

**GENERAL RULES FOR THE ADMISSION AND
ENROLLMENT OF UNDERGRADUATE
STUDENTS 2023-2024 ACADEMIC YEAR**



FIRST: ADMISSION AND ENROLLMENT RENEWAL PROCESSES

Students interested in taking undergraduate studies at Universidad CEU San Pablo must complete these administrative procedures in the order set out below, depending on whether students are new undergraduate students or students renewing their enrollment in Bachelor's degrees:

A) ADMISSIONS OF NEW BACHELOR'S DEGREE STUDENT CANDIDATES

Admission Application Form

The admission process starts when you fill in the admission application form.

The online software program asks for your personal and academic information and depending on the type of admission to the University and the degree, it will ask candidates to pick a date for an interview. The interview date can be changed up to 48 hours before the selected day and time. First-year students who wish to apply for the admissions process of the Bachelor's degree in Medicine must take the entrance exam in the University annual examination sessions (a total of 2 sessions).

After filling out their personal information, candidates will be sent an email with a username and password for logging into the Future Student Portal (<http://www.uspceu.com>), where they can see the status of their application at any time and continue with the procedures in the admissions and enrollment process.

The website (<https://www.uspceu.com/en/admission/undergraduate-admission/access-requirements>) contains information about the different University admissions channels, as well as the supporting documents required for admission and legal access to University.

Admission Process

During the admission process for first-year students, the candidate's academic transcripts will be assessed, as will the result of the admissions exams and the personal interview of the candidate, which will depend on the degree or degrees that the candidate wishes to study.

If the candidate requests a transfer of transcripts, with the possibility of having credits from a previous degree recognised, the university transcripts, resume and personal interview will be assessed. The credit recognition report costs one hundred euros (100€), in addition to the fees for the recognition and validation of credits set out in this General Rules for Enrollment.

If students choose to carry out an International or Bilingual Degree, a Bachelor's degree in Medicine or in Dentistry, they must take specific or additional entrance exams.

The admission result (accepted, not accepted, on waiting list) will be sent to candidates by e-mail and text message (international candidates will not receive the latter).

New University student candidates must pay an ADMISSION PROCESS FEE. The fee amounts to eighty-five euros (85€) for all degrees except for the bachelor's degree in Medicine for which it is one hundred and eighty euro (180€). If candidates attend to both entrance exam sessions of the Bachelor's degree in Medicine, they will have to pay one hundred and eighty euros (180€) for each of them. This fee must be paid before taking the admissions exams. This amount will not be subject to any kind of refund, without prejudice to the right of withdrawal in the terms established by law¹, which the student has at all times. However, no refund will be given in relation to this fee once the candidate has taken the admissions exam.

Payment can be made on the Future Student Portal, by credit card.

¹ IMPORTANT NOTICE: Legal information on exercising the right of withdrawal. All candidates can enforce the right of withdrawal, under the provisions of Spanish Law 1/2007, of 16 November (Real Decreto Legislativo 1/2007, de 16 de noviembre, por el que se aprueba el texto refundido de la Ley General para la Defensa de los Consumidores y Usuarios y otras leyes complementarias). For these purposes, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed valid, without having to justify their decision and without any penalty or cost of any kind, in which case the money paid for the item in question will be returned in full. No formalities or written forms will be needed in order to enforce the right of withdrawal, but candidates will need to send an email to info.usp@ceu.es stating their full name, as well as any other data relevant for their identification, and their wish to withdraw from the admission process. Enforcing the right of withdrawal in a timely, appropriate manner will entail the loss of all rights concerning enrollment at Universidad San Pablo-CEU



Reservation Fee

If candidates pass the admissions exams, they will be informed of their admission, subject to payment of the RESERVATION FEE and delivery of the documentation required for admission to the university.

The notification will specify the period in which the RESERVATION FEE is to be paid, as well as the payment method, which may be by credit card or at a bank with the payment receipt.

Future new students at the University must pay—as a one-off payment—a RESERVATION FEE for opening and any admin involved in managing their records, which includes holding their place until enrollment is formalized. The RESERVATION FEE is seven hundred and fifty euros (750€) for all degrees, except for the Bachelor's Degree in Medicine which is three thousand and one hundred euro (3,100€). This fee is payable in addition to the academic fees and, therefore, if candidates do not complete the enrollment process, this amount will not be subject to any kind of refund, without prejudice to the right of withdrawal in the terms established by law², which the student has at all times.

