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**TITLE I: GENERAL ASPECTS**

1. General Aspects

- a. These Regulations apply to academic undergraduate, EPE undergraduate and graduate programs at Universidad Peruana de Ciencias Aplicadas (UPC), as applicable; by extension, any relevant aspects of it also apply to all of the University's other academic programs, regardless of whether or not they lead to obtaining an academic degree or Professional Title.
- b. The Academic Administrative Regulations are available to the university community on the web site and in the University's IT systems.

**TITLE II: ENROLLMENT**

2. As regards undergraduate and EPE undergraduate

- a. As an indispensable condition for enrollment, students must not have any outstanding debts with the University.
- b. The enrollment fee shall be paid in the first bill of each academic term.

3. As regards the Graduate School

- a. Students must show that they have paid the full cost of the program, the initial installment (if direct financing with UPC has been approved), or provide proof that credit has been approved by a financial entity. In addition, they must not be in debt to the university.
- b. The program price is established at the start of the campaign and is neither subject to increases nor discounts during the course thereof.
- c. Current interest rates will apply to direct UPC credit or financing, approved by the Administration and Finance Department. *The financing period varies according to the program and the credit is guaranteed by letters, promissory notes or securities, for the consideration of the university. Once accepted and signed by the student, this security remains in the possession of UPC for a period of one year after the end of the program, during which period the student may collect these documents; after the end of this period, UPC will destroy any securities that have been paid in full.***
- d. A company takes responsibility for paying tuition fees of an enrolled student, the company must send a letter, signed *by its legal representative*, detailing the commitment that it has made, and attach it to the credit request. This economic commitment to UPC assumed by the company at the start of the program cannot be revoked. *If during the course of the program the company were to decided to***

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***suspend payments, and the student is not able to pay the pending balance, the student will be withdrawn from the program as established in these regulations.***

**TITLE III: TUITION**

4. Payment scales are set by the Administration and Finance Department for each academic term, and each student is informed of the amount corresponding to him/her prior to the enrollment process. Students are responsible for reviewing the price policy published on the website.
5. In the case of undergraduate programs, fees for the academic term are defined independently of the number of credits for which the student enrolls (this provision does not include undergraduate students who join the university under the “30+ 30+ Admission” modality, Medicine School students to whom article 1.6.a of the Academic Policies and Procedures applies, or students with disabilities or notable sportspeople referred to in the Policies and Procedures). Fees for the academic term for EPE undergraduate courses will be independent of the number of courses (unless the student is enrolled on one or two courses during the term).
6. Undergraduate students taking one or more courses for the third time in the term, and who enroll for fewer than fifteen credits, pay fees equivalent to 75% of the scale corresponding to them.
7. Undergraduate students' payments during the term in which they complete their studies are governed by the following standards: (i) If the number of credits for which they have enrolled is less than fifteen, they shall pay a tuition for the credits for which they have enrolled. (ii) If the number of credits for which they have enrolled exceeds twenty-seven, they shall pay the corresponding tuition, plus a tuition for credits for the excess value.
8. Regular undergraduate students enrolled in the majors of Medicine, Nutrition and Dietetics, Psychology, and Physical Therapy who are currently in the academic term(s) corresponding to their internship, shall pay a tuition equivalent to 80% of that which corresponds to them.
9. Students recommencing their studies are assigned a payment scale in force equivalent to that which they had when they suspended their studies.

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10. Scholarships, discounts, and any other economic benefit that was not applied--for any reason--starting with the first bill of the academic term shall be applied starting with the second bill of the term. Said benefit is retroactive, and the discount shall be applied in all bills yet to be issued.

**TITLE IV: NUMBER OF INSTALLMENTS**

11. For undergraduate courses, fees corresponding to ordinary academic terms may be paid in any of the following ways:
- a. In five installments for each academic term.
  - b. In twelve installments over the course of one year, with one installment per month from March to December and an additional installment in July and another in December. This payment form shall remain in force until the 2013-01 term. Students beginning their studies after said academic term are not eligible for this payment form. Students who have begun their studies prior to said term may continue to pay in this form.

