



UNIVERSIDADE  
CATÓLICA  
PORTUGUESA

**INFORMATION PACK  
ADMINISTRATION AND FINANCE DEPARTMENT - UCP**

***STUDENT INFORMATION 2019/2020***

**GENERAL INFORMATION**

The full payment regulations for tuition and taxes are published each year on the “Avisos e Comunicados” (“Notices and Messages”) page on the UCP Lisbon homepage <http://www.lisboa.ucp.pt/>

**Treasury Office (Tesouraria)**

This office’s responsibilities include payment processing, issue of receipts and treasury information on the student pages of the E-SCA portal.

**Location**

Pope John Paul II University Library Building ground floor (“Edifício da Biblioteca Universitária João Paulo II”).

**Contact information** Hugo Brandão [hbrandao@lisboa.ucp.pt](mailto:hbrandao@lisboa.ucp.pt)

Vanda Pinheiro [vandapinheiro@lisboa.ucp.pt](mailto:vandapinheiro@lisboa.ucp.pt)

Cristina Rodrigues [cristina@lisboa.ucp.pt](mailto:cristina@lisboa.ucp.pt)

**Opening hours:**

Monday, Tuesday, Wednesday and Friday: 9.30am-12.30pm/2pm-5pm

Thursday: 9.30am-6pm

*The annual table of fees, rates and charges is available for consultation (in Portuguese) in the Treasury Office as well as in “Notices and Messages” on the UCP Lisbon homepage.*

**Please read the following information carefully.**

## **1 - PAYMENT METHODS**

### a) - BANK TRANSFER | **For International Students Only**

Any bank transfer charges will be the students' responsibility. The final amount received by the University has to be equal to the amount due.


The student will have to fill out a form (available at the Student Affairs Office) and hand it in in person to the Treasury Office ('Tesouraria'). This form is not an account debit authorization. It identifies the student making the payment, as the student may not be the account holder.

If the details requested are incorrect, or if the payments are made using different details to those handed in at the Treasury Office, the system will not validate the payments and the student will be responsible for coming to the office, in person, as soon as the tuition fee processing is found to be invalid to provide documentary evidence that the payment was made.

Should the student need to change the account making the transfer, s/he must communicate this to the Treasury Office a month in advance.

### b) - "MULTIBANCO" (ATM)

To pay using this method, you must access "E-Serviços ao Cidadão Académico" (E-SCA) on the UCP Lisbon page, through the following steps:

- i. Go to: <http://sca.lisboa.ucp.pt/e-sca/>
- ii. On the left, where it says "Autenticação E-SCA Plus", "Perfil" choose "Alunos" and enter your **login** and **password** as provided to new students by the Students Affairs Office
- iii. Select "**O Aluno na Instituição**" ("The Student in the Institution") in the top menu
- iv. On the left, select "Consultar Situação de Tesouraria";
- v. Select  where it says "Forma de Pagamento" ("Payment Type") for the record relating to **Fees** to obtain the entity code (20849) and reference (this varies from student to student and from month to month) and the amount payable (fee amount)

vi. Then make your way to an ATM or through MB net, choose the "Pagamentos de Serviços" ("Payments for Services") option and enter the entity code, reference and amount.

c) - UCP's Treasury Office

This method may involve waiting time.

You should book ahead with the Treasury Office to handle special or anomalous situations and to request clarifications as necessary.

#### **4 - ENROLMENT and ANNUAL REGISTRATION | FEES | CANCELLATION of ENROLMENT | DEADLINES**

##### **a) ENROLMENT and ANNUAL REGISTRATION**

**Enrolment:** payment is due only once a year. It is **non-reimbursable** even if the student withdraws before the effective start of classes.

Upon admission, students are required to pay the enrolment fee and the first tuition in one instalment.

**Annual Registration Fee:** Upon registration, students undertake a commitment to pay fees during that entire academic year, unless the student cancels his/her enrolment. February Intake students will pay this fee upon their admission and again in the month of July, for the upcoming academic year. Necessary adjustments will later be made.

Students with scholarships and students with family benefits must bear in mind that the grant only covers 60 ECTS per year. Extra ECTS are to be paid in full during the thesis semester.

The **deadlines** for these payments are published in the Treasury Office and respective websites. Fines will be applicable when payments are made after these deadlines (additional rate, known as "multa").

##### **b) TUITION FEES**

***Information on the payable fees is provided on the personal page for each student on E-SCA.***

The fees are due in five monthly instalments for each academic semester. The months involving fee instalments are **September to June**.