In addition, students must include in the Future Student Portal the academic documents proving that they meet all legally established requirements for admission to the University.

The University reserves at all times the right to request the documentation referred to in the paragraph above in paper format.

The University can only guarantee places to applicants who pay the RESERVATION FEE within the period detailed in the admissions notice. This reservation of place will be effective until the following periods:

² IMPORTANT NOTICE: Legal information on exercising the right of withdrawal. All candidates can enforce the right of withdrawal, under the provisions of Spanish Law 1/2007, of 16 November (Royal Legislative Decree 1/2007, of November 16, 2007, approving the revised text of the General Law for the Defense of Consumers and Users and other complementary laws). For these purposes, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed valid, without having to justify their decision and without any penalty or cost of any kind, in which case the money paid for the item in question will be returned in full. No formalities or written forms will be needed in order to enforce the right of withdrawal, but candidates will need to send an email to info.usp@ceu.es stating their full name, as well as any other data relevant for their identification, and their wish to withdraw from the admission process. Enforcing the right of withdrawal in a timely, appropriate manner will entail the loss of all rights concerning enrollment at Universidad San Pablo-CEU



International candidates: the place will be guaranteed up to 10 days after the opening of enrollment. If, once enrollment is enabled, the enrollment of the candidate does not progress within the aforementioned 10-day period, the University will understand that the candidate has released their place.

National candidates: the place will be guaranteed up to 10 days after having obtained legal access to the University (EVAU or equivalent).

In degrees with an activated waiting list, candidates who, having reserved their place, do not advance in the enrollment process within the indicated deadlines, will become part of the waiting list

Any candidates who do not pass their high school exams for admission to the University on the ordinary Examination Session (June) and have paid the RESERVATION FEE, will have priority in the July enrollment period if the University still has places in the degree requested.

International candidates must pay, in addition to the RESERVATION FEE, five hundred euros (500€) as a HOSPITALITY SERVICES FEE. These services are provided to help students after they arrive at the Spanish university and for adapting to the new environment.

This amount will not be subject to any kind of refund, without prejudice to the right of withdrawal in the terms established by law³, which the student has at all times. The only applicants who will be exempt from this payment are students who show their Spanish identity card (DNI) or Spanish foreigner identity card (TIE), or proof of official recognition of studies, or UNED Credential, within fifteen days of receiving their admission notice.

³ **IMPORTANT NOTICE:** Legal information on exercising the right of withdrawal. All candidates can enforce the right of withdrawal, under the provisions of Spanish Law 1/2007, of 16 November (Royal Legislative Decree 1/2007, of November 16, 2007, approving the revised text of the General Law for the Defense of Consumers and Users and other complementary laws). For these purposes, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed valid, without having to justify their decision and without any penalty or cost of any kind, in which case the money paid for the item in question will be returned in full. No formalities or written forms will be needed in order to enforce the right of withdrawal, but candidates will need to send an email to info.usp@ceu.es stating their full name, as well as any other data relevant for their identification, and their wish to withdraw from the admission process. Enforcing the right of withdrawal in a timely, appropriate manner will entail the loss of all rights concerning enrollment at Universidad San Pablo-CEU



Enrollment

Once students have paid the RESERVATION FEE and submitted the documentation that proves they meet the legally established requirements to access University, candidates will receive a notification in the Future Student Portal to formalise their enrollment within the period set out for this purpose.

Therefore, from the date they receive said notification and within the period set out, candidates will have an online ENROLLMENT form available in the Future Student Portal.

Candidates will find all the necessary instructions to formalise their enrollment in the Future Student Portal. However, if any additional enquiries need to be made, contact the New Student Support Unit (phone number +34915140404) E-mail: suportunit@ceu.es.

If the aforementioned period for the formalization of enrollment ends without all steps set out being satisfactorily completed, any rights deriving from the previously informed admission shall be definitively rendered void and the University will be able to freely dispose of the place held until that moment.

