

# Regulation of Tuition Fees and Emoluments of Nova School of Business and Economics (Nova SBE)

## Section I General Provisions

### Article 1

Pursuant to Law no. 37/2003 of August 22, Law on the Bases for Financing Higher Education (*Lei de Bases de Financiamento do Ensino Superior*), as amended by Laws no. 49/2005 of August 30, 62/2007, of September 10, and 68/2017 of August 9 and 42/2019 of June 21, the tuition fee (hereinafter also referred to as “tuition”) is the fee paid by the students in order to attend classes in the study programs or curricular units offered by Nova SBE.

### Article 2

The act of enrollment in any cycle or program of studies or curricular units offered by Nova SBE shall be considered to be sufficient notification of the obligation to pay the tuition fee.

### Article 3

The modalities of payment of the tuition fee regarding each cycle of studies are defined annually.

### Article 4

All individual information, in particular the accounting information related to tuition fees and other fees and charges, is made available to the student in his or her personal private area of the internal academic management system (hereinafter the “student portal”).

### Article 5

It is the obligation of each student to regularly consult their private personal area in the student portal and the information sent by the various Nova SBE services, as well as the fulfillment of the various obligations within the deadlines posted.

### Article 6

The student is solely responsible for updating his contacts on the student portal, contacts that Nova SBE considers to be official.

### Article 7

Tuition and other applicable fees and charges may be paid through any of the electronic means of payment supported by Nova SBE for the respective study cycle, or may be made directly to the Bursar.

### Article 8

Students in the 1st and 2nd Cycles must submit a document proving their application for a scholarship (s) in order to suspend the period of payment of tuition fees until the selection of scholarship(s) recipients is concluded and the recipients are known.

### Article 9

1. Pursuant to Article 29 of Order No. 37/2003 of August 22, non-payment of the tuition implies:
  - a) The nullification of all curricular and academic acts undertaken in the academic year or semester to which the breach of the obligation is reported;
  - b) Suspension of registration and/or enrollment, and forfeiture of the right of access to social support until the debt is settled, together with the applicable interest regarding the default.
2. However, according to Order No. 42/2019 of June 21, from January 1 of 2020, non-payment of the tuition only implies the nullification of all curricular and academic acts undertaken in the academic year or semester to which the breach of the obligation is reported.

3. The consequence foreseen in the previous point automatically ends with the fulfillment of the obligation.

#### Article 10

The student is responsible for knowledge of the consequences of failure to pay tuition fees as stipulated in Articles 9 and 16.

### **Section II Fees**

#### Article 11

##### Tuition fee

1. The enrollment related to the attendance of study cycles or course units offered by Nova SBE is subject to the payment of an attendance fee designated as "tuition fee", without prejudice to other applicable fees.
2. The tuition depends on the enrollment made:
  - a) In cases of study cycles of the Bachelors Degree - 1st Cycle, the tuition is due for one academic year.
  - b) In cases of study cycles of Masters - 2nd Cycle, the tuition is due for one academic semester.
  - c) In cases of study cycles of PhD - 3rd Cycle, the tuition is due for one academic semester.
  - d) In case of an individual curricular unit, the tuition is due per curricular unit.
3. The amount of the tuition is defined and fixed annually, according to the legal provisions, and is published in the student portal.

#### Article 12

##### Tuition indexed to the minimum tuition

1. Students whose admission has been made through the national contest for access and entry to higher education, through competition and special regimes, through a change of institution/program, or re-entry, who needs to attend only one semester in order to complete the degree, may request that the payment of the tuition be indexed to the minimum tuition.
2. For the purposes of point 1, they must submit, electronically, within the deadline defined annually, an application requesting payment of the amount of the tuition indexed to the minimum tuition fee, indicating that they meet conditions for completion of the degree at the end of the semester.
3. The tuition indexed to the minimum tuition fee applicable to each cycle of studies of Bachelors Degree - 1st Cycle, is defined annually and published on the student portal.
4. Nova SBE reserves the right to reject the request referred to in point 2.
5. If the student to whom the payment of the tuition indexed to the minimum tuition fee had been granted, enrolls in the subsequent semester(s), the student will be immediately charged the difference between the tuition indexed to the minimum tuition fee and the tuition in force at the time of registration/enrollment.

