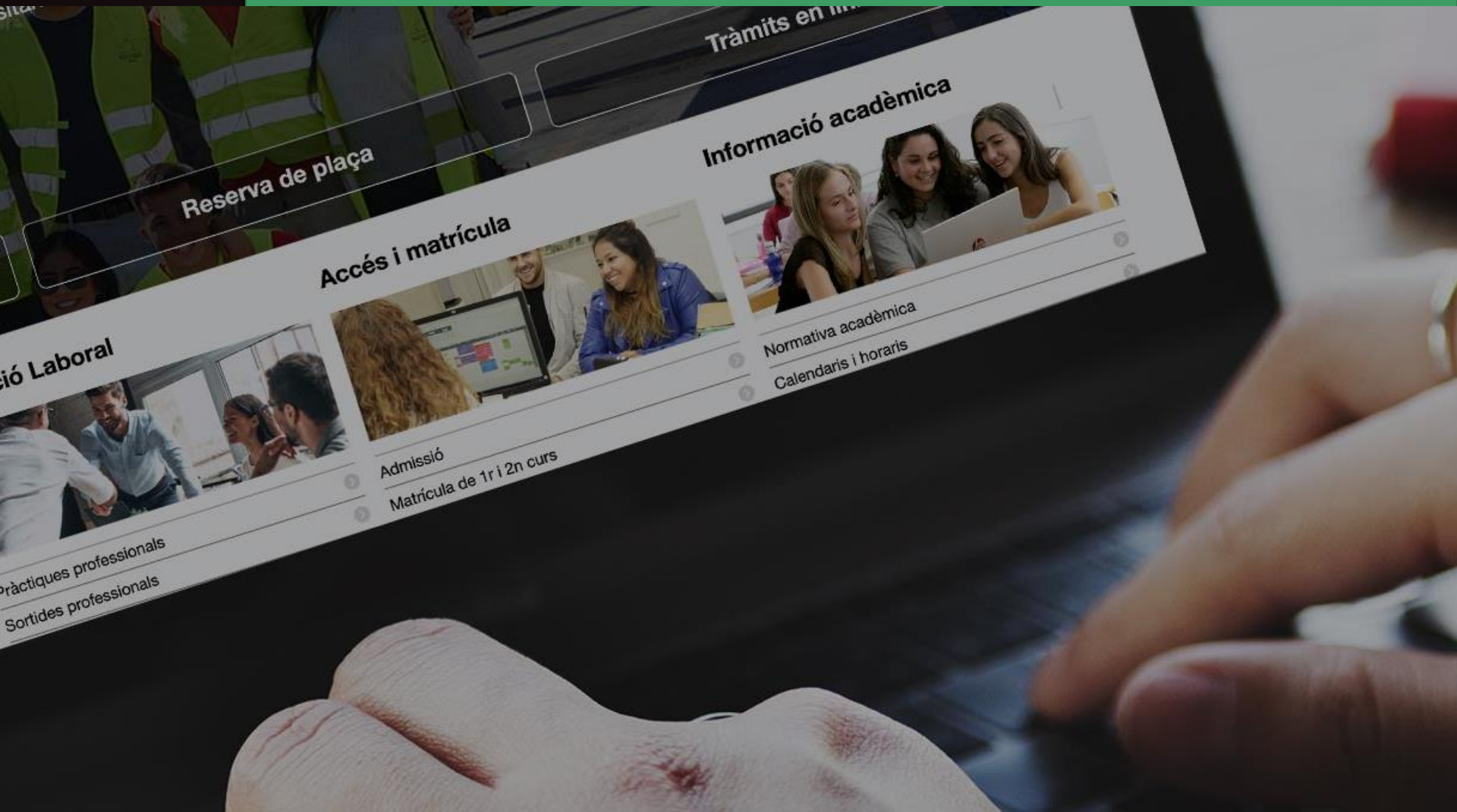
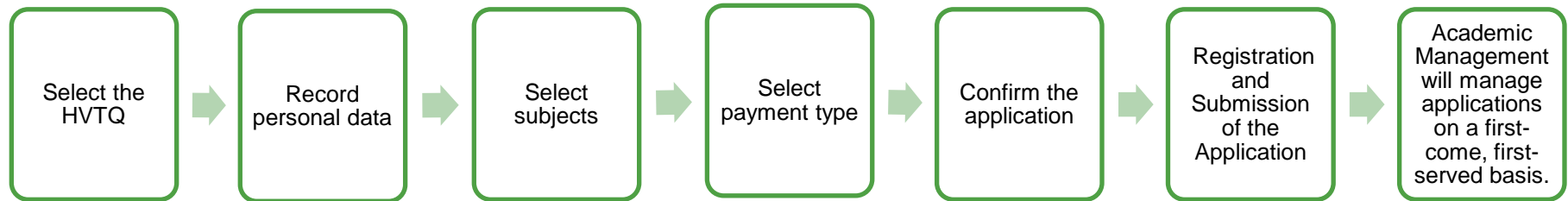