In order to complete ENROLLMENT*, the following steps must be taken:

- 1) Pay the **ENROLLMENT FEE**: payment methods are credit or debit card or at a bank (payment receipt).
- 2) Confirm their personal information.
- 3) Fill in a questionnaire for statistical purposes.
- 4) Select the courses they wish to enrol in.
- 5) Fill in the direct debit request form for the payment of the corresponding fees (SEPA Direct Debit order).
- 6) Any new student who are admitted via "EBAU" (university baccalaureate entrance exam) or have started their studies at another Spanish university must process the **transfer of their academic transcripts**.

The student who provides the final EVAU qualifications card with a secure verification code (csv) will be exempt from this procedure.

*The validity of enrollment is subject to:

- 1) The delivery of the documentation required by the University, including the transfer of their academic transcripts if applicable, within the additional period which concludes on 11 December 2023. As of this date, if the University does not have all the student's documentation,

it shall proceed to cancel the enrollment.

2) The veracity of the data and documents provided throughout the process.

3) The full payment of the enrollment fee, as well as the relevant academic fees, within the periods set out for this purpose.

The **ENROLLMENT FEE** will not be subject to any kind of refund if the student subsequently withdraws from University, without prejudice to the right of withdrawal in the terms established by law⁴ which the student has at all times.

The assignment of shifts and groups, as well as University Hospital where applicable, is the exclusive responsibility of the University centre at which students are studying and depends on the teacher availability and organizational needs at the time.

In virtue of the Recommendation dated September 29, 2004 by the Public Health Commission of the Spanish Ministry of Health, Consumer Affairs and Social Welfare, the University considers it necessary for all students who will carry out part of their studies at hospitals and/or clinics to be vaccinated against Hepatitis B. In addition, proof of vaccination against the infectious disease caused by the SARS-CoV-2 virus (COVID-19), as well as any other vaccinations required by the health authorities for reasons of public health, exceptional and urgent. public health, exceptional and urgent reasons.

For the purposes of the theoretical and practical teaching given at hospital centers agreed with the University, the students agreed with the University, the students integrated in them commit themselves to to fully respect their rules of internal regime, operation and security, and will be subject to them during their stay in these centers and health establishments. health establishments. They must at all times be properly identified by means of their National Identity Card/Foreigner's Identity Card/Passport (according to

⁴ **IMPORTANT NOTICE:** Legal information on exercising the right of withdrawal. All candidates can enforce the right of withdrawal, under the provisions of Spanish Law 1/2007, of 16 November (Real Decreto Legislativo 1/2007, de 16 de noviembre, por el que se aprueba el texto refundido de la Ley General para la Defensa de los Consumidores y Usuarios y otras leyes complementarias). For these purposes, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed valid, without having to justify their decision and without any penalty or cost of any kind, in which case the money paid for the item in question will be returned in full. No formalities or written forms will be needed in order to enforce the right of withdrawal, but candidates will need to send an email to info.usp@ceu.es stating their full name, as well as any other data relevant for their identification, and their wish to withdraw from the admission process. Enforcing the right of withdrawal in a timely, appropriate manner will entail the loss of all rights concerning enrollment at Universidad San Pablo-CEU

the Passport (as appropriate), their University student ID card, as well as the identification card that, in the identification card, if any, issued by the corresponding center. The student is also obliged to keep the due reserve and confidentiality of any information to which he/she may have access in relation to the confidentiality on any information to which he/she may have access in relation to the patients during the patients on the occasion of the teaching of these courses, respecting the provisions of the established in Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016 on the protection of natural persons with regard to the processing of their personal data and on the free movement of such data and repealing Directive 95/46/EC (the General Data Protection Regulation), Organic Law 3.1 of Organic Law 3/2018, of December 5, 2018, on the Protection of Personal Data and Guarantee of Digital Rights, and its implementing regulations, as well as Law 41/2002, of November 14, 2002, of basic law regulating the autonomy of the patient and the rights and obligations regarding clinical information and documentation.

The risk of accidents stemming from activities related to the teaching carried out at Health Centres will be covered by Universidad San Pablo-CEU student insurance and, with regard to possible damages caused by students to material goods or third parties, by the civil liability policy signed by the Health Centres which collaborate with the university.

