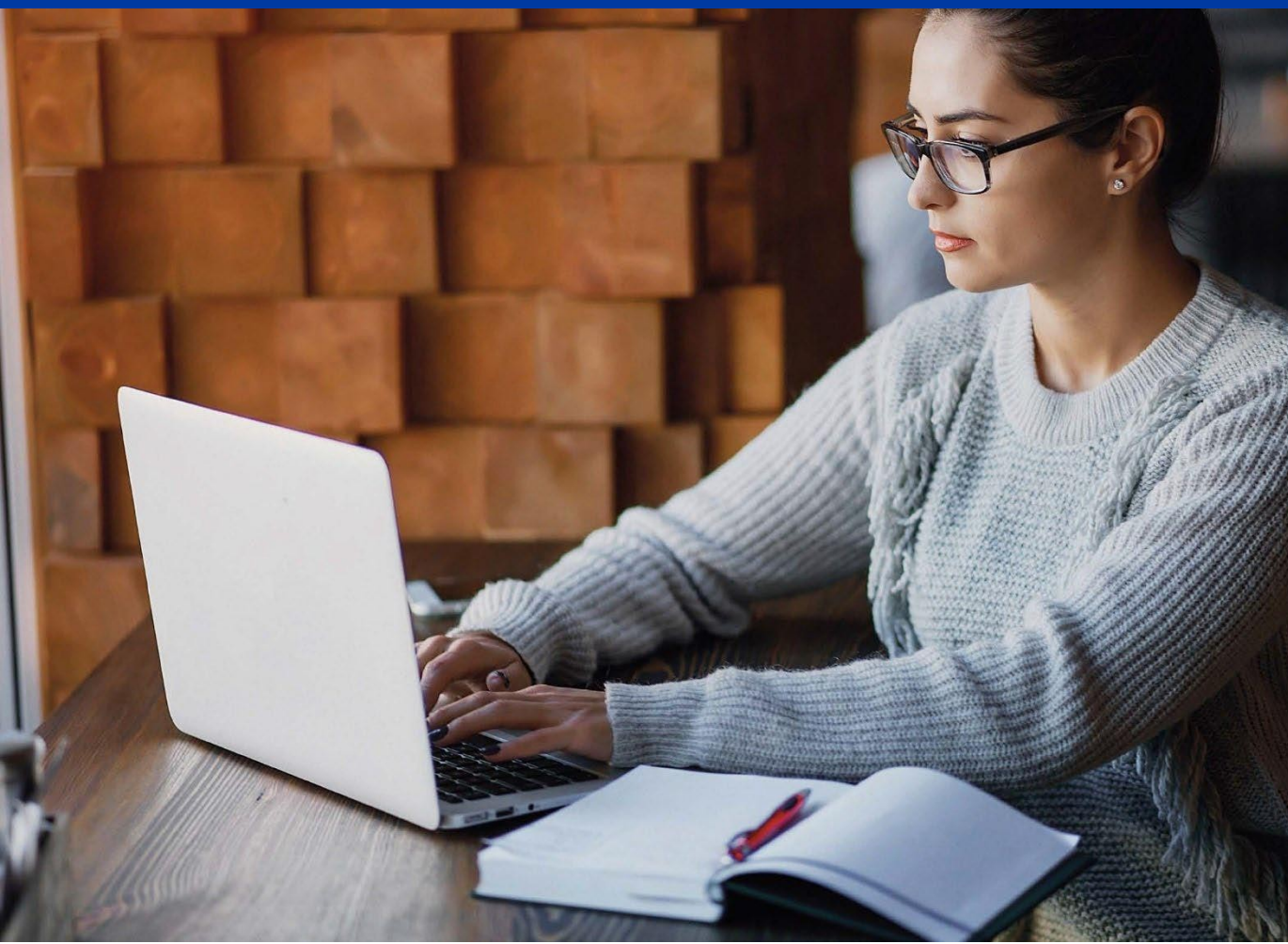


General Admission and Enrollment Policies for Undergraduate degrees

ACADEMIC YEAR 2026-27





1. Admission and Enrollment Renewal Process

1.1 Admission of New Undergraduate Students

Students interested in pursuing a Bachelor's degree at Universidad San Pablo CEU must follow a set 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's website [<https://www.uspceu.com/admision-ayuda/admision-grado/informacion-admision>]. On this page, you can also find information about the various admission pathways and the documentation required both for admission and to meet the legal requirements for enrollment at the University.