# Manual for the application for enrolment in Higher Vocational Training Qualification





## Enrolment Application Steps



1. General menu selection of studies
2. Apply for enrolment
3. Registration of personal data
4. Selection of subjects to be enrolled
5. Selection of payment options
6. Enrolment application confirmation
7. Registration and submission of the enrolment application

# Pas 1, general menu

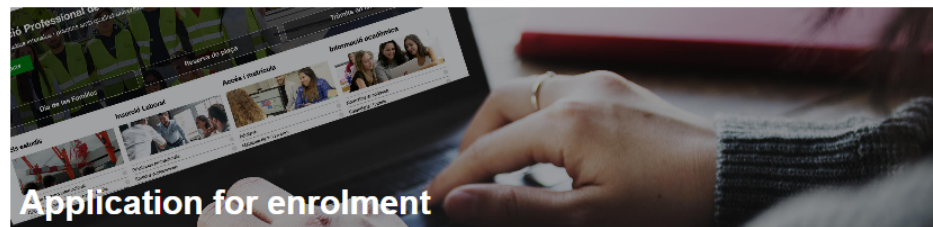
1. Choose the language of the form
2. Select the studies to be enrolled
3. Select the course
4. Choose whether you are an active or new student at the school

Due to the changes in the curriculum and organization of Vocational Training, in the case of International Trade you will find 2 options:

- **New students at the center:** choose International Trade (Reordering).
- **Active students:** International Trade

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\* Mandatory ✔ Successfully completed ⚠ Uncompleted/Unsuccessfully completed

Which courses do you want to enrol in? \*

⚠ Select some studies ▼

Academic year \*

⚠ ▼

What type of registration do you want to apply for? \*

⚠ ▼

Apply for registration

## Data protection ^

The personal data contained in this form will be handled by the Fundació Universitat Autònoma de Barcelona (FUAB) in order to manage your registration, your academic records and the activities organized in schools belonging to FUAB. The legitimation for handling your data derives from the relation established in the formalization of your registration and compliance with a legal obligation included in the current regulations applicable to your studies.

Your personal data may be communicated to third parties. You may exercise your right of access, rectification, suppression, portability, opposition and limitation before the Fundació Autònoma de Barcelona, domiciled at Avenida Can Domènech, Edifici Blanc del campus de la UAB or by e-mail at [proteccio.dades.fuab@uab.cat](mailto:proteccio.dades.fuab@uab.cat)

For further information, you can check the document "Información para el tratamiento de datos de los alumnos de los centros FUAB" annex to the registration

