students of the University are incurred, giving rise to a sanction.
- c. If the student is in a situation of non-payment for any concept that he/she is obliged to pay, prior warning, granting a period of fifteen days for its timely correction.
- d. If the student does not pass all the credits in which he/she is enrolled.
- e. In the event of non-compliance with the principle of incompatibility of the Scholarship granted with other scholarships or aid granted by any other public or private organizations and entities.
- f. In case of resignation of the beneficiary of the aid. If this occurs before the beginning of the academic year, the Evaluation Committee may select a new dossier from among those submitted.

## 7.Incompatibilities

The awarding of a CEU Teaching Grant is incompatible with the awarding of other scholarships from Fundación Universitaria San Pablo-CEU. Therefore, the Scholarship granted cannot be used in conjunction with other scholarships or aid from CEU. This is an inexcusable condition for the granting of the Scholarship.

In the event that the interested party is awarded a scholarship from this Program, as well as any other scholarship or aid, he/she will decide which of them he/she wishes to benefit from, and this decision cannot be revoked at a later date.

In the event of subsequent incompatibility, the Evaluation Committee may reassign the Scholarship to a new beneficiary or declare it void, at its discretion.

These Scholarships are compatible with the "General Scholarships" awarded each academic year by the Ministry of Education, Vocational Training and Sports for students pursuing post-compulsory studies. However, if a student is awarded at the same time a "General Scholarship" from the Ministry of Education, Vocational Training and Sports and one of the Grants for the benefit of teachers, the student must apply for the effective compatibility between that Scholarship and this Grant before the Directorate General of Educational Planning and Management of the Secretary of State for Education of the Ministry of Education, Vocational Training and Sports.

## 8. Aid to large families

In the case of large families, Fundación Universitaria San Pablo-CEU offers a grant, articulated within the charitable-teaching aids to provide facilities to large families:

- Application deadline: at the time of enrollment.
- Resolution: on presentation of the registration. Immediate granting.
- Requirements: The student must present:
  - Libro familia numerosa o certificado en vigor.
- Endowment of the aid: The same for all degrees:
  - First child 300€, Second child 450€ and Third and following children 600€.
- Incompatibilities: This scholarship IS compatible with the awarding of the other scholarships of Fundación Universitaria San Pablo-CEU.

## III. Evaluation Commission: composition and attributions

1. The Commission for Scholarships and Beneficent-Educational Study Grants of the San Pablo-CEU University Foundation, the titular entity of the San Pablo CEU University, freely decides the beneficiaries of the grants.  
The Commission is made up of the Rector, the Manager, the Vice Rector for Students and University Life, a member of the Management Committee of the San Pablo CEU University Foundation, the Director of the Finance Department and whoever the General Management deems appropriate. The Secretary of the Committee will be in charge of convening the meeting, preparing the appropriate documentation and taking the minutes.  
The decision of the Committee will be communicated by e-mail to the address assigned to the student at CEU San Pablo University or, in the case of new students, to the address indicated by the student in the application, and the contents of the decision will also be sent to the Management and to the Scholarship and Student Aid Service.
2. The Scholarship and Educational Scholarship Committee shall be the sole body empowered to interpret and apply the provisions of these regulations. The Committee may, at its sole discretion, declare the grants to be void, if it deems it appropriate after evaluating the profiles of the candidates.

## IV. Acceptance of the Terms and Conditions

Free participation in the process of awarding the Charity-Teaching Grants established in these Rules implies full knowledge and acceptance of them, without the San Pablo-CEU University Foundation, which is the parent entity of the CEU San Pablo University, assuming any responsibility derived from this. The formalization of the application expressly implies this acceptance.

Any previous information on the terms and conditions of the call for applications for the 2024-2025 Teaching Grants is invalidated by this document.

## V. Data Protection

<b>Head</b>	“Fundación Universitaria San Pablo-CEU”, an entity owned by Universidad CEU San Pablo.
<b>Goal</b>	Processing of the application to participate in the scholarship awarding process; as well as management of the services related to this enrollment.
<b>Legitimation</b>	Consent of the interested party.
<b>Addresses</b>	The transfer of personal data to third parties is foreseen. International data transfers are not foreseen.
<b>Rights</b>	Access, rectification, limitation of processing and to file complaints with the supervisory authorities, as well as other rights, as explained in the additional information.
<b>Additional information</b>	Additional detailed information on data protection can be found on our website: <a href="http://www.ceu.es/protecciondatosinscripcionactividades">http://www.ceu.es/protecciondatosinscripcionactividades</a>

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, we inform you that your data obtained in the registration process in the call for the awarding of Charitable-Deducational Grants for the study for undergraduate students of the University CEU San Pablo will be processed under the responsibility of "Fundación Universitaria San Pablo-CEU", with the purpose of processing and managing such registration. We inform you that no profiling is foreseen.

"Fundación Universitaria San Pablo-CEU" informs that the indicated treatments are legitimized in the consent of the interested parties, granted with the registration.

Likewise, "Fundación Universitaria San Pablo-CEU" informs you that the personal data contained in this registration will be retained for the duration of the legal relationship.

By signing the application form, you expressly consent to the communication of your personal data by "Fundación Universitaria San Pablo-CEU" to Foundations, Institutions and Centers, dependent or linked to "Fundación Universitaria San Pablo-CEU" 1, for management purposes, as well as to keep you informed of the activities and projects they carry out. Likewise, you consent to the communication of your data to third parties responsible for the management of the activity in which the registration has been made only in those cases in which this communication is strictly necessary for the celebration of the same. We inform you that no international transfer of data is foreseen.

You are also informed that you can contact the Data Protection Delegate of "Fundación Universitaria San Pablo-CEU", by sending your request in writing to the postal address C/ Tutor nº 35 - 28008 Madrid or to the e-mail address [dpd@ceu.es](mailto:dpd@ceu.es).

In accordance with the rights conferred by current legislation on data protection, you may contact the competent supervisory authority to file the claim you deem appropriate, as well as exercise your rights of access, rectification, limitation of processing, deletion, portability and opposition to the processing of your personal data and the withdrawal of consent given for the processing thereof, by sending your request to Vicerrectorado de Estudiantes y Vida Universitaria, address C/ Julián Romea nº 18 - 28003 Madrid or to the following e-mail address [vrecalum@ceu.es](mailto:vrecalum@ceu.es).

<sup>1</sup> *CEU Institutions, Dependent Centers and Foundations: Fundación Privada Universidad Abat Oliba CEU, Fundación San Pablo Andalucía, Fundación San Pablo Castilla y León, Fundación Abat Oliba, Fundación San Pablo para Ayuda al Estudio, Colegio Mayor Universitario de San Pablo, Fundación Cultural Ángel Herrera Oria and Asociación Católica de Propagandistas.*