Once the applicant 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, the student can track the status of their application and complete the additional steps in the admission and enrollment process.

1.1.2 Required Documentation

The applicant must upload the following documents to the portal:

- **Identification document.**
 - Spanish citizens:
 - National Identity Card (DNI).
 - Foreign citizens:
 - Passport.
 - And, if applicable, whether you have the following documents on the date you complete the admission application form:
 - Foreign Identification Number (NIE)¹.
 - Foreign Identification Card (TIE).
- **Letter of motivation.**
- **Grades from the first year of high school (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.

¹ In accordance with the **NOTICE** from the **GENERAL SECRETARIAT OF UNIVERSITIES OF THE MINISTRY OF SCIENCE INNOVATION AND UNIVERSITIES**, dated May 10, 2024, regarding the **identification of foreign nationals in the issuance of university degrees**, foreign students must provide the University with their Foreigner Identification Number (NIE). For these purposes, please be advised 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 the documentation has been reviewed, the applicant will have the opportunity to choose a date for an admission interview, which may be changed up to 48 hours before the selected date. This interview will assess the applicant's academic achievements, their motivation for pursuing the degree, and their language skills. The results of the interview, together with the submitted documentation, will determine whether the applicant is admitted, not admitted, or placed on the waiting list.

The applicant will receive notification of the results via email and SMS (international applicants will not receive the SMS). If additional information or documentation is required, the applicant will be asked to provide it.

1.1.4 Entrance exam for new students entering the Bachelor's Degree in Medicine

Candidates applying for admission to the Bachelor's degree in Medicine program must take a specific entrance exam instead of an admission interview. The University will offer at least two exam sessions per year. Candidates are required to take one of these sessions, but if they wish to improve their score, they may take all scheduled sessions. In that case, the highest score obtained will be taken into consideration. The fee to be paid for each session, referred to as the **ADMISSION PROCESS FEE**, is two hundred fifty euros (250€). It is important to note that this fee is non-refundable, unless the applicant exercises their right of withdrawal under the terms established by law². 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 enroll at the University through a transfer of academic records from another institution must complete the corresponding admission form and pay the fee for the credit evaluation, which is one hundred fifty euros (150€). If the applicant requests credit recognition, their academic transcript, resume, and, when deemed appropriate, a personal interview will be evaluated. To be admitted through the credit recognition process, at least 30 credits must be validated.

² **IMPORTANT NOTICE: Legal information regarding the exercise of the right to withdraw from the admission processing fee (prospective undergraduate students).**

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract is deemed to have been entered into, without the need to justify their decision and without penalty or expense of any kind; in such cases, the amount paid for the service in question will be refunded in full. Under no circumstances may this right be exercised once the admission test has been taken. The exercise of the right of withdrawal is not subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it is sufficient for the interested party to send an email to , indicating their first and last names and any other information necessary to sufficiently identify the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights associated with admission as a new student at the University.



1.1.6 Pre-enrollment and Place Reservation

Once admitted, the applicant must pay the **PRE-ENROLLMENT AND PLACE RESERVATION FEE**, which guarantees the reservation of a spot, until enrollment is finalized.

All fees (pre-enrollment and place reservation fee, enrollment fee, and tuition) will be published on the University's website [<https://www.uspceu.com/admission-ayuda/admission-grado/precios>].

The **PRE-ENROLLMENT AND PLACE RESERVATION FEE** is non-refundable, without prejudice to the right of withdrawal under the terms established by law³. It is absolutely necessary for students to pay this fee within the deadline indicated in the conditional admission notice, as only then will their place reservation be guaranteed.

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

- **International applicants:** up to 10 calendar days after the start of the enrollment period. If they do not complete their enrollment within this period, it will be assumed that they are relinquishing their spot.
- **National applicants:** up to 10 calendar days after passing the regular session of the University Entrance Exam (PAU) and, in any case, no later **than July 6, 2026**.

