

## Undergraduate Programs

### ENROLLMENT AND TUITION FEES

#### Academic Year 2021-22



#### 1. APPLICATION FEES | Subject to change from one academic year to the next.

Application - 1st and 2nd Round	135,00 €
Conditional Admission Fee <sup>1</sup> - International Programs	365,00 €
Special Access Fee <sup>2</sup>	50,00 €

#### 2. ENROLLMENT & REGISTRATION FEES | Subject to change from one academic year to the next.

<u>1st Year Registration Fee</u> <sup>3</sup> (includes Insurance and Student ID card)	375,00 €
<u>Annual Registration Fee</u> - subsequent years (includes Insurance and Student ID card)	285,00 €

#### 3. TUITION FEES | For cohort enrolled in academic year 2021/22

5 monthly fees with a flat rate per ECTS multiplied by the number of ECTS the student enrolls in.

Value per ECTS Undergraduate Program	19,60 €
Value per ECTS International Undergraduate Program	20,60 €
External Students	31,00 €

#### 4. REQUESTS, DIPLOMA & CERTIFICATE FEES | Subject to change from one academic year to the next.

The following requests are submitted via [e-SCA](#) or by email to [secretariaescolar@lisboa.ucp.pt](mailto:secretariaescolar@lisboa.ucp.pt). **Secretaria Escolar** is the Department responsible for issuing the documents

Final Certificate with Curricular Units description <sup>4</sup>	170,00 €
Final Certificate without Curricular Units description <sup>4</sup>	150,00 €
<u>1st issue</u> of certificate for social security, military service, visa, family benefits and public transportation	Free
<u>2nd issue</u> of certificate for social security, military service, visa, family benefits and public transportation	9,00 €
Transcript of records (list of completed courses with grades)	9,00 €
Diploma <sup>4/5</sup>	50,00 €
Registration Certificate	21,00 €
Registration Certificate with Curricular Units description	40,00 €
Statements	12,10 €
Each certified page of Syllabus	2,80 €
Study Plan	12,20 €

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#### 5. PENALTY FEES & OTHER FEES | Subject to change from one academic year to the next.

Penalty for late payment of annual registration fee (up to 1 week)	+ 20%
Penalty for late payment of annual registration fee (beyond 1 week)	+ 100%
Penalty for late payment of monthly tuition fees or other fees (per month)	+ 5%
Grade Improvement Exam	120,00 €
Reimbursement in case of effective improvement of grade not inferior to 14	50%
Formal Request	6,85 €
Duplicate PIN Request	9,40 €
Penalty fee for late course enrolment or course change (up to 5 working days after deadline)	29,20 € / Day
Penalty fee for late course enrolment or course change (beyond 5 working days after deadline)	29,20 € / Day
Penalty fee for late course enrolment or course change (beyond 5 working days after deadline)	148,00 €
English Exam	42,50 €
Finalist Exam	169,00 €
<b>Withdrawal from programs</b>	
Penalty for withdrawal from a semester Exchange program (after application deadline)	300,00 €
Penalty for withdrawal from a semester Exchange program (after application deadline) for the purpose of enrolling in a Free Mover program	500,00 €
Penalty for withdrawal from a Double Degree, International Tri-School Exchange or One-Year-Exchange program (after admission acceptance and as from the first day of class of the program)	2 000,00 €

#### 6. ADDITIONAL NOTES | Rules, regulations, and fees may change from one academic year to the next.

(1) Fee not refundable, if the candidate is admitted and enroll in the undergraduate program the registration fee will be deducted in the enrolment payment.

(2) Additional fee to registration, for students that finished high school in a foreign college with waiver intermediated by the UCP

(3) If the registration is accepted and the student enrolls only in the 2nd semester, it is due half of the value of the registration and enrolment

(4) Includes Diploma upon filling in the appropriate request.

The attribution of the diploma follows the rules established in Despacho Reitoral ADM/1006/2017. The diploma will be delivered during the Undergraduate Degree Ceremony, provided that both of the 2 conditions below are fulfilled:

- The Diploma must be requested separately through students' personal area (e-SCA) and AFTER the Final Certificate;
- The Diploma must be requested before 31st December of the year in which students completed their program (N).

(5) Does not include the Final Certificate.

The attribution of the diploma follows the rules established in Despacho Reitoral ADM/1006/2017. This amount is charged if:

- You requested only the Diploma and not the Final Certificate OR
- If you requested the Final certificate but did not fulfill the two conditions mentioned in point (4) above OR
- The Diploma is requested after 30th April (N+1) following the one in which students completed their Program (N) OR
- The Diploma is not picked-up until 31st December of the year (N+1) following the one in which students completed their program (N)

**Final Note:** All students will pay the amount of minimum 10 ECTS, except external students.

- This list is adapted and translated from the [Tabela de Propinas, Taxas e Emolumentos](#). Only the latter is legally binding.  
For other fees or payments not mentioned in this document, please check [Tabela de Propinas, Taxas e Emolumentos - Licenciatura - 2021/2022](#) (in Portuguese only)