



# Financial Regulation of ISTECS Lisbon



SGQ-REG-26 R3 - 0823



## **Financial Regulation of the Institute of Advanced Technologies of Lisbon**

### **Article 1**

#### Object and Scope of Application

This regulation establishes the rules applicable to the financial charges due and applies to all students of ISTECLisboa - Higher Institute of Advanced Technologies of Lisbon, hereinafter referred to as ISTECLisboa.

### **Article 2**

#### General Rules

1. ISTECLisboa reserves the right not to put into operation study or training cycles, branches or classes in which there is not a minimum quota of enrollments considered sufficient, in which case all the amounts received from students who have enrolled in that study or training cycle in that year will be returned (except for the fees paid to take the Access Exams for Adults 23 or Specific Entrance Exams).
2. When the ITA - Institute of Advanced Technologies for Training, hereinafter referred to as ITA and ISTECLisboa assume the opening of a study cycle or training course, they do so because the minimum number of enrollments considered sufficient for the study cycle or training course to function and be sustainable has been reached.
3. Until the deadline established in number 1 of article 7 of the present regulations, all enrollments are considered conditional, and they automatically become effective after that date if it is verified that the minimum quota of enrollments considered sufficient referred to in the previous points has been reached.
4. If, at the end of that period, the total number of applicants drops below the minimum quota of applicants considered sufficient, as mentioned in the previous points, ISTECLisboa reserves the right to terminate the enrolment contract, through written communication via email, invoking the non-verification of the minimum quota as grounds for terminating the training contract for the study cycle or training action (in which case all the amounts received from the students who enrolled in that study cycle or training action will be returned, except for the fees paid for the Access Examinations for Students Over 23 or Specific Entrance Examinations).
5. The fee due for enrolling and attending any study or training course at ISTECLisboa is unique and annual.

### **Article 3**

#### Applications for study cycles at ISTECLisboa

1. The payment of the application is only made once, as long as it is made under the same Access Competition and in the same school year.
2. Candidates placed as a result of the options stated on the Application Form, should they wish to apply again for another option, are subject to the payment of a new Application Form.
3. Students who request a "Change of Course" within ISTECLisboa and who have not interrupted their enrolment in the previous school year are exempt from paying a new application fee.
4. The application to a study cycle under the "Re-entry Regime" in which there has been only one academic year of interruption following the last enrollment is exempt of payment. Re-entry requires the settlement of all existing debts.
5. The amounts paid as an application are not refundable if the applicant withdraws.

#### **Article 4**

##### Enrollment in the admission exams for people over 23 years old or in specific admission exams

Enrollment for the admission exams for those aged 23 or over or for the specific admission exams must be made according to the terms and deadlines set out in the Notice of Announcement for the academic year in question.

#### **Article 5**

##### Enrollment and renewal of enrollment

1. Enrollment must be made within the deadline set annually by the Director of ISTEC Lisbon.
2. When enrolling at ISTEC Lisbon (whether for the first enrolment or for enrolment renewal in subsequent years), which occurs only once at the beginning of the academic year, students are bound to the course units they choose to attend in the first and second semesters of that academic year.
3. Without prejudice to the previous number, registration is mandatory for all course units in which the students intend to take any type of assessment (even if the students only intend to take exams), namely when they are course units in which the student has already been registered in previous academic years.
4. When enrolling, students assume the obligation to pay, on time, the equivalent value of the annual tuition fee corresponding to the course units to which they are enrolled, regardless of their attendance or withdrawal, without prejudice to the conditions for cancelling the enrollment as provided in article 7 of the present regulations.
5. All students must renew their enrollment according to the deadline defined in the academic calendar.
6. Students who renew their enrollment assume the commitment to pay the annual tuition fee for that academic year, either in the annual payment mode or in the semester or monthly payment mode, upon enrollment.
7. The normal registration period takes place annually within the timeframe defined in the academic calendar for students who do not take exams in the special season.
8. The request for renewal of enrolment after the established deadline is subject to an order from the Secretary-General of ISTEC Lisbon and implies the payment of the respective surcharge foreseen in the price list.
9. Students who enroll only in the second semester of the academic year will have to pay the tuition and insurance, together with the tuition fee corresponding to the course units they enroll in.
10. Due to scheduling incompatibility between course units, students may request the cancellation of the course units referred to in the previous number until 10 (ten) days after the beginning of classes of the semester in question, and the fees for the cancelled course units will not be due.
11. Final year students who have taken the exam in the Special Finalist Period and have not completed their course of study should renew their registration until 10 (ten) days after the date of publication of the classification of the last exam taken.
12. The renewal of registration is mandatory whenever there is at least one course unit to be taken, regardless of its nature.