Once these deadlines have passed, applicants will lose their right to the reserved spot.

³ **IMPORTANT NOTICE: Legal information regarding the exercise of the right to withdraw from the pre-enrollment fee and place reservation (prospective undergraduate students).**

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract is deemed to have been entered into, without the need to justify their decision and without penalty or expense of any kind; in such cases, the amount paid for the relevant item will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it shall suffice for the interested party to send an email to , indicating their first and last names and any other information sufficient to identify the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights associated with admission as a new student at the University.



1.1.7 Hospitality Services for International Students

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

For the purposes of this section, an international student is defined as any applicant who has completed prior studies equivalent to the Spanish Baccalaureate in an educational system other than the Spanish one and outside of Spain. Students who have legal admission to the University (with their academic credential recognition already processed and approved) are exempt from purchasing this service.

Enrollment in this service is **mandatory** for all incoming international students and requires payment of a **HOSPITALITY SERVICE 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 law⁴, which in any case applies to the applicant.

The package includes, among other things:

- Advice with legal legal for the obtaining of the the relevant recognition of prior learning, as well as the NIE/TIE.
- Assistance with opening a bank account, and direct management of the transit card, SIM card, and e-SIM.
- Information and guidance on housing options in Madrid (only information included in the package).
- Access to the International Student Identity Card (ISIC) and welcome benefits (Welcome Pack).
- Intensive Spanish courses and an academic placement course. Optional services **not**

included in the Hospitality fee:

- Private health insurance, which the student is responsible for purchasing. The University provides guidance on available providers, but payment is made directly by the student to the chosen provider.
- Personalized housing search (at an additional cost on top of the Hospitality package fee).
- Assistance with the student visa application process.

⁴ **IMPORTANT NOTICE: Legal information regarding the exercise of the right to withdraw from the “Hospitality” service fee.**

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract is deemed to have been entered into, without the need to justify their decision and without penalty or expense of any kind; in such cases, the amount paid for the relevant item will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it shall suffice for the interested party to send an email to , indicating their first and last names and any other information sufficient to identify the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights associated with admission as a new student at the University.



Universidad CEU San Pablo assumes no responsibility whatsoever for **services not included** in the Hospitality service fee; therefore, any contract, arrangement, or issue that may arise in connection with such excluded services will be resolved exclusively within the framework of the relationship established between the student and the external provider.

Up-to-date information about this service is available on the university's 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, the applicant may complete their enrollment as follows.

- 1. Receipt of notification:** The applicant will receive a notification indicating the start of the enrollment period.
- 2. Access to the enrollment form:** The online enrollment form will be available on the Future Student Portal, where you will find all the necessary instructions.
- 3. Administrative support:** If the applicant needs assistance, they may contact the New Student Support Unit through the channels provided (supportunit@ceu.es | +34 915140404).

Steps to complete enrollment:

- 1. Payment of the ENROLLMENT FEE:** The applicant must pay the fee using a credit or debit card, or via bank transfer.
- 2. Confirmation of personal information:** Update and verification of personal information.
- 3. Completion of the statistical questionnaire:** Mandatory form to obtain relevant data on the student's profile.
- 4. Course selection:** New students must register for all courses corresponding to the first full academic year.
- 5. Additional documentation:** The applicant must complete the SEPA form for direct debit of tuition payments.
- 6. Processing of academic record transfer (if applicable):** New students admitted through the University Entrance Exam (PAU) or who have begun studies at another Spanish university must process the transfer of their academic record.

Students who provide a final PAU transcript with a secure verification code (CSV) are exempt from this procedure.



Validity of enrollment:

Enrollment is subject to:

- Submission of all required documentation, including the transfer of academic records, if applicable. **The deadline for submitting this documentation is November 16, 2026, at the latest.** As of that date, if the University does not have the student's complete documentation, the student may be removed from the enrollment roster, without being entitled to a refund of any amounts paid for pre-enrollment and place reservation fees, tuition, and academic fees up to that point, nor to the issuance of any official certificate of credits earned. Dismissal from enrollment will result in the inability to attend classes as of that date.
- The accuracy of the information and documents provided.
- Full payment of the applicable fees within the established deadlines.

