

# General admission and enrollment rules for undergraduate degrees

**ACADEMIC YEAR 2026-27**





# 1. Admission and Enrollment Renewal Process

## 1.1 Admission of New Undergraduate Candidates

Students interested in pursuing undergraduate studies at Universidad San Pablo CEU must follow a series of administrative procedures in an organized and sequential manner. The steps of the admission process for new students are detailed below.

### 1.1.1 Admission application form

The admission process begins by completing the admission application form available on the University website [<https://www.uspceu.com/admision-ayuda/> admission-degree/admission-information]. This page also provides information on the various admission routes and the documentation required for admission and to comply with the legal requirements for admission to the University.

Once the candidate has completed the form, they will receive an email with a username and password to access the Future Student Portal [<https://intranet.ceu.es/>]. On this portal, students can track the status of their application and complete the additional steps in the admission and enrollment process.

### 1.1.2 Required documentation

Applicants must upload the following documents to the portal:

- **Identification document.**
  - Spanish citizens:
    - National Identity Document (DNI).
  - Foreign citizens:
    - Passport.
    - And, if applicable, if you have the following documents on the date of completing this admission application form:
      - Foreign Identification Number (NIE)<sup>1</sup>.
      - Foreign Identification Card (TIE).
- **Letter of motivation.**
- **First-year high school grades (or equivalent).**

In any case, the University reserves the right to request, at any time during the admission process, any **additional documentation** it deems necessary in order to verify the information provided and to have sufficient information to evaluate and decide on the candidate's admission application.

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<sup>1</sup> In accordance with the **NOTE** from the **GENERAL SECRETARIAT OF UNIVERSITIES OF THE MINISTRY OF SCIENCE INNOVATION AND UNIVERSITIES**, dated May 10, 2024, regarding the **identification of foreign citizens in the issuance of university degrees**, foreign students must provide the University with their Foreign Identification Number (NIE). For these purposes, please note that the NIE is an essential requirement for the issuance of official university degrees by the Universidad San Pablo-CEU.



### 1.1.3 Admission interview

After reviewing the documentation, the candidate will have the opportunity to choose a date for an admission interview, which can be changed up to 48 hours before the selected date. This interview will assess the candidate's academic achievements, their motivation for studying the degree, and their language skills. The results of the interview, together with the documentation provided, will determine whether the candidate is admitted, not admitted, or placed on the waiting list.

Candidates will receive notification of the results by email and SMS (international candidates will not receive the SMS). If further information or documentation is required, candidates will be asked to provide it.

### 1.1.4 Entrance exam for new students enrolling in the Bachelor's degree in Medicine

In the case of candidates applying for admission to the Bachelor's degree in Medicine, instead of attending an admission interview, they must take a specific entrance exam. The University will offer at least two exam sessions per year. Candidates must attend one session, but if they wish to improve their score, they may attend all of the scheduled sessions. In this case, the highest score obtained will be taken into consideration. The fee to be paid for each exam session, known as **the ADMISSION PROCESS FEE**, is two hundred and fifty euros (250€). It is important to note that this fee is non-refundable, unless the candidate exercises their right of withdrawal under the terms established by law<sup>2</sup>. Candidates must meet the requirements established for the entrance exam and pay the fee before taking the exam.

### 1.1.5 Transfer of academic records

Students who wish to enter the University by transferring their academic record from another institution must complete the corresponding admission form and pay the fee for the credit validation assessment, which costs one hundred and fifty euros (150€). If the candidate requests credit recognition, their academic record, curriculum vitae, and, when deemed appropriate, a personal interview will be evaluated. In order to gain admission through credit recognition, at least 30 credits must be validated.

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<sup>2</sup>**IMPORTANT NOTICE: Legal information on exercising the right to withdraw from the admission process fee (applicants for new undergraduate students).**

Interested parties may exercise their legal right of withdrawal provided for in Royal Legislative Decree 1/2007, of November 16, which approves the revised text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they will have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed to have been concluded, without having to justify their decision and without penalty or expense of any kind, in which case the money paid for the item in question will be refunded in full. Under no circumstances will it be possible to exercise this right once the admission test has been taken. The exercise of the right of withdrawal shall not be subject to any formality or the submission of a specific form. As a valid document sufficient to exercise this right, it shall be sufficient for the interested party to send an email to indicating their name and surname(s) and other information that sufficiently identifies the procedure in question. Exercising this right of withdrawal within the established period will result in the loss of all rights inherent to admission as a new student at the University.



