

**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 **M.1**.

The deadline is 16 December 2019.

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

- Serious illness of the students substantiated by an official medical certificate.
- For bachelors' new students: Registration at other studies of the University or at other centres of a public university, only when places are reallocated in the university pre-registration process and when the application to cancel registration has been submitted by the deadline set out in the decree on public prices. The amount paid for registration shall not be refunded if the students applied for reallocation as a result doing a new pre-registration or requesting a change of preference.

Cancellation will not be accepted if the registration fee has not been paid in full, except in the two cases established in the previous paragraph.

Cancellation of registration involves the loss of the place obtained when pre-registering in the case of first year students (new admissions).

Any amounts corresponding to the support fee for learning, the transcript management fee, the 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 ([www.seuelectronica.udl.cat](http://www.seuelectronica.udl.cat)). 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 **M.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 **M.3** and submit it to the secretariat of the centre.

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.

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 these applications. He or She can also resolve requests about exceptional situations that may arise in relation to the bachelor's or master's degree thesis and external placements (and, in the event that they involve a refund of the amount of these credits, he or she will have to issue a report justifying the exceptional nature thereof).. 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 **M.4** and submit it to the secretariat of the centre before the following dates:

- subjects of the first semester: until 4 November 2019
- annual subjects: until 13 December 2019
- subjects of the second semester: until 9 March 2020

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 **M.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, none of the registration shall become effective.

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.**