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

The amount paid as an **ENROLLMENT FEE** is non-refundable if the student subsequently withdraws from the University, without prejudice to the right of withdrawal, under the terms established by law⁵, which the applicant is entitled to in any case.

⁵ IMPORTANT NOTICE: Legal information regarding the exercise of the right of withdrawal from the tuition fee (prospective undergraduate students).

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection of Consumers and Users and other complementary laws. For this purpose, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract is deemed to have been concluded, without the need to justify their decision and without penalty or expense of any kind; in such cases, the amount paid for the relevant item will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it shall suffice for the interested party to send an email to , indicating their first and last names and any other information sufficient to identify the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights associated with admission as a new student at the University.



1.1.9 Documents Required for Admission to the University

To complete enrollment at Universidad San Pablo-CEU, students must submit documentation proving that they meet the legally established requirements for university admission according to their admission pathway:

1. **Spanish high school graduates:** Must provide the document certifying that they have passed the University Entrance Exam (PAU).
2. **Students from educational systems within the European Union or from countries with applicable international agreements regarding 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):** Germany, Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the Czech Republic, Romania, 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:** Must apply to the Spanish Ministry of Education for recognition of their studies as equivalent to the Spanish Baccalaureate diploma. They may enroll with a provisional recognition certificate, subject to the Ministry's favorable decision on the application.
4. **Advanced Vocational Technicians:** Candidates who have obtained Advanced Vocational Technician degrees in Vocational Training, Fine Arts and Design, or Sports Technician from the Spanish Education System must submit the documents certifying this.
5. **Students with partial foreign or Spanish university credits:** Those who have not obtained recognition of their foreign credits but wish to continue their studies must have earned a minimum of 30 ECTS credits that can be recognized.

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

 1. Official academic transcript or certified photocopy (if a simple copy was submitted).
 2. Curriculum (including the number of credits and the nature of the course).
 3. Syllabus for the courses passed.
6. **Spanish university graduates:** documentation certifying a degree such as a Bachelor's degree, a degree in Architecture, a Diploma, an Engineering degree, a Technical Engineering degree, a Graduate degree, a Master's degree, or other, which has been recognized or declared equivalent by the Ministry of Universities.
7. **Students over the age of 25, 40, or 45:** Depending on the admission route selected, students must submit documents proving they have met the specific requirements and/or passed the specific entrance exams for university admission for students over the age of 25, 40, or 45.



Submission deadline:

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, **the student may be removed from the enrollment** roster without being entitled to a refund of any amounts paid up to that point for pre-enrollment and place reservation fees, tuition, and academic fees, nor to the issuance of any official certificate of credits earned. Dismissal from enrollment will result in the inability to attend classes as of that date.

1.2 Enrollment Renewal for Undergraduate Students

Students who are already enrolled in a Bachelor's degree must renew their enrollment for the 2025–2026 academic year through their personal student intranet. It will not be necessary to reserve a spot in advance. The deadline for completing the renewal will be announced in due course. If the deadline passes without the student having formalized their enrollment for the next academic year, the University will consider this a waiver of their spot and may freely reassign it.

Steps for enrollment renewal:

- 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 TUITION ENROLLMENT FEE:** Students must pay the corresponding fee in September via direct debit.
- 3. Updating personal information:** Confirm or update your personal information on the enrollment platform.
- 4. Completing the statistical questionnaire:** You are required to complete a questionnaire for statistical purposes during the enrollment process.
- 5. Selection of courses:** Students must select the courses corresponding to their academic year.
- 6. Tuition payment:** Complete the tuition payment form via direct debit.



Validity of enrollment:

Enrollment renewal will be valid provided 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 TUITION FEE has been paid, it is non-refundable if the student subsequently withdraws from the University, without prejudice to the right of withdrawal, under the terms established by law⁶, which in any case applies to the student.