B) ENROLLMENT RENEWAL OF BACHELOR'S DEGREE STUDENTS Apart from the process for new student candidates established on these General Rules, the rest of students shall renew their enrollment for the 2023-2024 academic year through their student intranet, without the need to a prior place reservation, within the period set out for this purpose. If the aforementioned period for the formalization of enrollment ends without all steps set out being satisfactorily completed, the University will consider it as the student's withdrawal and will be able to dispose freely of the place held until that moment.

In order to complete the ENROLLMENT*, students shall carry out the following steps:

- 1) Online enrollment in July.
- 2) Payment of the ENROLLMENT FEE in september: students who wish to renew their place shall pay the enrollment fee by debit entry.
- 3) Confirm their personal information.
- 4) Fill in a questionnaire for statistical purposes.
- 5) Select the courses they wish to enrol in.
- 6) Fill in the direct debit request form for the payment of the corresponding fees (SEPA Direct Debit order).



*The validity of enrollment is subject to the full payment of the enrollment fee, as well as the relevant tuition fees within the period set out for this purpose.

Once the enrollment has been completed by submitting the corresponding electronic form, the amount paid under ENROLLMENT FEE will not be subject to any kind of refund if the student subsequently withdraws from University, without prejudice to the right of withdrawal in the terms established by law⁵ which the student has at all times.

SECOND: GENERAL ASPECTS APPLICABLE TO UNIVERSITY STUDENTS

IT tools

Students agree to use computer equipment of their own to undertake any computer exercises and for online connection in the event that it becomes necessary to resort to online teaching, tutorials, exercises, and assessments, if imposed either directly or indirectly by the competent authorities.

Tuition Fees

Total tuition fees are obtained by multiplying the number of credit hours by the price of each credit. Tuition will be billed in nine monthly payments from October to June, unless students opt to pay tuition fees in a single payment. If there are changes in the number of credit hours at a later time, the difference in the amount will be prorated on the bills following receipt of notification.

The academic fees, as well as the fees for the admissions, place reservation and enrollment processes, are solely and exclusively for the provision of the teaching service in the degree students enrol in, with this being the only service corresponding to said fees.

⁵ **IMPORTANT NOTICE:** Legal information on exercising the right of withdrawal. All candidates can enforce the right of withdrawal, under the provisions of Spanish Law 1/2007, of 16 November (Royal Legislative Decree 1/2007, of November 16, 2007, approving the revised text of the General Law for the Defense of Consumers and Users and other complementary laws). For these purposes, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed valid, without having to justify their decision and without any penalty or cost of any kind, in which case the money paid for the item in question will be returned in full. No formalities or written forms will be needed in order to enforce the right of withdrawal, but candidates will need to send an email to info.usp@ceu.es stating their full name, as well as any other data relevant for their identification, and their wish to withdraw from the admission process. Enforcing the right of withdrawal in a timely, appropriate manner will entail the loss of all rights concerning enrollment at Universidad San Pablo-CEU

By formalizing their enrollment, students consent to and accept that teaching, tutoring, exercises, and assessments may be done in person or online from home if imposed either directly or indirectly by the competent authorities.

The obligation to pay these fees in full (tuition fees, admissions, place reservation and enrollment process fees) will remain in force even if, for reasons beyond the control of the University, some of the educational activities forming part of the degree cannot be carried out according to the teaching schedule planned at the beginning of the academic year. If this were to happen, the University guarantees students that said activity will be rescheduled whenever possible, taking into consideration the interest of students as well as any other academic criteria that may apply. If students carry out an international mobility (Erasmus or bilateral agreement with third parties), they must pay Universidad San Pablo-CEU the relevant fees, in addition to the fees agreed with the international partner, when a payment is required in order to carry out the international mobility. Students will be provided with information about any requirement that host countries and international programs may have in terms of additional fees' payments.

Students must pay tuition fees in a single payment or by instalments. (Please see the tuition fees on the website:
<https://www.uspceu.com/en/admission/undergraduate-admission/fees>)

If students decide to pay tuition in a single payment, they will receive a 3% discount, excepting certain student groups who will be subject to specific conditions applicable to them. This payment must be made in September. In case of non-compliance with the obligation to make the full payment within the period set out for this purpose, they will lose the 3% discount. Students who opt to attend the Final Exam Resit Examination and meet the requirements to do so, shall fully pay the fees in a single payment. The aforementioned payment will be made in September.

