

RULES & REGULATIONS FOR BACHELORS DEGREE TUITION FEES (1ST STUDY CYCLE)

Rules and Regulations approved by the Dean's Office of the Lisbon School of Economics and Management on 2017-03-27

Under the terms of Decree Law No. 37/2003, of the 22nd of August (the Law that defines the principles of the financing of State Higher Education), the Dean of ISEG - Lisbon School of Economics and Management approves the following rules and regulations for Bachelors Degree Tuition Fees (1st Cycle Study) of this School, incorporating Ruling No.3 of Article 140 of Law No. 62/2007, of the 10th September (the legal framework for Higher Education Institutions) and of the Ruling of Paragraph b) of No. 2 of Article 22 of ISEG's statutes.

Article 1

(Inherent rights on payment of tuition fees)

1. The act of registration confers the status of an ISEG student and the right to be registered for Bachelors degrees taught at this university.
2. Enrolment for a Bachelors degree at ISEG gives the student the right to:
 - a) Attend lectures and other learning activities related to the curricular units for which they are duly enrolled;
 - b) Have their knowledge assessed of the subjects taught under the course units mentioned in a);
 - c) To use the Library, Computer Labs, Study Rooms and other study areas, whilst adhering to the respective rules of conduct.
3. Any student who, in a given school year, does not enrol for course units, or fails to pay the designated tuition fees, will lose student status.
4. Any student who cancels their enrolment for a Bachelors degree taught at this university within the deadlines stipulated by law, will lose student status at ISEG.

Article 2

(Tuition fees)

1. Students registered and enrolled at ISEG are required, by Law, to pay a uniform attendance fee, known as tuition fees, without prejudice to other applicable fees and charges, namely those referred to in the ISEG Fee Table.
2. Payment of tuition fees is mandatory for all students, without prejudice to the granting of aid, namely merit scholarships, or other scholarships.
3. The tuition fees always refer to an Academic Year, and are independent of the number of course units/accredited ECTS for which a student is enrolled (except in those cases stipulated in the Appendix of these Rules and Regulations).
4. The value of tuition fees is set every year by the Governing Board of Universidade de Lisboa, based on the Rector's proposal, under the terms of Paragraph h) of No. 2 of Article 19 of ULisboa's statutes.

Article 3 (Deadlines and Payment Plans)

1. Each Academic Year, tuition fees are paid either by:
 - a) One single payment, on registration/enrolment; or
 - b) In partial payments (instalments), whose number, dates, and values are set for each Academic Year by the Dean of ISEG, which are outlined in the Appendix of these Rules and Regulations.
2. Whenever registration/enrolment is carried out after the deadline of one or more instalment payments, the student must pay all outstanding dues on registration/enrolment, as well as a late enrolment charge, if applicable.
3. On substantiated request by a student, a specific tuition fees payment plan can be agreed, under the following conditions:
 - a) The student must submit their specific request for a payment plan before the deadline for the payment of each instalment, in writing, addressed to the Dean of ISEG, on the understanding that such a request is conditional upon due proof and assessment of the alleged financial difficulties, as well as an analysis of the history of past tuition fee payments and financial support obtained;
 - b) The approved specific payment plan may not go beyond the end of the Academic Year;
 - c) Interest rates at the officially-approved rate will be applied to the specific payment plan;
 - d) Specific payment plans will not be authorised for students who failed to comply with previous plans.

Article 4 (Payment methods)

1. Tuition fees should be paid at an ATM – *Multibanco* (MB), or by using an equivalent process through Homebanking/Internet, using the respective bank references that are supplied on the “Aquila” student portal.
2. Exceptionally, payment may be made at the *Multibanco* terminal in the Undergraduate Office for special cases, such as when a student needs to pay the annual fee for enrolment for just one course unit, in order to finish their degree.
3. The student is obliged to keep the *Multibanco* receipt as proof of payment.
4. Payment of tuition fees is the individual responsibility of each student, and accordingly, the use of incorrect data during payment renders such payment invalid, resulting in the student being obliged to produce valid proof of payment.

Article 5 (Invoices and receipts)

1. All invoices and receipts are issued in the name of the student, using the Tax Identification Number provided by the student on the "Aquila" portal.
2. The student is responsibility for the correct entry of their Tax Identification Number (NIF) and other relevant documents.
3. Should a student require that their respective invoices and receipts be issued in the name of another entity (family members or a company), they must submit a request by E-mail to the Undergraduate Office, justifying their request and including the details of the entity in whose name the receipts should be passed (Tax Identification Number (NIF), full name, address, and postal code). Payment should only be made after confirmation by the Administrative Services. Failure to advise the Services could result in an unfavourable decision.
4. Receipts for proof of payment can be obtained by using the "Aquila" Student Portal, using the option: Academic Services » Current Account.
5. It is not possible to alter invoices and receipts after they have been issued.