#### **Article 6**

##### Enrollment in isolated course units

1. Enrollment in isolated course units should be done by the beginning of the semester in which they will take place.

2. Students enrolled in ISTECLisbon in the current academic year who are attending a study cycle or training action at ISTECLisbon and who enroll in isolated course units in another study cycle or training action at ISTECLisbon are exempt from paying the respective registration fee.
3. Enrollment in isolated course units will only be allowed if the necessary conditions for their operation are met, namely a minimum number of enrollments deemed sufficient by ISTECLisbon's Management.
4. The fee due for enrolling in isolated course units is charged per ECTS, according to the Table of Fees.
5. When enrolling in isolated course units comprising less than 20 ECTS, payment in semester or monthly installments is not allowed, except if authorized by a higher authority.
6. The whole process of crediting isolated course units taken at ISTECLisbon has no associated costs.

#### **Article 7**

##### Annulment of enrollment/enrollment in course units

1. It is possible to cancel enrolment/registration in curricular units up to 10 (ten) working days after the start of classes (or 10 working days after the date of enrolment if enrolment is made after the start of classes). In these cases, the annual tuition fee is not due; however, the amounts already paid are not refunded to the student.
2. Failure to meet the deadline referred to in the previous point obliges the student to pay the full tuition fee up to the date of the request for "cancellation of enrolment" or "cancellation of enrolment in course units".
3. The request for "cancellation of enrolment" or "cancellation of enrolment in course units" must be made in writing, through the online platform for this purpose or in a specific application, available at the Academic Services, duly substantiated, and addressed to the Director of ISTECLisbon, accompanied by supporting documents for the reasons given.
4. The non-attendance and non-participation in academic acts and other academic activities does not exempt the student from fulfilling the agreed obligations, namely the payment of the tuition fee.

#### **Article 8**

##### Tuition

1. The tuition fee due for attending any study cycle shall be a single fee; however, it may be paid in the manner provided for in number 3 of this article.
2. In each academic year a fee is due corresponding to the value of the ECTS of all the course units the student intends to take in that same academic year, regardless of the assessment period.
3. The annual tuition fee can be paid in one of the following ways
  - a. Annual Payment - At the beginning of the academic year, up to 10 (ten) days before the beginning of classes with a 10% discount, calculated on the annual fee of the study cycle or training action in which the student enrolled;
  - b. Semester Payment - At the beginning of each semester, within 10 (ten) days of the beginning of classes, with a 5% discount, calculated on the tuition fee of the study cycle in which you enrolled;
  - c. Monthly Payment - At the beginning of each month, by the 8th (eighth) day.
4. Students who choose to pay in monthly installments, 12 (twelve) installments, must pay the first monthly installment by the last working day of the month in which it is due. Subsequent installments must be paid by the 8th (eighth) of each month. Failure to meet the deadlines for payment of the monthly tuition fees will result in an aggravated charge, as provided in the fee schedule attached to these regulations.
5. For each academic year, the ITA (ISTECLisbon's founding body) sets the fees according to the table attached to these regulations.