#### Article 13

##### Extra semester tuition

1. An extra semester fee is the attendance fee charged relative to, and exclusively to, the enrollment in extra semesters required for completion of the degree:
  - a) Undergraduate - 1st Cycle, for students whose entry was made through the special contest for international students;
  - b) Masters Degree - 2nd Cycle.
2. The extra semester tuition applicable to each cycle of studies of Bachelors Degree - 1st Cycle, for students whose admission was made through the special contest for international students is defined annually and published on the student portal.
3. The extra semester tuition applicable to each cycle of Masters studies - 2nd Cycle, is defined annually, for each academic semester, and disclosed on the student portal.

4. Students who complete an extra semester, after the minimum defined duration of the study cycle, must apply for the extra semester fees stipulated for the academic semester in which the extra semester is inserted.
5. Students enrolled in Masters programs may enroll in a maximum of three extra semesters, each of which shall be subject to the payment of the extra semester fees set for the semester in which they are enrolled.

#### Article 14

##### Payment methods

1. The tuition may be paid all at once or in installments according to the study cycle in question and in accordance with the provisions of Article 3.
2. External students enrolled in curricular units of undergraduate cycles - 1st Cycle and/or Masters - 2nd Cycle, whose single tuition fee is paid all at once.
3. Any student enrolled in Masters Cycles - 2nd Cycle or the PhD Cycle can, upon formal request, ask for a proposal of an individual payment plan in installments of tuition fees due per semester.
4. Nova SBE reserves the right to reject the request referred to in point 3.

#### Article 15

##### Re-entry and Change of Institution / study program

1. Students with tuition fees in arrears shall not be allowed to register/enroll.
2. Without prejudice to the previous point, in the event of a change of institution, intra-Nova SBE program transfer, or re-entry, if the student is in arrears for tuition fees related to the previous attendance of Nova SBE, he/she shall make payment of the same, being subject to legally applicable interest for delay, according to Article 29 of Order No. 37/2003 of August 22.
3. In the case of a change in the institution or study program from another Portuguese or foreign higher education institution, public or private, the student is required to pay the full tuition for the study cycle, as well as the other fees and applicable emoluments, with no credit for or recognition of any payments made previously to the institution of origin.

### **Section III**

#### **Non-compliance**

#### Article 16

##### Non-compliance

1. It is considered that there is a breach when the student does not regularize the outstanding debt on or before the day immediately following the deadline defined for the payment of any fee.
2. Payment of tuition fees after the defined deadlines shall be subject to default interest in accordance with the applicable legislation, according to Article 29 of Order No. 37/2003 of August 22.
- 3.
4. If on the date of any registration/enrollment event there is a default on any payment, registration/enrollment may be made only after regularization.
5. Nova SBE reserves the right to deny access to the application for the Masters degree - 2nd Cycle, or PhD - 3rd Cycle, course to students in default.
6. No certificate, statement, or document of any kind shall be issued to a student in default.
7. The declarations on the status of payment of established benefits and/or current account statements of an accounting nature are excluded from the provisions of the preceding number.

#### Article 17

##### Notification

1. Students are always provided with up-dated information on the tuition benefit(s) and their deadline dates in the private area of the student portal.

2. Students who have been in default for more than 30 consecutive calendar days are notified electronically (email) of the amount due, and their default interest is calculated on the date of payment.
3. Non-compliance after notification entitles Nova SBE to request a coercive payment from the Tax and Customs Authority (*Autoridade Tributária e Aduaneira*) through the tax enforcement process provided for in the Code of Tax Procedure and Process (*Código de Procedimento e de Processo Tributário*).
4. For the purposes of the preceding number, students who have been in default for more than 180 consecutive calendar days and, cumulatively, without any active enrollment, are notified, by post with return acknowledgment of receipt, of the amount owed and informed of the issue of the documents of debt certificate for the purpose of enforced collection, in accordance with the Code of Tax Procedure and Process (*Código de Procedimento e de Processo Tributário*).

