



Amendments to registration with and without charge

You can amend your registration free of charge at the office of the secretary of the centre within the deadlines established in the enrollment calendar.

Enrolled students who already have the password can make the change by the web site.

Outside the period specified in the preceding paragraph, any partial amendment and addition to the registration must be applied for at the corresponding authority, as described below, and an extra charge shall be paid for this, as set forth in the decree on public prices published by the Government of Catalonia.

A) Cancellation of registration

For this purpose you should submit the application for registration cancellation form **MT.1** to the secretary of the corresponding centre or request it through the procedures provided for students in electronic administration of University of Lleida.

The deadline is 14 December 2018.

The only circumstance giving rise to a refund of the amount paid for the credits registered in master's degree studies is serious illness of the students substantiated by an official medical certificate.

Cancellation of registration involves the loss of the place obtained when preregistering in the case of first year students and also involves the return to the interested party of the original documents provided at the time of registration.

The secretariat of the center shall keep a copy of these documents and shall require the interested party to sign form MT.1 as proof of their return to the interested party.

Any amounts corresponding to the support fee for learning and to the UdL, fees for handling academic records, compulsory insurance, contracted services and voluntary contributions shall not be refunded.

The manager shall resolve the cancellation of registration. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

The notification will be issued electronically via the online office of the University of Lleida. The notification will be sent to the student's mobile phone and to the



institutional e-mail address (.....@alumnes.udl.cat) that the student was given when registering for the first year, or to the address on the transcript, if applicable.

B) Amendment of personal data and bank details

Beyond the established deadlines, students must fill in form **MT.2** and submit it to the secretariat of the centre as soon as they realize the mistake.

Bank details for setting up a direct debit payment can be amended a minimum of 15 days prior to the second or third payment deadlines.

C) Amendment to the application for registration

Beyond the established deadlines, students must fill in form **MT.3** and submit it to the secretariat of the centre.

Any amounts corresponding to the support fee for learning and to the UdL, compulsory insurance, contracted services and voluntary contributions shall not be refunded.

The dean or director of the centre shall resolve any exceptional situations that may arise concerning amendments to registration. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

Tuition fees that must be paid out of payment by installments and after the third term should be paid in cash at any of the banks listed in the registration receipt.

D) Withdrawal from subjects

Beyond the established deadlines, students must fill in form **MT.4** and submit it to the secretariat of the centre before the following dates:

- subjects of the first semester: until 2 November 2018
- annual subjects: until 12 December 2018
- subjects of the second semester: until 8 March 2019

The dean or director of the centre shall resolve applications. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

In this case, withdrawal from subjects shall not entail a refund of the amount paid, but it shall not be taken into consideration for the purposes of a surcharge for following academic years.



E) Addition to registration

Beyond the established deadlines, students must fill in form **MT.5** and submit it to the secretariat of the centre.

Payment shall be made by means of a single, direct debit order.

If payment is not made for this addition, the entire registration process shall be null.

No addition on may be granted if there is any unpaid tuition receipt.

The dean or director of the centre shall resolve applications. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

EXCEPTIONS

The extra charge established in the decree on prices shall not apply to partial amendments and additions to registration by students who amend their registration outside of the deadlines set forth in this section and are in any of the following situations:

- Correction of personal information and bank details
- Grant
- Distinctions
- Credit recognition
- Addition to the register due to recognition
- Master's thesis
- Practicals

These economic regulations governing registration will apply provided nothing is specified to the contrary in the decree on public prices of the Government of Catalonia or in other legal regulations.