The tuition for extraordinary undergraduate academic terms may be paid in up to three installments.

12. Undergraduate students from the School of Medicine, enrolled in terms seven through ten, which extend to 20 weeks, will pay an additional amount per academic term. The value of said amount is equivalent to one installment (identical to the amount of one bill under the 5-installment payment form, in accordance with their payment scale). Said amount shall be prorated in equal parts among the bills to which the student has committed to pay in the academic term.

Undergraduate students of the Dentistry program enrolled in academic terms 5 through 10 shall pay an additional half-bill per term, established based on the 5-installment payment form. The amount of this half-bill shall be prorated in equal parts among the bills to which the student has committed to pay in the academic term. Likewise, bills issued to those students enrolled in the fourth through seventh term shall include the educational material for the Practice Clinic course. This amount will be prorated in three parts, starting with the third bill of the academic term.

13. Four receipts are generated for EPE undergraduate students during the term.

**TITLE V: PAYMENT DATES, ISSUING OF BILLS AND PAYMENT OF INSTALLMENTS**

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14. For both undergraduate and EPE undergraduate courses, payment dates are published prior to the start of the respective enrollment process, by the Administration and Finance Department.
15. For graduate students, installment payment dates are established in accordance with the payment schedule established on the credit request. The student and/or company must **accept the security by the second week of classes, and sign the payment schedule and credit request.**
16. The issuing of bills corresponding to the installments is performed in accordance with the calendar established for such purpose, no less than seven days before the due date.
17. The University shall provide the electronic receipts corresponding to the services provided via the Intranet.
18. **Payment receipts are paid** at branches of authorized banks by their expiry date. After this date, the applicable administrative fees and interest will be charged.
19. **Graduate students wishing to make early payment of installments due in the future must first notify the Scholarships, Credits and Collections area of this. The benefit includes a discount on the month's interest, provided that payment is made during the first five days.**
20. In the event that students fail to punctually perform their payment obligations with regard to any document issued to their name (invoice, bill, or letter), the University shall have the power to report such failure to credit rating agencies, outsource the collection, or, where applicable, transfer the collection rights to third parties, in accordance with the laws in force on matters of protection of personal information. The University is not responsible for any complaint whatsoever arising from such events. Likewise, the University may--in such cases--suspend all non-academic services (see Annex 1) and cancel the credit offered for certain services, in which case the student must pay cash for all services offered.
21. Tuition and academic fee payments are non-refundable.
22. Undergraduate Dentistry students are jointly and severally responsible for payments and obligations for treatments given to their patients at the UPC Teaching Hospital. Any debt of this nature will be billed to the student at the end of the academic term. Likewise, those payments made by students to the name of their patients, in the event that said patients have ultimately decided not to receive the service, may be applied to the same students' other patients.

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**TITLE VI: GENERAL RULES FOR REFUNDS**

- 23. Students may request the refund of their payments only in the following cases:
  - a. Payment of bill(s) in an academic term for which they are not enrolled.
  - b. When they are enrolled only in an English course, but have paid the full bill.
  - c. Excess payment when processing bills over the internet.
  - d. After withdrawing from an academic term, in the event that they have paid their bill(s) in advance.
  - e. Double payment of bill(s) or processes.
  - f. Services and default fees charged by mistake.
  - g. Mistakes in the itemization of amounts billed.
  
- 24. Students shall submit all refund requests via Intranet. The maximum term for the effective payment of the refund to students shall be **fifteen (15) business days**, counted as from the date on which the respective student submits the request via Intranet.
  
- 25. The refund process for approved requests is as follows:
  - a. If a bill has been issued to the student, a credit note is applied to said bill for the refundable amount.
  - b. If no bills have been issued to the student, the refund shall be performed via manager's check.
  - c. If the student is a minor, the beneficiary of the refund shall be their parent or guardian.
  