## 1.1.6 Pre-enrollment and place reservation

Once admitted, candidates must pay the **PRE-ENROLLMENT AND PLACE RESERVATION FEE**, which guarantees their place until enrollment is formalized.

All prices (pre-enrollment and seat reservation fee, enrollment fee, and academic fees) will be published on the University website [<http://www.uspceu.com/admision-ayuda/admision-grado/precios>].

The **PRE-ENROLLMENT AND PLACE RESERVATION FEE** is non-refundable, without prejudice to the right of withdrawal under the terms established by law<sup>3</sup>. It is absolutely necessary for students to pay this fee within the period indicated in the conditional admission notification, as only then will their place be guaranteed.

The place reservation will be effective from the date of payment of the **PRE-ENROLLMENT AND PLACE RESERVATION FEE**, extending for a maximum of:

- **International candidates:** up to 10 calendar days after the start of enrollment. If they do not formalize their enrollment within this period, it will be understood that they are releasing their place.
- **National candidates:** up to 10 calendar days after passing the regular University Entrance Exam (PAU) and, in any case, until **July 6, 2026**, as the latest date.

After these deadlines, candidates will lose their right to the reserved place.

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<sup>3</sup> **IMPORTANT NOTICE: Legal information on exercising the right to withdraw from the pre-enrollment fee and place reservation (candidates for new undergraduate students).**

Interested parties may exercise their legal right of withdrawal provided for in Royal Legislative Decree 1/2007, of November 16, which approves the revised text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they will have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed to have been concluded, without the need to justify their decision and without penalty or expense of any kind, in which case the money paid for the item in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formality or the submission of a specific form. As a valid document sufficient to exercise this right, it shall be sufficient for the interested party to send an email to indicating their name and surname(s) and other information that sufficiently identifies the procedure in question. Exercising this right of withdrawal within the established period will result in the loss of all rights inherent to admission as a new student at the University.



### 1.1.7 Hospitality Services for International Students

Universidad CEU San Pablo offers a mandatory package of **Hospitality Services**, designed to assist international students upon their arrival in Spain and with their academic and personal integration into the University.

For the purposes of this section, an international student is considered to be any candidate who has completed studies equivalent to the Spanish Baccalaureate in an education system other than the Spanish one and outside the national territory. Students who have legal access to the University (approval already processed and resolved) will be exempt from contracting this service.

The contracting of this service is **mandatory** for all newly enrolled international students and involves the payment of a **HOSPITALITY SERVICES FEE of six hundred euros (600€)**, in addition to the pre-enrollment and place reservation fee. This amount is non-refundable, without prejudice to the right of withdrawal, under the terms established by law<sup>4</sup>, which in any case applies to the candidate.

The package includes, among other things:

- Advice on legal procedures for obtaining the corresponding approvals for previous studies, as well as the NIE/TIE.
- Support in opening a bank account and direct management of the transport card, SIM card, and e-SIM.
- Information and guidance on accommodation options in Madrid (only information included in the pack).
- Access to the International Student Identity Card (ISIC) and welcome benefits (Welcome Pack).
- Intensive Spanish courses and academic leveling course. Optional services **not included** in the Hospitality fee:

- Private health insurance, which must be taken out by the student. The University provides guidance on available providers, but payment is made directly by the student to the chosen provider.
- Personalized accommodation search (at an additional cost on top of the Hospitality package fee).
- Assistance with student visa applications.

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<sup>4</sup> **IMPORTANT NOTICE: Legal information on exercising the right to withdraw from the "Hospitality" service fee.**

Interested parties may exercise their legal right of withdrawal provided for in Royal Legislative Decree 1/2007, of November 16, which approves the revised text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they will have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is deemed to have been concluded, without the need to justify their decision and without penalty or expense of any kind, in which case the money paid for the item in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formality or the submission of a specific form. As a valid document sufficient to exercise this right, it shall be sufficient for the interested party to send an email to indicating their name and surname(s) and other information that sufficiently identifies the procedure in question. Exercising this right of withdrawal within the established period will result in the loss of all rights inherent to admission as a new student at the University.



Universidad CEU San Pablo assumes no responsibility for **services not included** in the Hospitality service fee, so any contract, management, or incident that may arise in relation to such non-included services will be resolved exclusively within the framework of the relationship that may be established between the student and the external provider.