Article 6 (Late payments)

1. In the case of payment after the deadlines stipulated in Article 3 of these Rules and Regulations, the following additional charges will be applied:
 - i) Interest, at the official rate charged for debts to the State and other public entities, (according to Paragraph b) of Article 29 of Law No. 37/2003, of the 22nd of August);
 - ii) An administration fee (according to the amount set in the Appendix of these Rules and Regulations).
2. The interest referred to in the above point is due on the day immediately following the deadline for payment of the outstanding instalment.
3. The payment of instalments is due in their respective order, and it is not possible to pay the last instalment, without having fully settled all overdue previous instalments.
4. *Multibanco* references for payments deemed as being late under the terms of Article 3 of these Rules and Regulations, must be obtained from the "Aquila" Student Portal by the student themselves, using the option: Academic Services» Current Account.
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Article 7 (Consequences of the non-payment)

1. Non-payment of tuition fees is considered to be when payment is not made at the act of registration/enrolment, or when failing to meet the deadline for any instalment payment, as set by the Dean of ISEG, in accordance with Article 3 of these Rules and Regulations.

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2. Under the terms of Article 29 of Law No. 37/2003 of the 22nd of August, non-payment of tuition fees implies the following:
 - a) The annulment of all course units studied during the Academic Year for which the lack of payment applies;
 - b) The annulment of the original registration, as well as the suspension of the right to receive grant aid, until all dues and respective additional charges are paid during the Academic Year for which the tuition fees are due.
3. Non-payment of tuition fees further implies:
 - a) A ban on the emission of any diploma, conclusion certificate or any other similar document related to the academic curriculum of the student for the Academic Year in which payments are outstanding;
 - b) A ban on the student enrolling for any exams, or any other type of assessment contemplated in the academic timetable;
 - c) A ban on being able to register and/or enrol for subsequent Academic Years, unless dues from previous years are first paid in full;
 - d) A ban on forwarding a students' individual file to other universities where a student may have been transferred or changed their degree.
4. It is the responsibility of the student to keep their email address updated for the purpose of receiving notifications from ISEG, as well as to keep safe all documents of proof of payments made.
5. In case of re-admission, students may only carry out their registration/enrolment after all outstanding ISEG tuition fees have been fully paid.
6. Non-compliance of tuition fees payment results in a ban on registration for any ISEG Study Cycle, until all outstanding tuition fees have been fully paid.
7. Non-compliance of payment of any instalment of tuition fees within the deadlines set each year results in the charging of interest at the official rate.
7. Bearing in mind the legal framework for tuition fees, total or partial debt pardon is expressly forbidden.
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Article 8

(Notification of outstanding tuition fees)

1. During the Academic Year, students are informed electronically of the deadline for the payment of each tuition fee instalment.
2. Information regarding outstanding dues is available on the "Aquila" Student Portal.
3. At the end of the Academic Year, students with outstanding dues are notified, preferably electronically, of the amount due, as well as the respective additional charges and interest, and they are given 15 working days to pay their outstanding dues or to negotiate a payment plan to settle the amount outstanding.
4. The notification mentioned in No. 3 could give warning of the consequences of non-payment of tuition fees.

5. Students are responsible for the updating of their details and contacts on the “Aquila” Student Portal. .

Article 9 (Coercive payment)

1. Non-payment of tuition fees gives ISEG the right, after due notification under the terms of Article 8, to request coercive payment by the Tax and Customs Authorities, through a fiscal order, as contemplated by the Tax Procedures and Process Code.
2. For the purposes of the above point, and after the deadline referred to in No. 3 of Article 8, a certificate will be issued describing the outstanding dues, plus additional charges and interest calculated at the statutory rate, which is sent to the Tax Authorities of the debtor’s address.

Article 10 (Voluntary annulment of registration/enrolment)

1. Those students who drop out of their undergraduate degree, whatever the reason, are obliged to cancel their registration directly on the Aquila Portal. Without the confirmation of this act, the annulment is not considered valid.
The annulment of the registration is carried out by following these steps:
Login Aquila>> Student tab>> Consult>> Academic Services >> Requisitions>> Create a new requisitions>> Select the type of request: “Annulment of registration”.
2. Those students who annul their registration (online) only need pay the outstanding tuition fees instalments that are due at the date of annulment, as well as the additional fee and interest at the legal rate.
3. In the case cited in the above point, students may be reimbursed any eventual overpayment, as long as they expressly request this within five working days from the date of annulment.
4. With the exception of that referred to in No. 1 of this Article, cases of re-admission through the national university entrance process are expressly safeguarded in the applicable Law.
5. The annulment of registration contemplated in in the previous points results in the expiration of the same, and those students who have voluntarily requested it cannot enrol during the following academic years, without prejudice to the re-admission regime.
6. With the exception of that referred to in No. 3 of this Article, requests for annulment by a student (the annulment of registration/enrolment) does not give rise to the reimbursement of tuition fees.
7. It is the student's responsibility to communicate their intention to abandon their studies (the annulment of registration/enrolment). The act of abandoning studies by a student only takes effect from the date on which this is communicated, which does not absolve the

student from outstanding commitments, namely the obligation to pay outstanding tuition fees, as well as any eventual additional charges and interest at the legal rate.

