

TITLE VIII FINANCIAL REGULATIONS

CHAPTER I. GENERAL:

Article 1.

Exemptions, fee reductions or aid shall only be applied to the tuition fees contained herein and in the Decree on Tuition Fees approved yearly by the Regional Government of Andalusia.

Article 2. In order to be eligible for exemptions, fee reductions or aid, students must fulfil the eligibility criteria and provide certified proof each academic year at the time of registration, irrespective of the payment plan chosen by the student and without prejudice to the provisions of Art. 71 of Law 30/92 of 26 November as established under the Legal Regime of Public Administrations and general administrative procedures.

Such rights will remain in effect throughout the academic year.

Rights granted in previous academic years are not applicable to subsequent academic years.

CHAPTER II. EXEMPTIONS.

Article 3. For families with three or more children (numerous family):

Students who provide certified proof of numerous family status in effect at the time of registration shall be entitled to the following exemptions:

General category: Students shall be entitled to a 50% reduction in fees for tuition, evaluation, exams and grade certifications, degree certificates and others.

Special category: Students shall be fully exempt from paying the above fees.

Article 4.

Orphans of civil servants or military personnel that died while in service who are not married, under the age of 25 and economically dependent on the surviving spouse shall be entitled to a full exemption of tuition fees upon presentation of official certified proof of such status.

Article 5.

Students who were awarded a qualification of "excellent" or a distinction whilst in secondary school shall be entitled once to the full exemption of tuition fees for the academic year immediately following the concession of such awards.

Article 6. Victims of Terrorism.

Students who provide certified proof of their status as "Victims of Terrorism", in accordance with Law 32/99 in Solidarity with Victims of Terrorism, shall be entitled to the full exemption of tuition fees.

CHAPTER III. FEE REDUCTIONS.

Article 7. Course distinctions

Students awarded a distinction in one or more courses of study undertaken in the previous year at the university and who continue in the same programme of studies are entitled to a fee reduction equivalent to the price established for courses of study in the Decree on Tuition Fees.

Tuition fees will be calculated automatically in the following manner:

A). Enrolment by subject.

- When enrolling in a complete programme of study, the student will be entitled to a fee reduction for each distinction received. Such reductions are applicable to first-time enrolment and calculated by dividing the total cost of the complete programme by the annual number of courses in the programme of study (a semester course will be counted as half of an annual course to this effect).

- If the student enrolls in single courses, the price of a single course will be deducted from the total tuition amount for each course in which the student received a grade of distinction.

- If the student enrolls in a complete programme of studies and in single courses, the reduction in tuition fees for course distinctions will be treated as single courses. The price of an annual course will be deducted from the total tuition amount for each course taken during the previous academic year in which the student received a grade of distinction, provided that the student is enrolling in the course for the first time.

- If the distinction was awarded for a semester course in a degree programme that is not structured around credits, reduction for distinction can only be applied to another course of the same type. In the event that this is not possible, the student will be entitled to a 50% reduction in the price of an annual course.

B) Enrolment by credits. -

- If the student enrolls by credits, the cost of the total number of credits that were successfully completed in courses for which the student received the distinction will be deducted from the total tuition amount.

CHAPTER IV. FINANCIAL AID.

Article 8. Students who present a scholarship application upon enrolment are only required to pay the corresponding administrative fee.

In the event that aid is granted, the Ministry of Education and Science will reimburse the University for the tuition fees not paid by the student.

Notwithstanding, in accordance with the provisions of the annual call for general regime scholarships, the Office of the Secretary of the Faculty or School may request prior payment from students who present the scholarship application, but do not meet the eligibility criteria for the

scholarship award. In the event that the scholarship award is denied, students will be required to pay the corresponding fees within ten days to be counted from the day following receipt of the notification of denial. Students have the right to present an appeal or claim that shall, in no case, lead to the suspension of enrolment.

Article 9. University of Cordoba Personnel

9.1. Permanent employees at the University of Cordoba, including teaching and non-teaching staff and non-permanent assistants and administrative staff who are working at the start of the academic year, and who perceive salaries under CHAPTER 1 of the University Budget, will be entitled to a 100% reduction in tuition fees for first-time enrolment in courses for themselves, their spouses and unmarried children under the age of 25. Payment for these courses will be charged to the Social Aid Fund for Studies at the University of Cordoba in accordance with the provisions established under the Regulations for Social Aid Funds.

Live-in-partners who provide certified proof of inscription in the corresponding municipal registry and who reside in the same household will be considered spouses to this effect.

Any permanent or non-permanent employee at the University applying for this aid will only be required to pay the administrative fees at the time of enrolment and tuition fees for second and subsequent enrolments.

The Social Aid Fund for Studies at the University of Cordoba will grant the aid deemed appropriate according to the procedures established to this effect and deduct the corresponding tax withholdings from such aid.

9.2. This aid shall be applicable, under the same conditions, to all the personnel who benefit from the above-mentioned regulations.

9.3. For purposes of this aid, a child under the age of 25 is understood to be a student who has not reached the age of 25 at the time the academic year officially begins.