Surcharge for second and successive enrolments

The credit price will be surcharged in case of second and successive enrolments of repeating students:

- By 10% for a second enrollment.
- By 20% for a third enrollment.
- By 30% for a fourth and successive enrollments.

The surcharge will be applied on the subject's price established for the university year and course in which the second and successive enrollment of the repeating student is formalized.

International certificate studies and other international degrees

Regardless of obtaining the corresponding undergraduate degree from Universidad San Pablo-CEU, students must read the specific documentation and meet the requirements set out in the Schools or Institutes in question about the additional diplomas, degrees and certificates issued by foreign universities in each program.

Visas, as well as any other administrative permits required by the competent authorities to travel to the United States, must be processed directly by interested students under their strict and sole responsibility. In this regard, we inform you that these must be obtained as far in advance as possible before the trip. If denied in the end, the monetary penalties applicable are those included in the general rules established in the Program in question for unexpected cases of force majeure, which must be proven by supporting documents.

Recognition and validation of credits

For financial purposes, validated and recognised credits will be exclusively those taken in university studies that lead to the achievement of official certificates⁶. The processing fee for the recognition and validation of credits is thirty-seven euros (37€) per credit, which must all be paid in the month of

⁶ According to Article 3 of Spanish Law 822/2021, of 28 September (Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for quality assurance.): 1. University studies leading to the award of official degree certificates issued by the universities are structured in three cycles, called respectively Degree, Master and Doctorate, in accordance with the provisions of Article 37 of the Spanish Law 6/2001, of 21 December, on Universities (Organic Law 6/2001, of December 21, 2001, on Universities.). Their achievement in accordance with the corresponding course syllabus, in the case of Bachelor's and Master's Degrees, or with the program, in the case of Doctorate, will result in the award of the official university Bachelor's and Master's degree certificate and official Doctorate certificate, respectively".

January. The recognition of credits taken at CEU universities (only in university studies that lead to the achievement of official certificates) or credits taken at the CEU Institute for Professional Studies (Instituto Superior de Estudios Profesionales CEU) will be free of charge.

Any other validated or recognised credits, that is, those carried out in university studies that do not lead to the achievement of official certificates (including studies carried out in CEU Universities) will be paid at the price of the credit stipulated for the studies in question.

Other items not included in enrollment and not covered by tuition fees.

Requests for academic certificates, transfers of transcripts and the issuance of Degree certificates are not included in the enrollment fee and are not covered by tuition fees, and therefore students will have to pay the fees set for each of these items.

All that is set out in this section will be applicable to all academic years in which the student is enrolled.

Documentation allowing legal access to Spanish university:

The validity of enrollment will be subject to the University receiving the documentation required for the legal access to the Spanish university.

Depending on the admissions channel, the required documentation to access University is the following:

1) Spanish Higher Secondary Education graduates must provide a document which accredits that they have passed the *Evaluación de Acceso a la Universidad* (EvAU, University entrance exam).

2) Higher Secondary Education Students from either **EU countries or countries with whom Spain has signed reciprocal international education agreements** must provide certified academic documentation which accredits that they meet the requirements to access university in their respective education systems. Secondary education systems that can access through this channel: Germany, Andorra, Austria, European Baccalaureate, International Baccalaureate, Belgium, Czech Republic, China, Cyprus, Croatia, Denmark, European Schools, Slovakia, Slovenia, Estonia, Finland, France, Greece,

Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Norway, the Netherlands, Poland, Portugal, United Kingdom ⁷, Romania, Sweden and Switzerland.

3) The following candidates will provide the **certificate of official recognition to the Spanish Higher Secondary Education** issued by the Spanish Ministry of Education, Culture and Sport:

- Students from the education systems listed above, who do not meet the academic requirements of their respective education system in order to access university but who can accredit equivalent studies to the Spanish Baccalaureate (Spanish Higher Secondary Education).
- Students from non-EU countries or countries with whom Spain does not have education agreements, who have finished their preuniversity studies, must request their secondary education qualification to be officially recognised by the Spanish Ministry of Education.