## Step 2, register personal data

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\* Mandatory    ✔ Successfully completed    ▲ Uncompleted/Unsuccessfully completed

|  |  |  |   |
|--|--|--|---|
| NIU <span style="color: green;">✔</span>       | Genre * <span style="color: red;">▲</span>           | Name * <span style="color: red;">▲</span>  | Surname * <span style="color: red;">▲</span>  |
| Gender <span style="color: green;">✔</span>    | Name Meaning <span style="color: green;">✔</span>    | Type of document * <span style="color: red;">▲</span>                                | Document * <span style="color: red;">▲</span> |
| Telephone <span style="color: green;">✔</span> | E-mail address * <span style="color: red;">▲</span>  |  |   |
| Health card <span style="color: red;">▲</span> | Social Security <span style="color: green;">✔</span> | Date of birth <span style="color: red;">▲</span> dd/mm/aaaa <input type="checkbox"/> |   |

Comments on the form:

- **NIU:** Mandatory university identification number for second-year students
- **Health card:** If you do not have it yet, you must request and submit it. You must fill in 14 digits, which you will find on the card.
- **Social security:** is the affiliation number. Mandatory for internships. If you don't already have it, [you have to apply for it.](#)



## Step 2.1, Register Personal Data

If you are an underage, you will need to fill in the tutor fields

**Guardian's details** (as you are a minor, you must include the details of one of your legal guardians when completing this application).

(i)The tutor you indicate will receive an email informing him/her of this request.

Identification document \*

Legal guardian \*

E-mail address \*



Finally, indicate that you have read the data protection clause and retype the email.

I have read the data protection clause

Save and continue

### Data protection

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For further information, you can check the document "Información para el tratamiento de datos de los alumnos de los centros FUAB" annex to the registration



## Step 3, selection of subjects to be enrolled

Depending on the option you have chosen in the initial drop-down menu ("It is my first enrolment" or "I am continuing my studies"), you will have the option to select the subjects.

- **It is my first enrolment (1st course):**

by default, you will be selected all the Professional Modules of the first year and it will not be necessary to select anything else (all the Professional Modules are mandatory). Click on the button **Save and continue**.

- ***I am continuing my studies (2nd course):***

*by default, you will see the pending subjects (compulsory to be taken) and you will have to select the rest of the second-year subjects according to the planning indicated. **Check that you get the total subjects and hours to be taken (10 subjects and 1043 hours, if applicable, repeated subjects must be added).***

Student making the request: Pa  
 Studies of the application: International trade (from 21/22)  
 Selected subjects: 12 (1065:00 hours)

Save and continue

^ MP1. International trade administrative management (1st course)

(0 de 4)

Select all

## Step 3.2, selection of subjects to be enrolled

If you are a second-year student, you can select the rest of the subjects that you do not have pending.

Studies of the application: International trade (from 21/22)

Selected subjects: 19 (1351:00 hours)

Save and continue

### ^ MP1. International trade administrative management (1st course)

(2 de 4)

Deselect all

MP1.UF1. International organizations and regulations (1er)

Completed

MP1.UF2. Exchanges between Member States of the European Union (1er)

Completed

MP1.UF3. Operations with third countries (1er)

33:00 hours

MP1.UF4. Customs management (1er)

33:00 hours

### ^ MP13. Training and career guidance (1st course)

(1 de 2)

Deselect all

MP13.UF1. Incorporation to the labour market (1er)

33:00 hours

MP13.UF2. Labour risk prevention (1er)

Completed

### ^ MP2. International financing (1st course)

(3 de 3)

Deselect all

MP2.UF1. Tools for the exchange risk management (1er)

33:00 hours

MP2.UF2. Foreign trade financing (1er)

22:00 hours

MP2.UF3. Financing tools to support export (1er)

22:00 hours

- Compulsory
- To select
- Selected

## Step 4, Select payment options

In case of being a [beneficiary of a bonus](#), select the appropriate discount. If you enjoy two different bonuses, choose the one that benefits you the most.