Up-to-date information on this service is available on the institutional website: <https://www.uspceu.com/admision-ayuda/admision-grado/hospitality>

### 1.1.8 Enrollment

Once the PRE-ENROLLMENT AND PLACE RESERVATION FEE has been paid, candidates may formalize their enrollment as follows.

- 1. Receipt of notification:** Candidates will receive a notification indicating the start of the enrollment period.
- 2. Access to the enrollment form:** The electronic enrollment form will be available on the Future Student Portal, where all the necessary instructions will be provided.
- 3. Administrative support:** If candidates need assistance, they can contact the New Student Support Unit through the channels indicated ([supportunit@ceu.es](mailto:supportunit@ceu.es) | +34 915140404).

#### Steps to complete enrollment:

- 1. Payment of the ENROLLMENT FEE:** Candidates must pay the fee using a credit or debit card, or by bank transfer.
- 2. Confirmation of personal details:** Updating and verification of personal information.
- 3. Completion of the statistical questionnaire:** Mandatory form to obtain relevant data on the student's profile.
- 4. Subject selection:** New students must register for all subjects corresponding to the first full year.
- 5. Additional documentation:** Applicants must complete the SEPA form for direct debit of academic fees.
- 6. Transfer of academic records (if applicable):** New students who have gained admission via the University Entrance Exam (PAU) or who have begun studies at another Spanish university must request the transfer of their academic records.

Students who provide their final PAU grade card with a secure verification code (CSV) will be exempt from this procedure.



## **Validity of enrollment:**

Enrollment will be subject to:

- Submission of all required documentation, including transfer of academic records, if applicable. **The deadline for submitting this documentation is November 16, 2026.** After this date, if the University does not have the student's complete documentation, it may proceed to cancel their enrollment, without the student being entitled to a refund of any amounts paid for pre-enrollment and place reservation fees, enrollment fees, and academic fees up to that point, nor to the issuance of any official certificate of credits earned. Withdrawal from enrollment will mean that the student will not be able to attend classes after that date.
- The accuracy of the information and documents provided.
- Full payment of the corresponding fees within the established deadlines.

It is important to note that if enrollment is not completed within the established deadlines, the rights derived from admission will be forfeited, and the University may freely dispose of the reserved place.

The amount paid as **the ENROLLMENT FEE** will not be refundable if the student subsequently withdraws from the University, without prejudice to the right of withdrawal, under the terms established by law<sup>5</sup>, which in any case applies to the candidate.

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**<sup>5</sup>IMPORTANT NOTICE: Legal information on exercising the right of withdrawal from the enrollment fee (candidates for new undergraduate students).**

Interested parties may exercise their legal right of withdrawal provided for in Royal Legislative Decree 1/2007, of November 16, which approves the revised text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they will have a period of fourteen calendar days following the date of the corresponding payment, at which point the contract is understood to have been concluded, without the need to justify their decision and without penalty or expense of any kind, in which case the money paid for the item in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formality or the submission of a specific form. As a valid document sufficient to exercise this right, it shall be sufficient for the interested party to send an email to indicating their name and surname(s) and other information that sufficiently identifies the procedure in question. Exercising this right of withdrawal within the established period will result in the loss of all rights inherent to admission as a new student at the University.



## 1.1.9 Documentation required for legal access to the university

In order to formalize enrollment at Universidad San Pablo-CEU, students must submit documentation proving that they meet the legal requirements for admission to the university according to their admission route:

- 1. Spanish high school graduates:** They must provide the document certifying that they have passed the University Entrance Exam (PAU).
- 2. Students from educational systems in the European Union or from countries with international agreements applicable to education:** These candidates must submit certified academic documentation proving that they meet the requirements of their educational system for admission to their universities.
  - **European Union (EU):** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, and Sweden.
  - **Other countries with agreements:** Norway, Liechtenstein, Iceland, Switzerland, the United Kingdom, Andorra, China, and Colombia.
- 3. Students from countries outside the EU or without an international agreement:** They must apply to the Spanish Ministry of Education for recognition of their studies as equivalent to the Spanish Baccalaureate. They may enroll with a provisional recognition certificate, subject to the Ministry's favorable decision.
- 4. Advanced Technicians:** Candidates who have obtained Advanced Technician qualifications in Vocational Training, Plastic Arts and Design, or Sports Technician from the Spanish Education System must submit the documents that prove it.
- 5. Students with partial foreign or Spanish university studies:** Those who have not obtained recognition of their foreign studies but wish to continue their education must have passed a minimum of 30 ECTS credits that can be recognized.