⁶ IMPORTANT NOTICE: Legal information regarding the exercise of the right of withdrawal (students renewing enrollment in an undergraduate program).

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection of Consumers and Users and other complementary laws. For these purposes, they will have a period of fourteen calendar days following the date of enrollment, which is the date the contract is entered into, regardless of whether payment of the fee is made subsequently via direct debit from the interested party's account. Under no circumstances may this right be exercised once the academic year has begun. To exercise this right, no justification for the decision is required, and there will be no penalty or charge of any kind; in such cases, the amount paid for the relevant item will be refunded in full. The exercise of the right of withdrawal is not subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it will be sufficient for the student to send an email to the Student Financial Affairs Office atalumnos@ceu.es, indicating their first and last names and any other information necessary to sufficiently identify the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights related to the renewal of enrollment as a student at the University.



2. General Guidelines for University Students

2.1 Computer Tools

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

2.2 Tuition Fees

Tuition fees are calculated by multiplying the number of credits enrolled in by the price per credit. These fees are billed in **nine monthly installments**, from October through 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 to the number of credits enrolled after enrollment is finalized, the University will adjust the corresponding amount, prorating the difference across the remaining installments.

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

If the student fails to pay the full tuition fee by the established deadline, they will forfeit the 3% discount.

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

To be eligible for admission 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 credit price 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 cost for the academic year in which the student repeats the course.



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 Credit Recognition or Transfer

To process the recognition or validation of credits earned in university programs leading to official degrees⁷, a fee of forty euros (**40€**) per recognized **credit** will be charged, except in the case of credits earned 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—that is, those not earned in university programs leading to official degrees (including at CEU Universities)—will be charged at the credit rate stipulated for the corresponding programs.

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

Requests for **academic transcripts, the transfer of academic records, and the issuance of degrees are not included** in tuition and are not covered by tuition fees; therefore, the applicable fees established for each case must be paid.

In accordance with the **NOTICE from the GENERAL SECRETARIAT OF UNIVERSITIES OF THE MINISTRY OF SCIENCE, INNOVATION, AND UNIVERSITIES**, dated May 10, 2024, regarding the **identification of foreign nationals in the issuance of university degrees**, foreign students must provide the University with their Foreign Identification Number (NIE). To this end, please be advised that the NIE is an essential requirement for the issuance of official university degrees by Universidad San Pablo-CEU. The NIE may be obtained by the applicant either in Spain, at the National Police offices for foreign nationals, 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 enrolls.

⁷ **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 programs leading to official degrees awarded by universities are structured into three cycles, known respectively as Bachelor’s, Master’s, and Doctoral degrees, in accordance with the provisions of Article 37 of Organic Law 6/2001 of December 21 on Universities.

Successful completion in accordance with the corresponding curriculum, in the case of Bachelor’s and Master’s degrees, or program, in the case of Doctoral degrees, will result in the award of the official university degrees of Bachelor’s, Master’s, and Doctorate, respectively.”



2.4 Foreign Certificate Programs and Other International Degrees

Regardless of whether you have earned the corresponding Bachelor's degree from Universidad San Pablo-CEU, you must consult the specific documentation and meet the requirements established by the relevant faculties or schools regarding additional diplomas, degrees, or certificates issued by foreign universities for each program.

Visas, as well as any other administrative permits required by the competent authorities for travel to the United States of America or other countries that require them, must be processed directly by the students concerned under their strict and sole responsibility. In this regard, please note that these must be obtained well in advance to allow for the trip. In the event that they are ultimately denied, the financial penalties included in the general rules established in the Program for unforeseen circumstances of force majeure shall apply, which must be substantiated with supporting documentation.

2.5 Assignment of shifts and vaccination for students at healthcare centers

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

All students who complete part of their theoretical or practical training at healthcare or social-healthcare facilities must comply with the guidelines regarding vaccination of healthcare personnel established by the competent health authorities, as well as, where applicable, by the specific healthcare or social-healthcare facilities to which they have been assigned.

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

Finally, students are required to respect the **confidentiality** of any patient-related information, in compliance with applicable data protection regulations, particularly 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 the Guarantee of Digital Rights. Likewise, they must 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 establishing basic guidelines intended to ensure and protect the patient's right to privacy by students and residents in Health Sciences ["BOE" No. 31, of February 6, 2017].