6. Students who have debts to ITA (ISTEC Lisboa's founding body) will not be able to obtain any document from the institution (declaration) until they have regularized their financial situation or made a payment plan, using a specific form that has been duly authorized by the ITA Board.
7. Students who have debts to ITA (ISTEC Lisboa's founding body) will not be able to obtain any document from the institution (certificate and/or diploma) until they have regularized their financial situation.
8. The ITA also reserves the right to cancel the student's enrollment, after exhausting voluntary or compulsory collection procedures.
9. The request for a reduction in the tuition fee, related to the attendance of more than one member of the household, should be submitted in writing and accompanied by a document proving that the household belongs to it, and will be effective as of that date.
10. Protocol discounts:
  - a. The list of institutions with protocols in force, the discounts and respective financial conditions are published on ISTEC Lisbon's website (<https://www.istec.pt/index.php/protocolos/>);
  - b. The financial benefits for students coming from the protocol institutions must be requested at the time of enrollment and up to 7 (seven) days after it is effective;
  - c. The benefits resulting from protocols celebrated are calculated on the value of the basic tuition fee.
11. The benefits resulting from established protocols cannot be accumulated, and the student, at the time of enrolment, should he or she be in a position to enjoy discounts from various protocols, should choose the reduction he or she wishes to enjoy, communicating it to the academic services.
12. In case the student benefits from a protocol, the same is cumulative with the financial discount attributed by the annual or semester payment modality, being applied in one of the following modalities:
  - a. Annual Payment - At the beginning of the academic year, up to 10 (ten) days from the beginning of classes with a discount of 5% plus the percentage of the applied protocol discount, calculated on the annual tuition of the study cycle or training action in which he/she is enrolled;
  - b. Semester Payment - At the beginning of each semester, until 10 (ten) days of the beginning of classes, with a discount of 2.5% plus the percentage of discount of the applied protocol, calculated on the tuition fee of the study cycle in which he/she enrolled.
13. The benefits resulting from protocols will not be granted if there are late payments.
14. If the student defaults during the academic year
  - a. immediately loses the right to the assigned discount, and this benefit can only be restored at the beginning of the academic year following the date of complete regularization of the amounts owed;
  - b. the loss of the right to the discount is verified whenever two or more monthly fees are owed or, even if only one monthly fee is overdue, it is beyond the month to which the payment relates.
15. Students who wish to have their tuition fees billed to another entity, natural or legal, should notify the academic services in writing. If this statement is submitted after the beginning of the academic year, the change will only take effect in the month following the date of the student's request.

## **Article 9** Payments

1. Several forms of payment are available:
  - a. In person - At Academic Services by cash, debit card or tuition ticket;
  - b. Bank Transfer - When the payment is made by bank transfer, the IBAN PT50 0033 0000 00012880898 77 should be used for this purpose and proof of payment sent to the treasury or to the Academic Services, indicating the student number, name and the period to which the payment refers;
  - c. ATM reference - The payment of the tuition fee can be made at any ATM or homebanking service, using the Virtual Students Office (accessible from the ISTEC Lisbon site, to consult the ATM references).

2. With the exception of tuition fees, which may be deferred, all payments foreseen in the present regulations must be paid at the time the application is made.
3. Under no circumstances will payments made be refunded, except in the case of a study cycle or training course not functioning because the minimum number of participants has not been reached.
4. In the event of non-compliance with payment deadlines, the debt in question will be automatically increased by 10 (ten) % for each week of delay until the date of its settlement.
5. In the event of repeated late payment by the student, or in the event of willful non-compliance by the student with payment agreements previously entered into, and there is no prospect of receipt or of entering into a payment agreement, the ITA shall resort to judicial means for the enforced collection of the amounts due.

**Article 10**  
**Exams/Final Paper Delivery**

1. Regardless of the season in which it is held, the exam is paid for at the time of registration.
2. The examination registration, or the payment of the fee corresponding to such registration, outside the set period, in accordance with the Regulations of Academic Services of ISTEC Lisbon, implies an increase in the amount payable according to the fee schedule.
3. From the moment the student registers for the exam, the fee is due, regardless of whether he/she misses the exam or not.
4. The assessment of the Project Curricular Units in undergraduate study cycles taken outside the continuous assessment periods is subject to the payment of the fees established for each of the examination periods.
5. The payment of the emoluments for the defense of the Master's Final Work is due on the date of delivery of the Master's Final Work, of the request for constitution of the Jury and of the declaration of acceptance of the supervisor.

**Article 11**  
**Omitted Cases**

Any doubts that may exist and any omissions that may exist in the application of these regulations will be decided upon by the Secretary-General of ISTEC Lisbon.

**Article 12**  
**Entry into force**

This regulation will come into force on the first working day following its publication on ISTEC Lisbon's website (<https://www.istec.pt/index.php/documentacao-oficial/>) and in the other usual place.

Approved by Management of the ITA – Instituto de Tecnologias Avançadas para a Formação, on August 9<sup>th</sup>, 2023.

(The ITA Management: Augusto Ferreira Guedes)

Homologated by the Director of the Instituto Superior de Tecnologias Avançadas de Lisboa, August 9<sup>th</sup>, 2023.

(The Director of ISTEC Lisbon: José António da Silva Carriço)