Candidates must provide the following documentation stamped by the university of origin and duly legalized in the case of educational systems outside the European Union. If the language of the documentation is not Spanish, a certified translation must be provided.

  1. Official academic certificate or certified photocopy (if a simple copy has been submitted).
  2. Curriculum (including number of credits and nature of the subject).
  3. Program of approved subjects.
- 6. Spanish university graduates:** documentation certifying the degree as Bachelor, Architect, Diploma, Engineer, Technical Engineer, Graduate, Master's Degree, or other, which has been approved or declared equivalent by the Ministry of Universities.
- 7. Students over 25, 40, or 45 years of age:** Depending on the admission route selected, students must submit documents certifying that they have met the specific requirements and/or passed the specific university entrance exams for students over 25, 40, or 45 years of age.



#### **Deadline for submission:**

The **deadline** for submitting the required documentation is **November 16, 2026**. After that date, if the University does not have the student's complete documentation, **it may proceed to cancel their enrollment**, without the student being entitled to a refund of the amounts paid for pre-enrollment and seat reservation fees, tuition, and academic fees up to that point, nor to the issuance of any official certificate of credits earned. Withdrawal from enrollment will mean that the student will not be able to attend classes after that date.

## **1.2 Enrollment Renewal for Undergraduate Students**

Students who are already enrolled in a degree program must renew their enrollment for the 2025-2026 academic year through their personal student intranet. It will not be necessary to reserve a place in advance. The deadline for completing the renewal will be communicated in due course. If the student has not formalized their enrollment for the following academic year by the deadline, the University will understand that this constitutes a waiver of their place, and may freely dispose of it.

#### **Steps for re-enrollment:**

- 1. Online renewal:** The enrollment renewal process will take place during the month of July via the University's intranet platform.
- 2. Payment of the ENROLLMENT FEE:** Students must pay the corresponding fee in September by direct debit.
- 3. Updating personal details:** Confirm or modify your personal details on the enrollment platform.
- 4. Completion of statistical questionnaire:** It is mandatory to complete a questionnaire for statistical purposes during the enrollment process.
- 5. Course selection:** Students must select the courses corresponding to their academic year.
- 6. Payment of fees:** Complete the fee payment form via direct debit.



## **Validity of enrollment:**

Enrollment renewal will be valid provided that the following conditions are met:

- Full payment of the ENROLLMENT FEE and academic fees within the established deadlines.
- Submission of any additional documentation required by the University.

Once the ENROLLMENT FEE has been paid, it will not be refundable if the student subsequently withdraws from the University, without prejudice to the right of withdrawal, under the terms established by law<sup>6</sup>, which in any case applies to the student.

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<sup>6</sup> **IMPORTANT NOTICE: Legal information on exercising the right of withdrawal (students renewing their enrollment in a Bachelor's degree program).**

Interested parties may exercise their legal right of withdrawal provided for in Royal Legislative Decree 1/2007, of November 16, which approves the revised text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they will have a period of fourteen calendar days following the date of enrollment, which is when the contract is concluded, regardless of whether the payment is made subsequently by debiting the interested party's account. Under no circumstances may this right be exercised once the academic year has begun. In order to exercise this right, it will not be necessary to justify your decision and there will be no penalty or expense of any kind, in which case the money paid for the item in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formality or the submission of a specific form. To exercise this right, it is sufficient for the interested party to send an email to the Student Finance Department [atalumnos@ceu.es](mailto:atalumnos@ceu.es), indicating their name and surname(s) and any other information that sufficiently identifies the procedure in question. Exercising this right of withdrawal within the established period will result in the loss of all rights inherent to the renewal of enrollment as a student at the University.



## 2. General Aspects of Application to University Students

### 2.1 IT Tools

It is the responsibility of each student to have adequate computer equipment for academic activities involving the use of information technology. This includes all activities inherent to teaching.

### 2.2 Tuition Fees

Tuition fees are calculated by multiplying the number of credits enrolled in by the price corresponding to each credit. These fees are billed in **nine monthly installments**, from October to June, unless the student opts for a single payment in September, in which case they will receive a **3% discount**.

In the event of changes in the number of credits enrolled after formalizing enrollment, the University will adjust the corresponding amount, prorating the difference in the remaining payments.

The 3% discount for single payment does not apply to certain groups of students, who will be governed by the specific conditions applicable to them.

