



CEU

Universidad

San Pablo

**RULES FOR THE
AWARD OF
“TEACHING
SUPPORT
STUDY
GRANTS”.**

Rules for the Award of “Teacher Support Study Grants”

Purpose

Fundación Universitaria San Pablo-CEU, the governing body of Universidad CEU San Pablo, mindful of its charitable, educational, and social objectives of general interest, facilitates access to the University’s programs for students, taking into account their academic performance as well as the applicant’s socioeconomic and family situation, as documented by the applicant.

A Teaching Support Study Grants Committee, appointed for this purpose by the General Directorate of Fundación Universitaria San Pablo-CEU, reviews the submitted applications and distributes the grants according to the needs and circumstances of each applicant.

The grant recipient accepts the moral commitment to collaborate with the Foundation, when their financial circumstances permit, so that their contributions may enable other students to benefit from the Foundation’s grant program in the future, always in strict compliance with its charitable and educational purposes.

Call for Applications and Scholarship Conditions

Application deadlines

Submission deadline: **May 28, 2026**

Decision date: **June 19, 2026** (New first-year students)

July 21, 2026 (Students already enrolled at USP or transferring students)



Required documentation

1. Fill out all fields of the application form.
2. **Employed individuals:** You must attach the 2024 IRFF **Certificate** and Asset Declaration (if required) issued by the Tax Agency (available for download from the Agency's website) for all members of the household.

In the case of divorced parents, the income tax certificates of both parents must be submitted.

Self-employed/Business owner: A photocopy of the annual VAT summary return for the most recent fiscal year, as well as the 2024 income tax return and net worth statement (if required) issued by the Tax Agency for both parents. If required to file a return, you must submit a document certifying this.

Students who are awarded the Teacher's Assistance Grant must submit the following to the email address ayudasceu@ceu.es between **October 1 and 31: a copy of the income tax return for the 2025 tax year** for all members of the household.

Failure to attach the required documents will result in the grant application being canceled.

Residents and non-residents with **income outside of Spain** must submit the 2024 tax return from the country in question, along with a certified translation into Spanish and converted to euros.

3. Students who are no longer part of the family unit must also provide proof of ownership or rental of their primary residence and a certificate of family registration.
4. Document proving the reason for applying for the grant, for example, unemployment, single-parent family, etc.

Submission of the Application

It is essential to attach the additional documentation specified in the application form. For the renewal of the grant, **which the student must apply for every academic year**, the same conditions as for the initial award will apply.



The scholarship application must be submitted via the **link** found in the Scholarships section of the Future Student Portal. To renew the grant, the application must also be submitted through the Student Portal.

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

The Financial Aid Committee of Fundación Universitaria San Pablo-CEU reserves the right to request any supplementary or additional documentation or information it deems appropriate at any time, even after the aid has been granted, regarding both financial and personal circumstances.

Grant Amount

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

Renewal Conditions

The student must pass all the credits for which they are enrolled, as well as maintain the same personal, financial, and family circumstances as at the time the grant was awarded.

Reasons for losing the grant

The status as a recipient of the charitable-educational grant will be lost:

- a.** If the student's personal, family, or financial situation changes in such a way that the Evaluation Committee deems the aid unnecessary.
- b.** If the student commits any of the offenses covered by the disciplinary regulations applicable to University students, resulting in a sanction.
- c.** If the student fails to pay any amount they are obligated to pay, following a formal notice, with a fifteen-day grace period granted for timely rectification.
- d.** If the student fails to pass all the courses in which they are enrolled.



- e. In the event of a violation of the principle of incompatibility between the awarded scholarship and other scholarships or financial aid granted by any other public or private organizations or entities.
- f. In the event that the recipient of the grant withdraws. If this occurs before the start of the academic year, the Evaluation Committee may select a new application from among those submitted.

Incompatibilities

The award of a CEU Beneficent-Teaching Grant is incompatible with the award of any other scholarships from Fundación Universitaria San Pablo-CEU. Therefore, the awarded Grant may not be combined with other CEU scholarships or grants. This is an absolute requirement for the award of the Grant.

If the applicant is awarded a scholarship under this Program, as well as any other scholarship or grant, they must decide which one they wish to accept, and this decision cannot be revoked at a later date.

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

These grants are compatible with the “General Scholarships” offered each academic year by the Ministry of Education, Vocational Training, and Sports for students pursuing post-compulsory studies. However, if a student is awarded both a “General Scholarship” from the aforementioned Ministry and one of the charitable-educational grants covered by this call for applications, said student must request approval of the compatibility between that scholarship and this grant from the General Directorate of Educational Planning and Management of the State Secretariat of Education within the Ministry of Education, Vocational Training, and Sports.