##### **c) PAYMENT DEADLINES**

Tuition must be paid by the **10<sup>th</sup> of each month**.

In **September**, the fee may be paid until the **20<sup>th</sup> September (September Intake students only)**.

For students starting the program in February, the **first** monthly tuition fee must be paid by February 20<sup>th</sup>. Please note that for all other students the due date is February 10<sup>th</sup>.

Should the payment deadline fall on a weekend or bank holiday, the deadline moves to the next business day.

The payment deadline is the same whichever payment method is chosen.

#### **d) LATE PAYMENT**

- i. After the payment deadline, a monthly fine of 5% of the amount outstanding is applicable in accordance with the 'Rate, charges and fee table' for 2019/2020.
- ii. Other fines of the same value apply in addition for each month of late payment, until full payment of the amount outstanding is made
- iii. The first payment made by check or in cash after the late payment will be used in the following order: to reimburse expenses, to settle fines and to pay the fee that has been outstanding the longest
- iv. In all cases, and with specific reference to settling fines described in the following point, payment by check is only deemed to be complete once the funds have been verified
- v. In the case of a refused or a 'bounced back' check, on top of the fine described above, reimbursement will be charged for any bank charges borne by UCP.

vi. In the case of a refused or 'bounced' check, irrespective of the reason, payment to rectify the situation is always made in cash or by card payment in the UCP Treasury Office

#### **e) CONSEQUENCES OF FAILURE TO PAY**

Failure to pay two monthly instalments, a debt outstanding for more than two months, or any debt outstanding at the end of the Program or upon cancellation of enrolment **leads to withdrawal of services provided by UCP to the student**, namely access to the library, use of the car parks, discounts in the canteens and the bookshop. Access to E-SCA will also be blocked, apart from to the "**Situação de Tesouraria**" ("Payment situation").

The existence of outstanding amounts in favour of the University also implies that certificates are not issued (including those for the completion of the Program), grades are not published, enrolment in exams or any other assessment types are cancelled and the annual enrolment is not renewed, among other restrictions.

## **f) CALCULATING THE FEES**

There is no fixed value for the monthly fee, be it yearly or by degree. The value is calculated taking into account the curricular units ECTS credit numbers, in which the student enrolls every semester (to each subject/curricular unit/module equals, usually, 3 to 6 ECTS).

The amount shown in the fees, rates and charges Annual table is the monthly, payable amount for ECTS credits.

**Monthly fee = value of 1 ECTS credit x nr. of ECTS credits in which the student enrolls in the semester**

In the new higher education organization, which derives from the Bologna Process, 60 ECTS credits (30 ECTS per semester) equal one school year.

However, the number of ECTS credits may vary between semesters, which means there is a maximum and a minimum number of ECTS in which students can enroll. 10 ECTS is the minimum required for enrolment and mandatory payment.

The **first monthly fee of each semester** equals 30 ECTS as it needs to be paid when the curricular units' enrolment is still open.

**On the following month**, the fee for the remaining months is established and adjusted in accordance with the official ECTS numbers the student has enrolled in.

## **g) CANCELLATION OF ENROLMENT / ANNUAL REGISTRATION**

If for any reason a student that has enrolled/registered in the Program intends to interrupt it or leave the University, s/he should immediately communicate this fact to the Student Administration and Records Office by filling in a request directly on E-SCA (student portal) or in person (Secretaria Escolar | Pope John Paul II University Library Building ground floor).

During the first four months of each semester, and if this communication is done by the 10<sup>th</sup> of the month, the fees for that month are no longer due; if it is done thereafter, the fee for that month will still be due. However, if the communication to cancel enrolment is made after **December 10<sup>th</sup>** in the 1st semester and **May 10<sup>th</sup>** in the 2nd semester, **full payment for the semester is due (five months)**.

Without communication of cancellation of enrolment, fees will continue to be owed, which means fees and late payment fines will accumulate and this will lead to subsequent collection procedures.

A student who cancels enrolment is no longer classified as a student. Should s/he later wish to return to UCP, s/he will have to request this, paying a return fee that is higher than the normal enrolment registration fee.

**ATTENTION**

For information on the payment situation, payment deadlines, amounts payable, Multibanco entity codes and references, students should check their personal student page from time to time on E-SCA <http://sca.lisboa.ucp.pt/e-sca/>

If you do not find the information you require there, contact UCP's Treasury Office, which will gladly assist you.