- 26. Refund requests are processed during the academic term in which any of the cases described in Article 23 of these Regulations occur. On an exceptional basis, the Office of Treasury may authorize requests submitted after the respective deadline.

**TITLE VII: GRADUATE SETTLEMENTS AND REFUNDS**

- 27. Withdrawal from a graduate program
  - a. In order to withdraw from a graduate program, it is a prerequisite that the student must formalize this in accordance with the procedure established by the institution; this applies to permanent or temporary withdrawals
  - b. If a student formalizes his/her withdrawal **by the program start date**, the full amount paid may be refunded. **If the withdrawal occurs on the day after the start of the program (regardless of whether or not the student attends), or if any reservations not paid for in full are not used, the student will be charged 2.5% of the total investment to cover withdrawal costs plus academic progress.**

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- c. *The Academic Services Department will send an account settlement report to the student; if the balance is in his/her favor, the refund will be process in an average period of fifteen days; if not, the student or company must pay the balance pending at the time the settlement is made.*
- d. *Any students who withdraw from the program after paying for it in full, and who subsequently request readmission, accept the price of the program for the current year without having any right to complain.*
- e. The total investment amount taken as a basis for calculating the liquidation, is as follows:
  - (i) For students paying in cash, the amount paid at the start of the program.
  - (ii) For students requesting direct financing from UPC, the financed amount; that is, including interest.
- f. The total cost of the course or courses taken is considered in the student account settlement - for the program's progress or accrual calculation -, regardless if the student has taken them in full or in part, plus 2.5% of the total investment **for withdrawal costs**. The total cost of the course is determined based on the number of hours scheduled, multiplied by the cost per hour; the cost per hour is determined by dividing the total amount of the investment by the total number of program hours.
- g. If a company covering the tuition fee payments of an enrolled student decides to suspend payment for the program, it must notify the **collection area** of its decision and assume responsibility for paying the amount determined in the corresponding settlement, considering how far the student has advanced through the program. If, in addition, the student is not able to cover the balance pending for completing the program, the student will be withdrawn from the program.

28. Transfer of graduate program

Any students transferring from a program will assume responsibility for the cost of the program that they join. This calculation will consider the cost of the program into which the student is transferring, dividing the hours of its duration by the hours that still have to be taken. **The UPC Collections area is in charge of generating the settlement corresponding to this process; the Registrar's Area informs the student of the result.**

29. Course Recovery

- a. Any students who leave a course pending, **provided that they have paid the full amount for the program or they are up-to-date with their payments**, and take the course as part of another program, must pay the amount stated on the current administrative price list.
- b. Any students who fail a course and take it as part of another program, must pay the corresponding tuition fees according to the current administrative price list.

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**TITLE VIII: ADMINISTRATIVE EXPENSES AND INTEREST**

30. Administrative expenses are those generated by the administration and collection of bills and invoices due. They will be charged on the day after the expiry of the document, and their amount is determined and published by the Administration and Finance Department through a Resolution.
31. The interest charged, in accordance with Section 1242 of the Civil Code, are--on the one hand--compensatory in nature, for the use of the money that should have been paid in due time; and--on the other hand--of a default nature, intended to indemnify the delay in the payment of the amounts owed as from the moment the payment obligation becomes due. ***Interest accrues as of the first day of the month - for EPG students - and the second day of the month - for undergraduate and EPE students - of expiry*** of the receipt or invoice, and is calculated daily in a cumulative manner until the payment date. The interest rate is determined and published by the Administration and Finance Department through a Resolution. The rate shall not exceed the maximum amount authorized by the Peruvian Central Reserve Bank.
32. Interest is charged independently of the administrative expenses generated due to the failure to make timely payments.
33. Administrative expenses and interest are paid as of the moment of the effective payment of the debt due.