**Settlement type:** Select, if applicable, the corresponding discount

FN General  FN Special  Single-parent family  Special single-parent family  Adolescents in foster care   
 Person with disability (>33%)  Victim of terrorism / Gender-based violence

**The public price of the HVTQ according to DOGC 6159 of 28/06/2012 is 360 euros per year, therefore, for the 2000h (2 years) a maximum of 720.00€ will be applied in the enrolments.**

*The applicable discount will be proportional to the hours enrolled each year. Remember that if you choose any bonus, **You need to send the document proving the discount to [formacio.professional@uab.cat](mailto:formacio.professional@uab.cat).***

If you wish, you can make a solidarity contribution by indicating an amount in the corresponding section of the form. **The donation is in addition to the total amount of the tuition fee.**

Would you like to make a donation to the Autonomous Solidarity Foundation

0 €

(i) The donation will be added to the total amount of the registration fee.

**FAS** Fundació  
Autònoma  
Solidària UAB

<https://www.uab.cat/fas/>

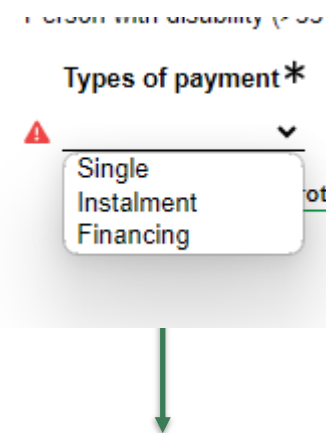
A university social entity whose mission is to provide tools to help the university community become part of an active, critical citizenship and agent of social transformation. To this end, the FAS designs and executes university social action projects and awareness-raising and promotion of critical spirit with the ultimate objective of generating a social impact aimed at promoting social justice and improving the environment and people's quality of life.



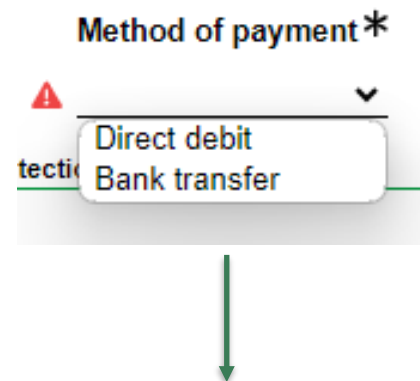
## Step 4.1, Selection of Payment Options

Choose the type and method of payment offered by the school.

You have **the possibility of financing only a part of the tuition fee** and pay the other amount by transfer. In this case, you need to choose "Payment type: financing" and indicate the amount on the comments screen to be financed.



In the following slides, conditions are detailed according to the type of payment.



**Direct debit:** The default details are those of the student. If the account holder is someone else, they must enter their name and ID card/Passport to pay the enrolment fee by direct debit.

Account holder\*      Holder's document\*      IBAN\*

\_\_\_\_\_

Data protection

## Step 5, Payment Type

If you choose the payment option “**Single\***” A discount of 3%(\*\*) will be applied to the total amount of the credits enrolled. Payment will be made by bank transfer, to the account number that will be provided on the day of enrolment. **To keep the discount, payment must be made within 7 days of enrollment.**

(\*) *The discount is applicable from amounts over €500.*

(\*\*) *The 3% discount for a single payment is applied to the final amount of the enrolment fee, after deducting all discounts (scholarship, FN, other gratuities) and/or discounts.*

If you choose “**2 Installments**”, payment will be made by bank transfer or direct debit in two instalments:

- A first payment of 60% of the total amount of the enrolment fee.
- A second payment of 40% of the remaining amount (payment will be made at the beginning of December) using the payment method chosen [1] .