Financial Assistance for Large Families

For large families, Fundación Universitaria San Pablo-CEU offers financial assistance, provided as part of its charitable and educational aid programs to support large families:

- Application deadline: at the time of enrollment.



- Decision: Upon submission of the enrollment form. Immediate approval.
- Requirements: The student must submit:
 - A valid large family registry book or certificate.
- Grant amount: The same for all degree programs:

First child: 300 €, second child: 450 €, and
third child and subsequent children: 600 €.
- Incompatibilities: This scholarship IS compatible with other scholarships offered by Fundación Universitaria San Pablo-CEU.

Evaluation Committee: Composition and Powers

1. The Teaching Study Program Scholarships Aid Committee for Studies of Fundación Universitaria San Pablo-CEU, the governing body of Universidad CEU San Pablo, freely determines the recipients of the aid.

The Committee is composed of the Rector, the Manager, the Vice-Rector for Students and University Life, a member of the Executive Committee of Fundación Universitaria San Pablo-CEU, the Director of the Finance Department, and any other representative deemed appropriate by the General Administration. The Secretary of the Committee shall be responsible for convening the Committee, preparing the necessary documentation, and taking minutes.

The Commission's decision will be communicated via email to the address assigned to the student at Universidad CEU San Pablo or, in the case of new students, to the address indicated by the applicant on the application form. The content of the decision will also be forwarded to the Administration and to the Scholarships and Financial Aid Office.

2. The Commission for Teaching Study Program Scholarships and Financial Aid is the sole body authorized to interpret and apply the provisions of these guidelines. The Commission may, at its sole discretion, decide not to award the grants if it deems it appropriate after evaluating the candidates' profiles.



Acceptance of the Terms and Conditions

Participation in the processes for Teaching Study Program Scholarships established in these Terms and Conditions implies full knowledge and acceptance thereof, without Fundación Universitaria San Pablo-CEU, the entity that owns Universidad CEU San Pablo, assuming any liability arising therefrom. The submission of the application expressly implies this acceptance.

Any prior information regarding the terms and conditions of the call for the 2025-2026 Benéfico-Docentes Grants is hereby superseded by this document.

Data Protection

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, as well as Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantee of Digital Rights, we hereby inform you that your data, obtained during the registration process for the call for applications for the “CEU Merit Program” Scholarships for the 2026-2027 academic year at Universidad CEU San Pablo, will be processed under the responsibility of Fundación Universitaria San Pablo-CEU, the entity that owns the University, for the purpose of processing your registration to participate in the scholarship award process, as well as managing the services related to this registration. We inform you that profiling is not planned.

Fundación Universitaria San Pablo-CEU hereby informs you that the processing activities described above are based on the consent of the data subject, which is provided by submitting this application.

Likewise, the Parties hereby inform that the signatories' personal data will be retained for the duration of the aforementioned contractual relationship, and will be blocked once they are no longer necessary for the purpose for which they were collected, remaining available exclusively to Judges and Courts, the Public Prosecutor's Office, or the competent public authorities—in particular data protection authorities—to address any potential liabilities arising from the processing, for the duration of the statute of limitations for such liabilities. Once this period has expired, the Parties will proceed to delete the data.



The transfer of data to third parties is not envisaged, except in cases of legal obligation, or to Foundations, Institutions, and Centers dependent on or affiliated with Fundación Universitaria San Pablo-CEU*, for internal administrative purposes, based on their legitimate interest. International data transfers are not envisaged.

Furthermore, please be advised that you may contact the Data Protection Officer 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 email address dpd@ceu.es

In accordance with the rights granted to you by current data protection regulations, you may exercise your rights of access, rectification, restriction of processing, erasure, data portability, and objection to the processing of your personal data, as well as the right to withdraw your consent for the processing thereof, by sending your request to the Vice-Rectorate for Students and University Life, at C/ Julián Romea 18, or via email to vrecalum@ceu.es.

[We inform you that you may file a complaint with the Data Protection Officer \(dpd@ceu.es\)](#) and/or the Spanish Data Protection Agency (www.aepd.es) if you believe your rights in this matter have been violated.

*CEU Institutions, Affiliated Centers, and Foundations: Abat Oliba CEU University Private Foundation, San Pablo Andalucía Foundation, Fernando III el Santo University Foundation, Abat Oliba Foundation, Ángel Herrera Oria Cultural Foundation, and Catholic Association of Propagandists.