**TITLE IX: CONTINUITY OF THE EDUCATIONAL SERVICE**

34. In the case of those students who, as of the end of the academic term, have outstanding debts for tuition or commitments assumed by virtue of an economic support agreement, all academic and complementary services provided by the University (with the exception of their email account) shall be suspended. They will not be provided with their respective academic information for the academic term pending payment until the regularization of the payment of all outstanding amounts. This includes proof and certificates of studies, in accordance with the provisions established in Law 29947.
35. In order to submit requests corresponding to academic processes, perform procedures and paperwork processes, or to recommence studies, students cannot have any outstanding debt with the University,
36. Students expressly authorize UPC to inform risk centers of a failure to pay for any document (invoice, receipt and/or letter) that they are obligated to pay due to their status as students.

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37. For the Graduate School:

- a. Any students who are not up to date with their payment obligations at the end of an academic term will be suspended from any academic and supplementary services provided by the University, with the exception of email and academic information concerning them.
- b. Any student or group of students who do not submit their thesis or applicable project within the established period and joins the submission schedule of another class year, must make an administrative rescheduling fee payment and pay any additional associated costs, according to the current price list.

### **TITLE X: ACADEMIC FEES**

38. The Administration and Finance Department, in coordination with the Office of the Vice Rector for University Services, establishes:

- a. The fees corresponding to academic paperwork and procedures.
- b. The academic fees corresponding to the following processes:
  - i. Issuing of certificates and vouchers, and duplicates of documents and identity cards.
  - ii. Reservation of enrollment, the amount of which is fixed, regardless of the number of ordinary academic terms during which the student will be absent. The amount paid by the student for this concept is credited in his/her favor in the final bill of the term in which he/she recommences his/her studies, as applicable.
  - iii. Recommencement of studies, the amount of which is fixed, regardless of the number of ordinary academic terms during which the student was absent (not applicable to students who have reserved enrollment by the respective deadline).
  - iv. Assessment makeup.
  - v. Extraordinary course withdrawal.
  - vi. Withdrawal from term (which corresponds to the fees accrued over the course thereof, and, when the withdrawal occurs after the start of midterm exams, the fees corresponding to the complete term).
  - vii. Internal transfer of major or school, study modality, location, or campus.
  - viii. Course transfer credits, in the event of admission through international agreements, external transfer, or degrees or titles obtained at another higher educational institution.
  - ix. Letter of Permanence.
  - x. Additional major.
  - xi. Degrees and Professional Titles.
  - xii. Translation of documents.

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- xiii. Enrollment in international programs.
  - xiv. Investigation of applicant.
  - c. Additional fees in case of late payments.
39. In order to submit requests corresponding to academic processes, perform procedures and paperwork processes, or to recommence studies, students cannot have any outstanding debt with the University, with the exceptions established in Law 29947.

**TITLE XI: SCHOLARSHIPS**

40. Universidad Peruana de Ciencias Aplicadas grants the following types of scholarships for undergraduate studies (with the exception of the EPE undergraduate modality):
- a. Full scholarship: Equivalent to the full exemption from the tuition corresponding to an ordinary academic term.
  - b. Partial scholarship: Equivalent to the exemption from a variable percentage of the tuition corresponding to an ordinary academic term.
41. Scholarships are granted based on the proven economic needs of the student's family, and are renewed based on his/her academic performance, provided the economic need that gave rise to the scholarship persists. If the student simultaneously obtains an honors scholarship, whichever scholarship is higher shall be applied.
42. Students are eligible to request or renew a scholarship when their family's income for all concepts are clearly insufficient to cover their basic needs, in addition to the students' education. The following definitions are established for the purposes of these Regulations:
- a. Family income: The income obtained by all those in conditions to contribute to the household upkeep.
  - b. Income for all concepts: Earnings from work and capital income, as well as all other ordinary and extraordinary income benefiting any of the members of the household.
  - c. Basic needs: The ordinary meals of the household and extraordinary care due to loss or serious and lasting harm to the health of any household members.
  - d. Education: That of the student, with regard to the tuition of UPC, referentially based on the educational expenses of the other family members.