## Article 18

### Discontinuation of studies

1. Cancellation/withdrawal of registration/enrollment is understood, for Bachelors, Masters, PhDs and External students, when:

#### Bachelors

- a) a student enrolled in undergraduate courses - 1st Cycle, whose admission was made through the national contest for access and entry into higher education and special regimes, requests in writing, according to information published on the student portal, the cancellation/withdrawal of registration/enrollment up to five (5) consecutive calendar days after the results of placements made by the competent entity are known;
- b) a student enrolled in undergraduate courses - 1st Cycle, whose admission was made through the special competitions and the competitions for change of institution/program, re-entry, and special competition for international students requests according to the indications published on the student portal, the cancellation/withdrawal of the registration/enrollment within the period defined annually for that purpose and published on the student portal;

#### Masters

- a) a student registered/enrolled in Masters degree courses - 2nd Cycle, requests the cancellation/withdrawal of registration/enrollment:
  1. up to 30 consecutive calendar days after the deadline date of the 2nd installment of the tuition;
  2. up to 30 days before the expiration date of the 3rd installment of the tuition;
  3. up to 30 days before the expiration date of the 4th installment of the tuition;
  4. up to 30 days before the expiration date of the 5th installment of the tuition (when applicable);

#### PhDs

- a) a student enrolled in PhD studies - 3rd Cycle, requests the cancellation of registration/enrollment up to the first day of classes;

#### External Students

- a) an external student, enrolled in curricular units of study cycles of 1st cycle and/or Masters degree - 2nd cycle, requests the cancellation/withdrawal of the registration/enrollment up to 30 consecutive calendar days after the payment date of the single tuition fee indicated in the notice of their admission.
2. Students may, within the periods defined in point 1 of this article, request the cancellation/withdrawal of the registration/enrollment through electronic communication (email) with proof.
  3. For the purposes of the provisions of number 1, in case of Bachelors, Masters, Phd's and External students, is establish the following:

## Bachelors

- a) In case of registration/enrollment in undergraduate cycles - 1st Cycle, whose admission was made through the national contest for access and entry into higher education, contests and special regimes, for changing institution/program, and re-entry, the following applies:
1. If the student requests the cancellation/withdrawal of the registration/enrollment within the deadlines defined in point 1, the obligation to pay a tuition fee is annulled and there is a total repayment of the amount(s) paid for that purpose.
  2. If the student requests the cancellation/withdrawal of the registration/enrollment after the deadline(s) defined in point 1, payment shall be due for the full amount of the tuition fee for the academic year to which the registration/enrollment applies.
- b) In the case of registration/enrollment in study cycles of Bachelors Degree - 1st Cycle, whose admission was made through the special contest for international students, the following applies:
1. If the student requests the cancellation/withdrawal of the registration/enrollment within the period defined in point 1, the payment due shall be for the amount equivalent to the 1st installment of the tuition fee (payment as a registration fee).
  2. If the student requests the cancellation/withdrawal of the registration/enrollment after the deadline defined in point 1, the payment due shall be for the full amount of the tuition for the semester to which the registration/enrollment applies.

## Masters

- a) If the student requests the cancellation/withdrawal of the registration/enrollment up to 30 consecutive calendar days after the expiration date of the 2nd installment of the tuition, the payment due shall be equivalent to the 1st installment of the tuition (payment of registration fee).
- b) If the student requests the cancellation/withdrawal of the registration/enrollment after the 30 days following the deadline date of the 2nd installment of the tuition, the amount due shall be equivalent to the 1st and 2nd installments of the tuition.
- c) If the student requests the cancellation/withdrawal of the registration/enrollment up to 30 days in advance of the deadline date of the 3rd installment of the tuition, the amount due shall be equivalent to the 1st and 2nd installments of the tuition.
- d) If the student requests the cancellation/withdrawal of the registration/enrollment after the deadline date of the 3rd installment of the tuition, the payment due shall be for the amount equivalent to the 1st, 2nd, and 3rd installments of the tuition.
- e) If the student requests the cancellation/withdrawal of the registration/enrollment up to 30 consecutive calendar days before the deadline date of the 4th installment of the tuition, the payment due shall be equivalent to the 1st, 2nd, and 3rd installments of the tuition.
- f) If the student requests the cancellation/withdrawal of the registration/enrollment after the deadline date of the 4th installment of the tuition, the payment due shall be equivalent to the 1st, 2nd, 3rd, and 4th installments of the tuition.
- g) If the student requests the cancellation/withdrawal of the registration/enrollment up to 30 consecutive calendar days before the deadline date of the 5th installment of the tuition, the amount due shall be equivalent to the 1st, 2nd, 3rd, and 4th installments of the tuition.
- h) If the student requests the cancellation/withdrawal of the registration/enrollment after the deadline date of the 5th installment of the tuition, the payment due shall be for the amount equivalent to the 1st, 2nd, 3rd, 4th, and 5th installments of the tuition.