In the event of accidents related to training activities at affiliated hospitals and healthcare facilities, students will be covered by the University's **student insurance**; students over the age of 28 will be covered by a specific accident insurance policy. In addition, any damage to third parties or property will be covered by a **liability insurance policy** held by the University.

2.6 Withdrawal of Students

Students may request to withdraw from the University at any time during the academic year via the intranet platform. The withdrawal will take effect on the first day of the month following the request.

The academic record of a student who withdraws will be retained by the University, which reserves the right to demand payment of any outstanding fees up to the time of withdrawal.

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

3. Right to Reserve a Spot for Members of Certain Groups

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

- 1. Students who pass the entrance exam for those over 25 years of age:** A minimum of 2% of the spots 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 proof of work experience:** Between 1% and 3% of the spots will be reserved.
- 3. Students with disabilities:** At least 5% of the available spots will be reserved for students with a recognized disability of 33% or higher, as well as for students with permanent special educational needs associated with a disability, who, during their previous schooling, required resources and support to achieve full educational integration. To this end, students with disabilities must submit a certificate of qualification and recognition of the degree of disability issued by the competent authority 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 elite athletes:** A minimum of 3% of the spots will be reserved.
- 5. Applicants holding an official university degree:** Between 1% and 3% of the spots will be reserved.

To exercise their right to a reserved spot, students must provide proof of membership in one of these groups and meet the University's admission requirements.

Likewise, Universidad San Pablo-CEU recognizes the right to a reserved spot for those candidates who hold an Advanced Technical Diploma obtained from the CEU Higher Institute of Professional Studies, provided they meet all the admission and enrollment requirements established for pursuing the relevant studies at Universidad San Pablo-CEU.



4. Non-payment

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

- 1. Inability to take exams:** The student will not be allowed to take academic exams if they have outstanding payments.
- 2. Withholding of grades:** Grades for any theoretical or practical assignment will not be released until payments are brought up to date.
- 3. Limited access:** The University may restrict access to the intranet, the virtual campus, or institutional email if there are outstanding debts.
- 4. Denial of degrees or certificates:** The University will not issue academic degrees or certificates, nor will it process record transfers while the student has outstanding payments.
- 5.** The University reserves the right to **deny requests** for changes to enrollment—such as modifications to credit hours or course plans, participation in the Erasmus program, or internships—among others, for students who are not up to date with their payments.
- 6.** When a student in their final year has **three or more outstanding monthly payments**, the University may **block the submission and defense of the Final Degree Project (TFG)** until all outstanding amounts are paid in full. This measure shall apply without prejudice to the other consequences provided for in this section.

If a student has three or more outstanding monthly payments, the University may require the student to resolve the situation, granting a grace period for that purpose. If the situation persists after this period, 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 Financial Services Office via email so that the University can review their situation.

To renew enrollment for each new academic year, payment of any outstanding tuition fees from previous academic years will be required as a prerequisite for enrollment, and without prejudice to the University's right to claim, by any legally permissible means, the total amount of outstanding tuition fees from those obligated and responsible for such payments.

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



5. Acknowledgment and Acceptance of Academic and Administrative Regulations

By participating in the admission, place reservation, and enrollment process at Universidad San Pablo-CEU, the student fully accepts the **Academic and Administrative Regulations** governing the University. These regulations include, but are not limited to:

- **Organization and Functioning Rules of Universidad San Pablo-CEU**, approved by Decree 31/2011 of the Governing Council, published in the Official Gazette of the Community of Madrid, No. 136, dated June 10, 2011.
- Any additional internal regulations derived from the foregoing, which are communicated to students or published on the University's Transparency Portal:
<https://www.uspceu.com/portal-transparencia>

In particular, the participation of prospective students in the undergraduate admission process, as well as that of students in the renewal of undergraduate enrollment, EXPRESSLY IMPLIES, ON THEIR PART, **FULL KNOWLEDGE AND ACCEPTANCE OF THESE REGULATIONS**.