In order to enrol, the aforementioned candidates may provide the University with the proof of official recognition issued by the Ministry of Education, Culture and Sports, but their enrollment will be subject to the resolution of the recognition file. If the resolution is affirmative, candidates will be considered a fully enrolled student. In the event that the resolution is negative, students will be withdrawn and will have to leave University as they have not obtained legal access to it, without the right to refund of the amounts paid up to that moment, under place reservation, enrollment and tuition fees.

4) Be in possession of a **Vocational Training Higher Technician**, Higher Technician in Plastic Arts and Design, or Higher Sports Technician certificates from the Spanish Education System, or another qualification that has been

⁷ For the academic years 2022-2023 and 2023-2024, students from education systems of the United Kingdom may continue to benefit from the admissions process to the Spanish University under the same terms and conditions provided for students coming from education systems of EU Member States. They shall meet the academic requirements of their education systems for access to their Universities as established in paragraph three of the Agreement issued by the Spanish Council of Ministers of 26 October 2021, published by the Presidency of the Spanish Council of Ministers, of 29 October (Presidencia del Consejo de Ministros, PCM/1161/2021, por la que se publica el Acuerdo del Consejo de Ministros de 26 de octubre de 2021), extending the measures provided in Articles 11, 12 and 15 of the Spanish Law 38/2020, of 29 December (Real Decreto-ley 38/2020, de 29 diciembre) which adopts measures to adapt to the Third State status of the United Kingdom of Great Britain and Northern Ireland after the end of the transitional period provided for in the Agreement on the withdrawal of UK from the European Union and the European Atomic Energy Community, of January 31, 2020. For subsequent years, unless some type of agreement between Spain and the United Kingdom becomes effective, these students will have access to the Spanish university under the same conditions that the university has provided for students coming from education systems of third countries with which international agreements have not been signed.

recognized or declared equivalent by the Spanish Ministry of Education and Vocational Training.

5) **Students who have previously withdrawn from studies at a Spanish or foreign university** and students who have completed their studies abroad but have not obtained official recognition in Spain and wish to study at Universidad CEU San Pablo, must have passed a minimum of 30 ETCS credits in order to be recognised. Students shall provide the documentation regarding the recognised university studies. Candidates must provide the following documentation stamped by the University of origin and duly legalised in the case of non-EU education systems. If the documentation is not in Spanish, students will have to submit authenticated translations.

- Official Academic Certificate or certified photocopy (if a regular copy has been submitted)
- Course syllabus (including the number of credits and the course nature)
- Passed courses syllabi.

6) **Documentation accrediting that the student holds an official Spanish university undergraduate certificate**, official Engineering, Architecture, Technical Engineering, Degree or Master certificates; or any other that has been recognised as equivalent by the Spanish Ministry of Universities.

7) Documentation accrediting those candidates have passed the University Entrance Exam **for over 25 years old**.

8) **Documentation which proves that candidates have passed the University Entrance Exam for over 40 years old** by accreditation of workplace or professional experience. Only candidates with professional or workplace experience related to the course they wish to enrol in, who have no qualifications that would enable them to access University and have turned 40 before the beginning of the academic year in which they wish to enrol may be admitted via this channel.

9) Documentation accrediting that the student has passed the University Entrance Exam **for over 45 years old**.

10) Documentation which accredits that the candidate meets the requirements to access University according to the **Spanish Education Legislation prior to Spanish Law 8/2013 of 9 December (Ley Orgánica 8/2013, de 9 de diciembre para la mejora de la calidad educativa)**.



The deadline to submit the documentation required by the University must be provided, including the transfer of the academic transcript if applicable, by December 11, 2023. As of this date, if the University does not have all the student's documentation, it shall proceed to cancel the enrollment, without being entitled neither to the refund of the amount paid under reservation, enrollment and tuition fees to the date in question, nor the issue of any official certificate of the credits studied.

Non-payment

Failure to pay all or part of the tuition fees will result in the impossibility of taking the exams or academic tests and that no qualification of any type of theoretical or practical exercise will be communicated to him/her of theoretical or practical exercise that he/she has carried out until the amounts owed are fully paid. Likewise, in such a case, access to the intranet/virtual campus/institutional e-mail. The University will deny the issuance of diplomas and academic certificates, as well as the processing of transcripts, when the students requesting them have pending payments until these payments are satisfied.