In the event of failure to comply with the obligation to pay fees in full on the established date, the student will lose the 3% discount.

Students who meet the requirements and choose to take the Extraordinary End-of-Degree Examination must pay the fees in full in a single payment. Invoicing for this will take place in September.

In order to gain access through credit recognition, at least 30 credits must be validated.

### 2.3 Tuition Fees Surcharges for second and subsequent enrollments

The following surcharges will be applied to the price of the credit in the case of second or subsequent enrollments:

- 10% for the second enrollment.
- 20% for the third enrollment.
- 30% for the fourth and subsequent enrollments.

These surcharges will be applied to the current credit price for the course in which the student repeats the subject.



### 2.3.1 International mobility

If a student participates in an international mobility program (Erasmus or bilateral agreements with other countries), they must pay the corresponding fees to Universidad San Pablo-CEU, in addition to any additional amounts required by the host university. Students will be informed of the destinations and programs that involve additional costs.

### 2.3.2 Recognition or Validation of Credits

To process the recognition or validation of credits earned in university studies leading to official degrees<sup>7</sup>, a fee of forty euros (**40€**) per recognized **credit** will be charged, except in the case of credits obtained at CEU Universities or the CEU Higher Institute of Professional Studies, in which case recognition will be free of charge.

All other recognized or validated credits, i.e., those not obtained in university studies leading to official degrees (including at CEU Universities), will be paid at the credit price stipulated for the corresponding studies.

### 2.3.3 Other items not included in the tuition fee and not covered by the teaching fees.

Requests for **academic certificates, transfer of records, and the issuance of degrees are not included** in the tuition fees and are not covered by the teaching fees, so the corresponding fees established for each case must be paid.

In accordance with the **NOTE from the GENERAL SECRETARIAT OF UNIVERSITIES OF THE MINISTRY OF SCIENCE, INNOVATION, AND UNIVERSITIES**, dated May 10, 2024, regarding the **identification of foreign citizens in the issuance of university degrees**, foreign students must provide the University with their Foreign Identification Number (NIE). For these purposes, please note that the NIE is an essential requirement for the issuance of official university degrees by Universidad San Pablo-CEU. The NIE can be obtained by the interested party either in Spain, at the National Police Offices for Foreign Citizens, or abroad at the Spanish Consular Offices in their place of residence.

The provisions of this section shall apply to all academic years in which the student is enrolled.

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<sup>7</sup> Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for ensuring its quality.

"Article 3. Official university degrees

1. University studies leading to official degrees awarded by universities are structured in three cycles, known respectively as Bachelor's Degree, Master's Degree, and Doctorate, in accordance with the provisions of Article 37 of Organic Law 6/2001, of December 21, on Universities.

Successful completion of the corresponding curriculum, in the case of Bachelor's and Master's degrees, or program, in the case of Doctorates, will lead to the award of official university degrees of Bachelor's, Master's, and Doctorate, respectively.



## 2.4 Foreign Certificate Courses and Other International Qualifications

Regardless of obtaining the corresponding degree from Universidad San Pablo-CEU, you must consult the specific documentation and comply with the requirements established by the corresponding faculties or schools regarding diplomas, degrees, or additional 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 of America or other countries that so require, must be processed directly by the students concerned under their strict and sole responsibility. In this regard, please note that these must be obtained sufficiently in advance to allow for travel. In the event that they are ultimately denied, the financial penalties included in the general rules established in the Program for reasons of force majeure shall apply, which must be documented.

## 2.5 Assignment of appointments and vaccination for students at health centers

The University is responsible for assigning shifts and groups to students, as well as their university hospital, when necessary. This assignment is made according to the **availability of teachers** and the **organizational needs** of each center.

All students who carry out part of their theoretical or practical training in health and social care centers or establishments must comply with the instructions established by the competent health authorities regarding the vaccination of healthcare personnel, as well as, where applicable, by the health and social care centers or establishments to which they have been assigned.

During their training in hospitals and social healthcare centers affiliated with the University, students must comply with the **internal rules** of these centers regarding operation, safety, and discipline. They must also carry **valid identification** at all times, such as their national identity card, foreign resident card, passport, or student ID card.

Finally, students are required to respect the **confidentiality** of any information related to patients, complying with current data protection regulations, especially 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. They must also comply with the provisions of Order SSI/81/2017, of January 19, publishing the Agreement of the Human Resources Commission of the National Health System, which approves the protocol determining basic guidelines aimed at ensuring and protecting the right to patient privacy by students and residents in Health Sciences [BOE No. 31, of February 6, 2017].