## PhDs

- a) If the student requests the cancellation/withdrawal of the registration/enrollment up to the first day of classes, the compulsory payment of a tuition fee is annulled and there will be a full refund of the amount(s) paid for this purpose in the semester in which the cancellation is required.

b) If the student requests the cancellation/withdrawal of the registration/enrollment after the first day of classes, the payment due shall be for the full amount of the tuition for the academic semester to which the registration/enrollment applies.

c) The academic calendar of all study cycles, with the information about the 1st day of classes, is announced publicly, by academic year and by semester, on the student portal.

#### External Students

a) If the student requests the cancellation/withdrawal of the registration/enrollment up to 30 consecutive calendar days after the date of payment of the single tuition fee indicated in the notification of his/her admission, said request shall annul the obligation to pay a tuition fee, and shall imply a total refund of the amount(s) paid for this purpose in the semester to which the annulment is requested.

b) If the student requests the cancellation/withdrawal of the registration/enrollment after 30 consecutive calendar days after the date of notification of his/her admission, the payment due shall be the full amount of the tuition for the semester in which he/she is enrolled.

#### Article 19

##### Exceptional measures

1. In the case of PhD students - 3rd Cycle of Nova SBE, who are charged a fee by the host institution in the semester abroad ("exchange term") that is a required element of the Nova SBE PhD study program, Nova SBE is responsible for payment of this amount up to the maximum tuition fee charged by Nova SBE for one semester of enrollment at Nova SBE.

2. If the amount of the tuition fee charged by the host institution is greater than the amount charged by Nova SBE for one semester of enrollment, the student is responsible for paying the difference (i.e., the surplus amount), and Nova SBE shall assume no liability regarding non-compliance with that obligation.

3. If the amount of the tuition fee charged by the host institution is less than the amount charged by Nova SBE for one semester of enrollment, Nova SBE is responsible for the payment of that obligation, and shall retain the difference (i.e., the surplus amount).

#### Section IV

##### Fees and Emoluments

#### Article 20

##### Services subject to fees and charges

1. The services listed in the Fee and Emoluments Schedule of the Universidade Nova de Lisboa, duly published, are subject to the payment of fees and charges.

2. The services provided by Nova SBE presented in the Nova SBE Fee and Emoluments Table, duly published, are subject to the payment of fees and charges.

3. The fees and emoluments referred to in points 1 and 2 shall be the responsibility of the General Council (*Conselho Geral*) of the Universidade Nova de Lisboa and of the Management Council (*Conselho de Gestão*) of Nova SBE, respectively.

4. Nova SBE may exempt from the payment of the fees and emoluments referred to in points 1 and 2 students enrolled in undergraduate courses - 1st Cycle, whose admission was made through the special competition for international students and students enrolled in Masters Cycle Studies - 2nd Cycle, and PhD - 3rd Cycle.

5. In the case of a change in the institution/program of another Portuguese higher education institution, public or private, the student is required to pay the fees and emoluments provided for in numbers 1 and 2, regardless of any payment the student may have made or has made at the institution of origin.

#### Article 21

##### Other applicable fees

1. In addition to the amount of the tuition fee and applicable fees and emoluments, students of the 1st Cycle Degree, along with the 1st installment of the tuition, are charged an additional fee, to be defined for each academic year, to cover school insurance and administrative costs.
2. Excluded from the previous number are students enrolled in study programs of the Bachelors Degree - 1st Cycle, whose admission was made through the special con, who shall be exempt from the payment of school insurance and/or administrative costs.

#### **Section V**

##### **Final provisions**

#### Article 22

##### Omissions and doubts

Any omissions and/or doubts arising in or from the application of these present regulations shall be resolved by order of the Dean of Nova SBE.

#### Article 23

##### Implementation

These present regulations shall take effect from the 1<sup>st</sup> July 2019.