**Transfer:** Payment will be made within 7 days of enrolment

**Direct debit**<sup>[1]</sup>: The first payment will be made on the Monday following registration. The second payment will be made at the beginning of December

*[1] In the event of choosing direct debit for the second instalment, in the case of returned receipts, the student must pay the costs for managing the non-payment, as well as the bank interest charged by the financial institution on the unpaid amount (30 euros penalty).*

**Note:** *This modality can only be chosen if you formalize the enrolment before 1 November.*

**Important:** [Consequences of non-payment of tuition fees.](#)

## Step 5.1, Payment Type

If you choose “**Financing**”, You can choose from 3 to 9 maturities **once you receive the financing application.**

**Academic Management** process the enrolment application and subsequently **will initiate the funding application.** You will receive an email to finalize it, where you must review the amount to be financed and indicate the number of maturities. **To complete the application, you must enter the verification code that you will receive in the email.**

*The registration fee already deducts the 500 euros of reservation place for new students. If not otherwise indicated in the enrolment application observations, the amount to be financed will be the outstanding amount.*

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Fundació UAB

Dear Sir or Madam,

According to your enrollment application you have requested financing. In order to continue with the financing process your must indicate the amount and installments you need.

You can fill in this information by clicking here

[correu.sm.botc](mailto:correu.sm.botc)


Thank you for your cooperation.

**Gestió de finançament** Edifici Blanc - Vila Universitària  
Campus de la UAB - 08193 Bellaterra  
(Cerdanyola del Vallès) - Barcelona - Spain  
663090828 (Ext. Int. 7045)  
[www.uab.cat/fundaciouab](http://www.uab.cat/fundaciouab)

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Escola FUAB Formació Centre de Formació Professional  
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**Enrollment funding request**


**Confirmation of the request**

**Date of the request:** 25th June, 2024  
**Amount to be financed:** 4.489,97 €

To confirm your tuition funding request, fill in the details we sent you by email and

▲ **Verification code \***    ▲ **Email used in the application \***

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**Application for tuition fee financing**

**Your request has been registered**

#Register SF-010-2024  
Date of registration 25-06-2024 a les 14:55:30  
Application email geo\*\*\*\*\*@uab.cat

You will receive an email from [finançament.fuabformacio@uab.cat](mailto:finançament.fuabformacio@uab.cat) with the instructions to follow to process the Financing with Sabadell Consumer

[Return to the application form](#)

## Step 5.2, Payment Type

In order to process the financing within 7 days of enrolment, **you will have to follow the instructions that will receive from Banco Sabadell notifications@fin4retail.es (check spam if you don't receive the email immediately)**. However, you will also receive a reminder from the address [finançament.fuabformacio@uab.cat](mailto:finançament.fuabformacio@uab.cat).

From: FUAB Formació <[notifications@fin4retail.es](mailto:notifications@fin4retail.es)>  
Sent: Monday, June 3, 2024 3:30:41 PM  
To: [ddjdjdjdjdjdjz@email](mailto:ddjdjdjdjdjdjz@email)<[ddjdjdjdjdjdjz@email](mailto:ddjdjdjdjdjdjz@email)>  
Subject: Financiación de matrícula FUAB curso 2024/2025

**FUAB** Fundació Universitat  
Autònoma de Barcelona

Estimado/a XXXXXXXX,

Si es la primera vez que solicitas la financiación, sigue las siguientes instrucciones:

1. Debes tener a mano la siguiente documentación de la persona que solicita la financiación (titular del préstamo):

- DNI vigente en vigor • Certificado de titularidad de la cuenta o recibo domiciliado con todos los dígitos
- La última nómina o, en el caso de los autónomos, el modelo 100 y el 130 (renta e IRPF)

2. Rellenar los datos del formulario de solicitud accediendo al siguiente enlace:

<https://sabadell.fin4retail.com/public/financial-request/DJ5JDEyJGxHQVNxR>

In the last step to attach the documentation, you must download the GDPR and tick all the necessary boxes.

Upon receiving this documentation, we will send it to the bank to study the operation, **and if it is favourable, you will receive an SMS to the mobile phone provided, with the INE, which you must accept.**

**Once you have confirmed the previous SMS**, you will receive an email with a link to access the copy of the contract that you must download and, once you continue, you will receive a PIN by SMS on your mobile phone to sign the contract.