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43. The evaluation of family economic need is performed by the Scholarships, Loans, and Collections area, at the student's request. In terms of academic performance, students are eligible in the event that they meet the following conditions:
- a. To request the scholarship: Students with more than one year of studies must place in the top third of their program in the immediately prior academic term, while incoming students (less than one year of studies or with one complete term of studies) must have obtained a passing weighted average and place in the top third of their program in the academic term in which they submitted their file for socioeconomic evaluation.
  - b. To renew the scholarship: Students must have obtained a passing weighted average and place in the top third of their program in the academic term in which they submitted their file for socioeconomic evaluation. In both cases, it is an indispensable requirement for students to be regular, i.e., enrolled in a minimum of fifteen (15) credits in the academic term in which the benefit will apply.
44. Students requested scholarships under Law 23585 are subject to the conditions established in the preceding articles, with the following specifications:
- a. The determination of family economic need is performed, at the student's request, by the Scholarships, Loans, and Collections area, to which the student shall submit the certification of loss or disability of the parent, guardian, or person responsible for paying for the student's education.
  - b. The evaluation of academic performance--for the purposes of renewing a scholarship--must meet the requirements established in Article 43, Item b of these Regulations. This scholarship is granted for the academic term in course. If the student needs to renew the scholarship, he/she shall follow the procedure described in these Regulations.
45. Scholarships are granted only for regular academic terms (terms 1 and 2).
46. The University has an academic merit scholarship program known as the "Laureate Honors Scholarship," under which students are granted a discount percentage (30%) if they meet the established requirements:
- a. Students in the Academic Excellence Group (AEG), applicable in the term following that in which the merit was achieved.
  - b. Students meeting the following non-exclusionary conditions, based on the results achieved in the immediately prior ordinary academic term in which they were enrolled: (i) They were enrolled in a minimum of fifteen (15) credits. (ii) They passed all the courses taken. (iii) They achieved or exceeded the weighted average established on an annual basis for each major. (iv) They placed in the top third of their respective program. (v) Not have received any disciplinary sanctions.

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47. The University has an economic benefits program for Eligible Athletes (students who practice and compete in a national Athletic Federation, represent Peru, and/or are members of a high-performance UPC team), based on the results achieved in the ordinary immediately prior academic term in which they were enrolled, for which reason they must:
- a. Be registered with the University Life Department as an Eligible Athlete (said Department regularly defines those disciplines considered "High Performance" for the institution).
  - b. Have met the requirements and conditions for Eligible Athletes set forth in the Student Regulations.
  - c. Have obtained a weighted average equal to or greater than fourteen (14).
  - d. Not have received any disciplinary sanctions. This program does not include students of the School of Medicine, or those completing an additional major.
  - e. The stated benefit extends to EPE undergraduate program students and will be granted on the first receipt, provided that the student in question enrolls on three or more courses during the term. The University will offer a S/. 100.00 discount on the full amount of the tuition fees, aimed at EPE students belonging to High Performance teams (Men's Football, Men's Basketball, Men's and Woman's Swimming) and Qualified Sportspeople (selected for Peruvian national teams); provided that the stipulations of this article are met.

**TITLE XII: SCHOLARSHIP STUDENTS IN INTERNATIONAL PROGRAMS**

48. The University grants the following types of scholarships for scholarship students in international programs:
- a. Laureate Honors Scholarship: Equivalent to a 30% discount on tuition, granted to those students who--as of the end of the term--have met the requirements established in Article 46 of these Regulations. Students with a Laureate Honors Scholarship may apply to international programs, based on the requirements established by the International Office. Students shall maintain their scholarship during their stay abroad, and keep it if they pass all courses in which they are enrolled at the destination university for the Exchange Program. The implementation of the scholarships depends on the specific agreement existing between UPC and the destination university.
  - b. Laureate International Academic Excellence Scholarship: Equivalent to a 100% discount on tuition (one per program), granted for one academic term to students who--during the year prior to the granting of the scholarship--have obtained the highest weighted average, taking into account the weighted averages of Terms 1 and 2. Students with a Laureate International Academic Excellence

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Scholarship may apply to international programs, based on the requirements established by the International Office.

