

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

This programme is open to undergraduate students registered at universities and higher education institutions who have already completed a minimum of two semesters of their Bachelor degree at their home university. Students 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:

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1. Students must be enrolled at a university and must have completed at least 2 semesters before applying to this programme.
2. Students must have B2 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, per semester.
4. For all students the maximum number of credits is 36 ECTS per semester. \*Except May course (6 credits ECTS).
5. Students can spend 1, 2 or 3 terms on the programme (Fall + Spring + Summer), doing a maximum of 60 ECTS in total.
6. The minimum entry requirement is a GPA of 2,75 (or equivalent). Please consult if in doubt.

### Application process:

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1. Applicants must submit the online application by filling in all the required information and course selection. During application, students will be required to upload an official copy of the Undergraduate Degree transcript, a scanned copy of their passport, an English language certificate and a passport size photograph.

### Enrolment process:

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1. To formalize enrolment, you will be required to pay of a deposit of 500€. It is advised to students to pay the deposit fee as soon as possible since the enrollment will be confirmed only after the deposit fee is transferred to our account.
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. \*Except May course
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:

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1. Payment is in Euros.
2. The deposit fee is deducted from the final tuition fee.
3. Method of payment: online bank payment or bank transfer.
4. 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.
5. Any commissions not paid by the student will be charged later.

### Add/Drop:

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1. An add/drop period is established during the first week of the course when students can add and drop courses subject to availability. \*Please note that the Add/Drop does not apply for May course.
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. If a course is added the tuition fees will be charged by credit card.

### Withdrawals:

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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, except May course:

Spring term - deadline **7<sup>th</sup> January\***

Summer term - deadline **15<sup>th</sup> May**

Fall term - deadline **31<sup>st</sup> July\***

Fall 2020 Online – **15<sup>th</sup> September**

May course – deadline **April 15<sup>th</sup>**

\*Due to the current circumstances related to COVID-19, withdrawals reported before this date will be fully reimbursed (deposit included).

These dates are subject to be modified if the programmes need to adapt the cancellation periods

3. Withdrawals from the programme after these deadlines will not be refunded.

## **Certificate and Transcripts**

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1. After completing the programme, students will receive an official certificate with the courses and final grades. This certificate is included in the tuition fees. We can only issue one official certificate.
2. If the student needs a copy of the certificate, we can issue an Official Transcript with the same information as in the original certificate. The cost of this transcript will be 15€ + TAXES. The charge for this transcript is 55€ including express mailing (for UE, US and Canada) and 65€ for the rest of the world.