**You have 48 hours to sign the document.**

### Consequences of not processing Bank Financing in the indicated period:

*Registrations will be provisionally blocked. After this date, a new period of 7 additional days will be opened to regularize the bank financing process. **After this period, registrations will be suspended.***

**[Check out the simulator](#)** to know the conditions or the **[Financing diptic](#)**.

*In case bank financing has not been accepted, the Centre will facilitate the payment in instalments under the same conditions as bank financing.*

# Step 6, confirmation of the enrolment application

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**Application for enrolment-Summary**

**Personal details** ^

Student: Biel Estapé Gender: Male  
Date of birth: 03 - january - 2005 Passport: dddddd NIU:  
E-mail address: georginamaria.estape@uab.cat Telephone:

**Application details** ^

Studies: International Trade (new management) Academic year: 2024/25  
Discounts requested:  
Type of payment: Bank financing

**Enrolment requested** ^

| First course modules                                | 891:00 hours |
|---|--------------|
| 0179. Professional English                          | 33:00 hours  |
| 0623. Economic and financial company management     | 99:00 hours  |
| 0625. Storage logistics                             | 66:00 hours  |
| 0627. International trade administrative management | 132:00 hours |

In the last section you will get a **Resume of the application**. Check the general data and make sure the selected subjects are correct.

You have the possibility to modify registration (**Edit button**) before **confirming the application**

MP3.UF2. Selection and management of documentary means of payment 44:00 hours

[Edit](#) I have read the data protection clause  [Confirm request](#)

Data protection ^

To prevent someone from using your email fraudulently, a message is sent to the address of the request with a verification code.

**Enter the code below to finish the application process.**

To prevent someone from using your email address fraudulently, we have sent a message to the address you have provided with a verification code. Please enter the code below to complete the application process.

Verification code \_\_\_\_\_ [Verify code](#)

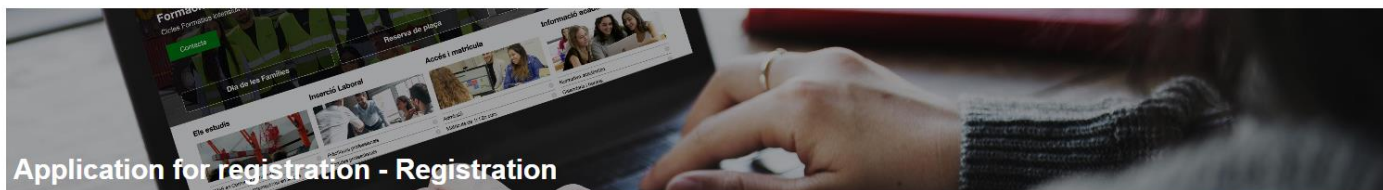
If you haven't received the email, please check your spam folder or request the code again here.  
If the problem persists, please contact us at [formacio.professional@uab.cat](mailto:formacio.professional@uab.cat)

## Paso 7, registration of the application

- It will be indicated at the end of the procedure that the enrolment application process has been registered and you will receive the application registration by email.
- Please note that at the end of the email you will find a link **to modify your enrolment**, as long as **it is not being processed by the academic management**

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We inform you that on :**date** your application for enrollment has been registered at the Centre de Formació Professional de la Fundació UAB:

[formacio.profesional@uab.cat](mailto:formacio.profesional@uab.cat)  
International Trade (new management) (2024/25)

Once the registration has been processed, you will receive an e-mail with instructions on how to proceed with the payment of the registration fee.

If you have any questions or doubts, please contact [formacio.profesional@uab.cat](mailto:formacio.profesional@uab.cat).

**Once your application is processed, we will send you the proof of enrolment with the instructions to make the payment.**



 [formacio.professional@uab.cat](mailto:formacio.professional@uab.cat)

 93 592 97 10

# Thank you very much, welcome to our school!



Centre de  
Formació Professional  
Fundació UAB

**UAB** Universitat Autònoma  
de Barcelona

 Edifici Blanc  
Av. Can Domènech S/N  
Campus UAB, Bellaterra