- 49. The International Office informs the Registrar's Office of the list of students selected to take part in international programs (who are registered in the system as "enrolled abroad"), also informing the Billing area (which issues the corresponding bills as if the students were enrolled at UPC, as applicable).
- 50. Once the international program is completed, the International Office verifies the grades, and sends the Registrar's Office the list of those students who received a scholarship discount for the exchange period and passed all the courses taken abroad. Based on the results obtained, students will keep or recover the scholarship discount allocated before participating in the international program.

**TITLE XIII: UNDERGRADUATE RECLASSIFICATION**

- 51. Undergraduate students (with the exception of EPE undergraduate students) are classified on one of the different pay scales, according to their high school of origin.
- 52. Reclassification involves placing student in the payment scale that most accurately reflects their economic situation, for which reason they move down, up, or maintain their category.
- 53. Reclassification may be requested by:
  - a. Students who received a scholarship from the high school from which they graduated during the immediately preceding year, on economic grounds.
  - b. Students whose family income is insufficient to cover the tuition payment at the scale in which they have been classified, in accordance with the high school from which they graduated.
- 54. In order to request their reclassification, students must have a passing weighted average in academic term immediately preceding that during which the benefit will be applied. This also applies to new students who - upon enrolling on less than one term of studies - is given an exception from the academic requirement and the result will depend on the socio-economic assessment.
- 55. The cost of the reclassification request is set periodically.

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**TITLE XIV: SAFEKEEPING AND AVAILABILITY OF LOST OBJECTS**

- 56. Lost objects shall be handed over to the Operations and Services area, which shall keep them on the campus for fifteen (15) calendar days, making them available for inquiries and keeping records thereof, indicating the date on which each object is received.
- 57. Those objects that have not picked up by the aforementioned deadline shall be donated on behalf of the university community. The Operations and Services area of each campus, in coordination with the Communication and Corporate Image area, will carry out the donation process, taking responsible for preparing and updating the Donation Records.

**FINAL PROVISIONS**

- 58. With regard to the withdrawal from a cycle established in Point 38.b.vi of these Regulations, in the event that a student carries out said withdrawal before the week of midterm exams, he/she will only be required to pay those obligations due as of the withdrawal date. To the contrary, in the event that students file for this procedure during or after the week of midterm exams, they shall be required to pay all obligations corresponding to the complete term.
- 59. The following applies to withdrawals relating to Executive Management Education **courses** taught by the Graduate School:
  - a. **Withdrawal during the initial period of the term: *One day prior to the second class***, the withdrawal request will be accepted and a charge of US\$ for withdrawal costs will be made. Withdrawal requests should be addressed to the Registrar's Office to be processed as applicable.
  - b. **Extemporaneous withdrawal:** All duly justified withdrawals from courses, ***submitted up to one day prior to the third class*** to the Registrar's Office, will incur a penalty of 50% of the cost of the course.
  - c. ***Anybody requesting formal withdrawal from the third class onwards must pay for the entire course. Withdrawal requests should be addressed to the Registrar's Office.***
  - d. ***The final status of anybody who does not formally withdraw will be considered as a drop-out, and they must pay the full amount of the course's cost.***
- 60. The following regulations are followed for the Annual Plans of the Executive Management Education Program (EEG):

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- a. Annual Plan students who pay in cash may take one or more courses per campaign. In the case of plans financed directly with UPC, only one course may be taken per campaign. Any student wishing to take more than one course per campaign may do so following a restructuring of the payment schedule, subject to a credit check.
- b. The condition for acquiring the Annual Plan is enrolling on all courses in the promotional package.
- c. The corresponding settlement will be made for students who wish to withdraw from this payment modality, considering the value of each course at its list price for the current year.
- d. ***Any annual plan students who withdraw extemporaneously from a course must pay the course penalty corresponding to them, according to the acquired modality (cash payment or financed), pursuant to item 58.***
- e. If a half scholarship is obtained for the fifth Annual Plan course, the benefit will not be retroactive and may not be applied to pay any installment of the schedule in force.
- f. UPC has the power to settle annual plans - regardless of whether they are paid in cash or financed - if any payments are late. Students lose the benefit of the special price for each package and courses are settled at the price of the current year: The first EEG at list price, and the subsequent ones at student price.