8. Those students who communicate their intention to annul their registration/enrolment, and who have been granted a specific payment plan, are obliged to pay all outstanding tuition fees instalments at the date of the communication of annulment, as well as any eventual additional charges and interest at the legal rate.

Article 11 (Social Services Scholarships)

1. Students who have applied for a scholarship from the Social Services of ULisboa should, on enrolment, submit proof of this application in the form of a document or declaration under oath.
2. If, for reasons not attributable to the recipient of the scholarship, the scholarship is not paid to the student, thus making it impossible for them to meet the deadlines set out in No. 1 of Article 3 of these Rules and Regulations, then these deadlines will be extended for a further 15 calendar days, counting from the moment when the scholarship is eventually paid, with no additional charges.
3. Those students who have been refused a scholarship from the Social Services, are granted a period of 15 calendar days, counting from the date of publishing the lists of the names of those who have not been awarded a scholarship, to pay all tuition fees or instalments already due, with no additional charges.
4. If those students who have signed the declaration under oath referred to in Point 1 of this Article do not present proof of their application for a scholarship, or, having submitted an application, this is later found to be fraudulent, then their respective registration and/or enrolment will only enter into effect on full payment of their tuition fees, in which case sanctions will be applied under the terms of Law No. 37/2003, of the 22nd of August - Article 30.

Article 12 (Transfer or Change of degree)

1. Those students who wish to apply for a transfer to another university or change of degree should not pre-enrol at ISEG.
2. If the student has already carried out binding pre-enrolment at ISEG, then they have a maximum deadline to annul their respective registration/enrolment of the first day of lectures of the same Academic Year. After this deadline, the provisions of Article 9 of these Rules and Regulation will be applied.
3. Students who hold a valid ISEG registration or enrolment for the immediate preceding Academic Year, and whose application for a transfer or change of degree to another

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- university is rejected, may proceed to enrol for the degree that they had been enrolled for during the previous school year, within seven working days of publication of the decision.
4. The individual file of a student admitted to another university by means of the transfer or change of degree regimen, is only forwarded to the new university when all their outstanding tuition fees have been fully paid.

Article 13
(Special circumstances)

A special regime exists for the payment of tuition fees of the following students who are covered by Article 35 of Law No. 37/03 of the 22nd of August:

- a) Military personnel, or children of military personnel: under the terms of Law No. 358/70, of the 29th of July, who are required to submit documental proof of their situation by the 30th of November of the Academic Year for which they are registering/enrolling;
- b) Disabled Members of the Armed Forces: under the terms of Decree Law No. 43/76, of the 20th of January, who are required to submit documental proof of their situation by the 30th of November of the Academic Year for which they are registering/enrolling;
- c) Teachers: under the terms of Ruling No. 335/98, of the 14th of May, altered by the joint Ruling No. 320/2000, of the 21st of March, who are required to submit documental proof of their situation by the 30th of November of the Academic Year for which they are registered/enrolled.

Article 14
(Students studying for Separate Course Units)

Those students, or other interested parties, who are studying for separate course units, are subject to the payment of fees and charges in accordance with the Rules and Regulations for Enrolment in Separate Course Units, whose amounts are set every year by the Dean of ISEG (which are in the Appendix).

Article 15
(General regime, part-time students)

1. Under the terms of Point 2 of Article 1 of the Rules and Regulation for general regime, part-time students of Universidade de Lisboa, as approved by the Rector of Universidade de Lisboa on the 12th of February, 2015, a general regime, part-time student is considered to be one who, during a given Academic Year, opts to study part-time, enrolling in a reduced number of course units for a Bachelors Degree Study Cycle.
2. In the case of general regime, part-time students, the annual tuition fees are 65% of the tuition fees for a general regime, full-time student.

Article 16
(Other payments)

In addition to the payment of tuition fees, each student is also liable for the payment of legally-set fees and charges and other amounts set out in the ISEG Fee Table, as approved by the Governing Board, in accordance with ISEG's Statutes, whenever applicable.

Article 17
(Omitted cases)

Omitted cases should be presented to the Dean of ISEG, who will decide on them.

Article 18
(Entry into force)

These Rules and Regulations will be in force for the full duration of the 2017/2018 Academic Year, and the attached Appendix will be reviewed annually, before the start of each Academic Year, to set tuition fee rates, the number of instalments, and those dates and amounts, and/or other adjustments deemed necessary.

The Dean of ISEG

(Professor Mário Caldeira, PhD)