In the event of accidents related to training activities in affiliated hospitals and social-health centers, students will be covered by the University's **school insurance** and, for students over 28 years of age, by specific accident insurance. In addition, any damage to third parties or material property will be covered by **civil liability insurance** taken out by the University.

## 2.6 Student Withdrawal

Students who wish to do so may request to withdraw from the University at any time during the academic year via the intranet platform. Withdrawal will take effect on the first day of the month following the request.



The academic record of any student who withdraws will be kept on file at the University, which reserves the right to claim payment of any outstanding fees up to the date of withdrawal.

The provisions of this section shall apply to all academic years in which the student enrolls.

### 3. Right to Reserve Places for Members of Certain Groups

In compliance with current regulations, Universidad San Pablo-CEU recognizes the right to reserve places for the following groups:

- 1. Students who pass the entrance exam for those over 25 years of age:** A minimum of 2% of places will be reserved.
- 2. Students who pass the entrance exam for those over 45 years of age or students over 40 years of age with accredited work experience:** Between 1% and 3% of places will be reserved.
- 3. Students with disabilities:** At least 5% of places will be reserved for students with a recognized disability equal to or greater than 33%, as well as for those students with permanent special educational needs associated with personal circumstances of disability, who during their previous schooling have required resources and support for their full educational normalization. To this end, students with disabilities must submit a certificate of qualification and recognition of the degree of disability issued by the competent body of each Autonomous Community. In any case, the student must meet the admission requirements established for admission to the corresponding degree program.
- 4. High-level or competitive athletes:** A minimum of 3% of places will be reserved.
- 5. Candidates with an official university degree:** Between 1% and 3% of places will be reserved.

To exercise the right to reserve a place, students must prove that they belong to one of these groups and meet the University's access and admission requirements.

Likewise, Universidad San Pablo-CEU recognizes the right to reserve a place for those candidates who hold a Higher Technical Diploma obtained at the CEU Higher Institute of Professional Studies, provided that they meet all the access and admission requirements established for studying the relevant courses at Universidad San Pablo-CEU.

### 4. Non-payment

Failure to pay all or part of the academic fees will have the following consequences for the student:

- 1. Inability to take exams:** Students will not be allowed to take academic exams if they have outstanding payments.
- 2. Suspension of grades:** Grades for any theoretical or practical exercises will not be communicated until payments have been settled.
- 3. Limited access:** The University may restrict access to the intranet, virtual campus, or institutional email if there are outstanding debts.
- 4. Denial of degrees or certificates:** The University will not issue degrees or academic certificates, nor will it process transfers of academic records while the student has outstanding payments.



5. The University reserves the right to **refuse requests** for changes to enrollment, such as modifications to credits or study plans, participation in the Erasmus program or internships in companies, among others, from students who are not up to date with their payments.

If a student has three or more outstanding monthly payments, the University may require them to regularize their situation, granting them a period of time to do so. Once this period has elapsed, if the situation persists, the University may proceed to withdraw the student. If, for any duly justified reason, the student is unable to make any of the outstanding payments, they must contact the Student Finance Department by email so that the University can assess their situation.

**In order to renew a place for each new academic year**, payment of any outstanding amounts for previous academic years' tuition fees will be required as a prerequisite for enrollment, without prejudice to the University's right to claim, by any means permitted by law, the total amount of outstanding tuition fees from those liable and responsible for them.

The provisions of this section shall apply to all academic courses in which the student enrolls.



## 5. Knowledge and Acceptance of Academic and Administrative Regulations

By participating in the admission process, reserving a place, and enrolling at Universidad San Pablo-CEU, students fully accept the **Academic and Administrative Regulations** governing the University. These regulations include, but are not limited to:

- **Organization and Operating Regulations of the Universidad San Pablo-CEU**, approved by Decree 31/2011 of the Governing Council published in the Official Gazette of the Community of Madrid number 136, dated June 10, 2011.
- Any additional internal regulations derived from the above, which are communicated to students or published on the University's Transparency Portal:  
<https://www.uspceu.com/portal-transparencia>

In particular, the participation of candidates for new enrollment in the admission process for undergraduate programs, as well as that of students renewing their enrollment in undergraduate programs, EXPRESSLY IMPLIES, ON THEIR PART, **FULL KNOWLEDGE AND ACCEPTANCE OF THESE RULES.**