The claim of the amounts owed will be carried out in accordance with the provisions of USP-CEU's protocol for the management of unpaid fees. If after all the claims established in the aforementioned Protocol, the student's situation has not been regularized and the student has three or more outstanding monthly payments, the University will be entitled to cancel the student's payment.

If for any duly justified reason, the student is unable to pay any of the outstanding payments, he/she shall contact the Student Financial Section at alumnos@ceu.es, so that the University can study the student's situation.

For the renewal of a place in each new academic year, the payment of the outstanding amounts for academic payment of outstanding tuition fees from previous academic years will be a prerequisite for enrollment and without prejudice to the University's right to claim the total amount of unpaid tuition fees from those obligated and responsible for them by any means admitted by law,

Irrespective of the payment of the corresponding fees established in each case, the University will deny the issuance of degrees and academic certificates, as well as the processing of transcripts, when the students who request them have other accrued payments, for any concept, pending to be satisfied.

What is expressed in this section, will be applicable to all the academic courses in which the student is enrolled.



Withdrawal from the University

After enrollment is formalized, either during the academic year or after it has ended, students may notify through their Intranet in the area set out for this purpose, their decision to withdraw, providing the information necessary to identify the studies undertaken, where withdrawal will take effect on the first day of the month following receipt of said notification.

This is without prejudice to the fact that the University may claim the total amount of fees outstanding payment to the date in question. The academic transcripts of students who withdraw will always be filed by the University for due legal purposes.

All that is set out in this section will be applicable to all academic years in which the student is enrolled.

Right to place reservation for specific student groups

In compliance with the provisions of articles 22 and following of Spanish Law 412/2014, of 6 June (*Real Decreto 412/2014, de 6 de junio, por el que se establece la normativa básica de los procedimientos de admisión a las enseñanzas universitarias oficiales de Grado*) and article 15 of Spanish Law 822/2021, of 28 September (*Real Decreto 822/2021, de 6 de junio, por el que se establece la normativa básica de los procedimientos de admisión a las enseñanzas universitarias oficiales de Grado*), Universidad San Pablo-CEU recognises the right to place reservation for the following groups of students:

- Students who have passed the university entrance exam for over 25 are entitled to a minimum of 2 per cent of the places available.
- Students who access official Bachelor's Degree programs after having passed the university entrance exam for over 45 or by accrediting workplace or professional experience referred to in article 16, are entitled to between 1 and 3 per cent of the places available.
- At least 5 per cent of the places available will be reserved for students with an accredited degree of disability equal to or greater than 33 per cent, as well as for students with permanent educational support needs associated with personal circumstances of disability, who in their previous studies have required additional resources and support for their full educational inclusion. To this effect, students who enforce this right to place reservation must provide a certificate of disability degree recognition issued by the competent body of each Spanish Autonomous Region. In any case, students must meet the access requirements for their admission in the relevant program.



- A minimum of 3 per cent of the places available will be reserved for high level and high-performance athletes who meet the relevant academic requirements in order to be enrolled in the corresponding program.
- Students who are in possession of official university qualification or an equivalent are entitled to between 1 and 3 per cent of the total places available.

The aforementioned quotas of place reservation will be applicable to the different admissions calls throughout the academic year.

In any case, students who enforce their right to place reservation must accredit their belonging to any of the abovementioned groups, in compliance with all legal requirements, as well as meeting all access and admission requirements established for the studies in question at Universidad San Pablo-CEU.

Knowledge and acceptance of Universidad CEU San Pablo Academic and Administrative Standards

By taking part in the Admissions, Place Reservation and Enrollment Process at the University, students **fully accept** the Academic and Administrative Standards governing Universidad San Pablo-CEU, in particular its Rules for the Organization and Functioning, approved by Decree 31/2011 of June 2 by the Governing Board, published in the Official Gazette of the Region of Madrid number 136, of June 10, 2011, as well as the rest of its internal implementing regulations.

In particular, the participation of new student candidates in the Bachelor's degree admission process, as well as of students in the renewal of their enrollment in a Bachelor's Degree EXPRESSLY ENTAILS FULLY KNOWLEDGE and ACCEPTANCE OF THESE REGULATIONS.