9.4. In order to benefit from the Social Aid Fund for Studies at the University of Cordoba, the student must present an official application form at the time of enrolment and provide certified proof of his or her family relationship with the employee.

Article 10. Students who receive the distinction of Summa Cum Laude upon completion of their degree programme will be exempt from paying the degree certificate fee, which will be charged to the specific fund determined by the University to this effect.

Article 11. Disabled Students.

Students who have been recognised as having a disability of more than 33%, will be entitled to aid for first-time enrolment in courses under official degree programmes for themselves, which will be charged to the specific fund determined by the University to this effect.

Likewise, an agreement signed by the University of Cordoba with the Spanish National Organisation for the Blind entitles blind or visually impaired students to receive this aid.

Article 12. Other employees.

Other groups who may have benefited from this type of aid in the past must pay full tuition fees, regardless of the scholarship or aid awarded by the institution or organisation in question. Applications for subsequent aid must be presented within the deadline periods and according to the procedures established in the respective calls.

Article 13. Other reductions and aid.

The Governing Council may establish the aid awards or fee reductions they deem convenient for individuals or groups in accordance with budget provisions.

Article 14. Coexistence of the right to exemption, reduction or aid.

When the same student meets the eligibility criteria for several exemptions, reduction or aid, the following guidelines will be applied for purposes of priority:

In the event that the student is entitled to exemptions, reductions and/or aid, priority will be given in this order. Any outstanding charges will be paid through reductions or aid when appropriate and in this order. If the student is entitled to two or more exemptions, the higher amount will be awarded.

CHAPTER V. TUITION REFUNDS.

Article 15.

Students who withdraw due to personal circumstances or other types of circumstances which are attributable to the student will not be entitled to a tuition refund once the academic year has officially begun. The renouncement of services obtained by the student does not mean that the human and material resources required to provide these services have not been put to effect and in all cases must be paid by the student in accordance with current legislation.

Article 16. Students will not be refunded administrative fees unless an error was made when calculating such fees or sufficient proof has been provided of an improper charge made by the administration.

Article 17. Tuition may be refunded in the following exceptional cases:

1. Withdrawal due to the lack of a requisite that cannot be fulfilled.
2. When the amount paid by the student is higher than the prices currently in effect due to an error of calculation or an improper charge that is not attributable to the student.

3. When the student has paid fees which are exempt from payment due to a scholarship grant or when the student is entitled to an exemption or aid, provided that the student has applied for such aid at the time of enrolment and within the established deadline and presented proof of his or her personal situation.
4. Prior to the first day of class.
5. When academic recognition is granted for one or several courses of study for which the student has already paid tuition.
6. When providing proof of circumstances that are not attributable to the student and which oblige the student to withdraw.
7. When the student has obtained a distinction by the University of Cordoba as established under Art. 9.5 of this Title.

Article 18. Requests for refunds shall be made according to the administrative procedures established to this effect by the University of Cordoba.

Article 19. Fee instalment plan.

Students have the right to choose their tuition payment plan. The instalment plan enables students to make a single payment at the beginning of the academic year or pay tuition in two instalments at the time of registration and before December 31 of each academic year as established by the Decree on Fees and Tuition of the Regional Government of Andalusia for each academic year.

No other payment plan is available to students, in accordance with the General Budgetary Law, the Law on Fees and Tuition of the Autonomous Community of Andalusia and the above-mentioned Decree on Fees and Tuition approved each academic year by the Regional Government of Andalusia.

Under no circumstances shall students who withdraw from a course during the second payment period be entitled to a refund of the proportional part of the tuition paid in the first payment period.

Article 20. Cancellation of registration due to non-payment .

Paying fees is an integral part of registration. Failure to pay tuition in part or in whole will result in the automatic cancellation of registration and withdrawal. Students will not be refunded for any payments they have already made. Notwithstanding, if non-payment occurs during the extended registration deadline, the effects of cancellation will only be applicable to this period.

Article 21. Before receiving formal notification of the resolution by the Chancellor to cancel registration due to non-payment, students shall be notified by the corresponding Faculty or School or the Office of the Administrator and requested to provide proof of payment, unless otherwise indicated by a higher ranking regulation. Students have the right to appeal

against the Chancellor's resolution and request a review of said resolution, provided that the official certificate of grades for the exam session of June has not yet been published.

In accordance with the provisions established under the Decree on Fees and Tuition of the Regional Government of Andalusia, and in keeping with the provisions of Art. 7 of this Title, the notification of denial of the General Regime scholarship and the publication of the list of scholarship grantees on the University's notice boards, duly constitute previous notification of outstanding fees as established under Art. 18 above. In the event that the student has not paid the tuition fees in a period of 10 days following notification of the denial, the University shall proceed with the Chancellor's resolution to cancel registration due to non-payment.

Article 22. Students who during two consecutive academic years, or three years with an interruption, receive notification of the official resolution to cancel their registration due to non-payment, irrespective of whether the resolution has been submitted for review or not, will not have the right to re-enrol in the degree programme. Students will only have the right to subsequent enrolment or the use of university services, be they academic or administrative, upon payment of all outstanding fees.