



### **Amendments to registration with and without charge**

You can amend your registration free of charge within the deadlines established by the centres on the registration calendar.

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

Application procedure using the formalities foreseen in the electronic office of the UdL:

**The corresponding application must be downloaded (form M1, M2, M3, M4, M5 and M6) from <http://www.udl.es/ca/serveis/aga/secciomatricula/sollicituds/altres-sollicituds/> and the instructions indicated must be followed.**

The notification of the decision will be issued electronically via the electronic office of the Universitat de Lleida and 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 academic record, if applicable.

### **A) Cancellation of registration**

This must be applied for by completing the application for registration cancellation form **M.1** and attaching it to the generic request of the electronic office of the UdL.

The deadline to apply for cancellation of registration is 30 November 2020.

Students shall only receive a refund of the amount paid for the credits registered for undergraduate studies under the following circumstances:

-Serious illness of the students substantiated by an official medical certificate.

The amount corresponding to the support fee for learning, academic record handling fee, the compulsory insurance, the services contracted and the voluntary contributions shall not be refunded.



Cancellation will not be accepted if the amounts corresponding to overdue bills have not been paid, except under the circumstance set out above. In the event of a single-payment registration, if cancellation is applied for after the due date of the bill and before 14 November, the non-teaching fees and 40% of the credits must be paid; if the application is submitted between 15 and 27 November, the non-teaching fees and 70% of the credits must be paid. If the student has paid for registration in full, the proportional amount will be refunded. In any event, the amount corresponding to non-teaching services must always be paid.

In cases of duly substantiated exceptional situations, the application for overall cancellation of registration may be accepted outside the deadline indicated, provided the full registration fee has been paid.

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

The Office of the General Manager will be able to cancel registration in those substantiated exceptional cases in which cancellation is compensated by a new registration at the UdL; such compensation shall not be applicable to the academic record handling fee or learning support fees paid in the cancelled registration.

## **B) Amendment of personal data and bank details**

Beyond the established deadlines to make amendments, students must fill in form **M.2** and attach it to the generic request of the electronic office, as soon as the student realises the mistake.

## **C) Amendment to the application for registration**

Beyond the established deadlines to make amendments, students must fill in form **M.3** and attach it to the generic request of the electronic office of the UdL.

Only the partial amount of the registration fee will be refunded when it is due to reasons attributed to the UdL or in the following cases:

- Suppression of approved subjects



- Recognition of credits
- Grant
- “With distinction” not applied
- Discounts not applied for which the student met the conditions prior to the beginning of the academic activity

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

The dean or the director of the centre shall resolve these applications. They can also resolve requests about the exceptional situations that may arise in relation to the master’s thesis and external placements (and, if they involve a refund of the amount of these credits, they will have to issue a report justifying the exceptional nature thereof).

An appeal may be lodged against their decision before the rector within one month from the day following notification.

#### **D) Withdrawal from subjects**

Students must fill in form **M.4** and attach it to the generic request of the electronic office of the UdL.

Deadlines to apply for withdrawal:

- First semester subjects: 4 November 2020
- Annual subjects: 14 December 2020
- Second semester subjects: 9 March 2021

**Students cannot withdraw from registered basic and compulsory subjects corresponding to previous years.**

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

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



### **E) Addition to registration**

Students must fill in form **M.5** and attach it to the generic request of the electronic office of the UdL.

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

If payment is not made for this addition, none of the registration shall be effective.

No addition will be granted if any registration bill is pending payment.

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

### **EXCEPTIONS**

The surcharge for partial additions and amendments to the registration as set out in the decree on public prices shall not apply to students who amend their registration after the deadlines indicated and are in any of the following situations:

- Amendment of personal data and bank details
- Grant
- Distinctions
- Credit recognition
- Addition to registration due to recognition
- Master's degree thesis
- Placements

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