

## **TERMS & CONDITIONS OF THE PRE-ESTABLISHED STUDY ABROAD PROGRAMME**

This programme is open to students registered at universities and higher education institutions who are interested in spending a period of their academic study at the UAB and are not taking part in the Erasmus programme or any exchange programme.

Subjects are offered in English and Spanish. ECTS credits are awarded, and students should check with their home universities to recognize these credits before enrolling on the programme.

### **Enrolment requirements:**

1. Students must already be enrolled at a university to join this programme.
2. Students must have B2/C1 level of the language they wish to study in.
3. For full-time students who need a study visa there is a minimum requirement of 24 ECTS.
4. For all students the maximum number of credits is 36 ECTS per semester.

### **Application process:**

1. Applicants must submit the application form, course selection, official undergraduate degree transcript, photocopy of passport, language certificate and a passport photograph.

### **Enrolment process:**

1. To formalize enrolment you will be required to pay of a deposit of 500€.
2. Once this payment is received you will be enrolled on the programme.
3. Full payment will be due at the end of the enrolment period by the deadline established.
4. It is your responsibility to check your course selection as only one change to your course selection may be made during the enrolment period. After this period, any changes will only be possible during the Add/Drop period.
5. Your enrolment will be confirmed once the full tuition fees are received. If payment is not received by the deadline your enrolment will be cancelled.

*Please note that spaces are limited and we cannot guarantee your course selection.*

### **Payment policies:**

1. Payment is in Euros.
2. The deposit fee is deducted from the final tuition fee.
3. There are two methods of payment: credit card and bank transfer.
4. Credit card payments incur a commission of 0.60% which should be added to the final amount.
5. Commissions are also payable on bank transfers. The rates vary according to country/bank. Please check with your bank and make sure that payment covers the full tuition fees.
6. Any commissions not paid by the student will be charged later.

**Withdrawals:**

1. The deposit is non-refundable.
2. Tuition fees (except the deposit) will be refunded if the cancellation of enrolment is made up to 1 working month before the course starts (Spring term 14<sup>th</sup> December 2015, Summer term, 15<sup>th</sup> May, 2016 & Fall term, 20<sup>th</sup> July, 2016).
3. Withdrawals from the programme after these deadlines will not be refunded.

**Add/Drop:**

1. An add/drop period is established during the first week of the course when students can add and drop courses subject to availability.
2. No changes are permitted outside this period.
3. Spaces in all subjects cannot be guaranteed.
4. If a course is dropped the tuition fees are not refunded.
5. Dropping a course may incur a penalty charge of 100€ per 6 ECTS.
6. If a course is added the tuition fees will be charged by credit card.
7. Changes are only allowed for academic reasons and no changes of section are permitted.

**Transcripts:**

1. After completing the programme, students will receive certification of attendance and grades.
2. Extra copies of original transcripts will be charged at 30€ each. Express mailing will have a cost of approx. 40€ depending on the destination. Please consult for exact prices.