If there is an outstanding balance at the time the settlement is made, the student is under the obligation to pay the debt. UPC has the power to report the debt to risk centers.

**61. Readmission (applies to all programs except EEG)**

- a. ***The student must make a formal readmission request to the Academic Service Department.***
- b. ***The student accepts the program price for the current year at the time of readmission.***
- c. ***The Academic Services Department sends the readmission calculation to the student.***
- d. ***The program's academic progress is considered for the readmission calculation, along with the course rescheduling payment(s) if applicable.***
- e. ***The total cost of the course is determined based on the number of hours pending to complete the program, multiplied by the cost per hour.***
- f. ***The cost per hour is determined by dividing the price of the current year by the total number of hours of the current program.***

62. The requirements for the payment of obligations and services to the University or third parties, as well as inquiries regarding the modalities and deadlines for meeting these obligations, shall be performed by the student or his/her legal guardian by the deadlines set forth in the respective regulations or the communications sent for such purpose. In the absence of such performance, said requirements or inquiries shall be understood as consented to under the terms in which they have been established.

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63. The acceptance and evaluation of scholarship and reclassification requests is performed by the Scholarships, Loans, and Collections area. Their approval is subject to the decision of the Scholarship and Reclassification Committee.
64. Students applying for scholarships or reclassifications shall allow the evaluations and verifications necessary to prove the admissibility of the scholarship or reclassification request, given that the socioeconomic survey submitted is considered a sworn legal statement.
65. Until such time as a ruling is issued with regard to the scholarship or reclassification request, students shall pay the tuition according to the assigned scale. In the event that the request is approved, the excess difference paid shall be credited toward future payments at the scale to which the student is reclassified, or as per the discount percentage granted.
66. Any students who obtain a fail grade point average, or who receive a sanction for a disciplinary violation are suspended from enjoying the scholarship. This situation remains in force during the ordinary academic term immediately afterwards.
67. The University reserves the right to review the classification of its students in the different payment scales or reclassify them therein.
68. Students requesting or receiving a scholarship or reclassification by pretending to meet the requirements established shall be subject to the following consequences:
- a. Ineligibility to receive the scholarship or reclassification requested, or to apply for them in the future.
  - b. Refund of any and all amounts received as a scholarship, or the difference in payments between the reclassified scale and that which rightfully corresponds to them, with the respective surcharges and default interest.
  - c. Imposition of the corresponding disciplinary sanction.
69. Students are responsible for the proper use of the University's assets and equipment temporarily provided to them as part of their education, and shall use these belongings for the purpose for which they are intended, behaving diligently during their transport, operation, and use, and taking responsibility for returning them in the same condition in which they were received.

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**Date:**  
**03/01/2016**





70. For the Graduate School, when students receive work material at the start of the program - such as a tablet (iPad or similar) - and they decide to suspend their studies, the cost of the material will be included in their account settlement, without any appeal being possible.
71. Only students may access the University site or installations, and they must carry their university identification card for this purpose. The entrance of companions onto the University site or installations is not permitted. Minors are allowed to enter areas where no academic activities are carried out, provided that they are accompanied by their family members and remain at all times under their care and responsibility.
72. Intellectual property is respected at UPC. The following actions are not permitted:
- a. Photocopying over 10% of an original book.
  - b. Using photocopies of complete books in class.
  - c. Selling photocopies of books to UPC members.
  - d. Distributing and sharing e-books without prior authorization in writing from the owner of the work's copyright (publishing house or author, as applicable).
73. The University's academic activities may be scheduled from Monday through Sunday, according to timetabling and administrative coordination carried out by the corresponding areas; students are duly informed of this - through class timetables - during the enrollment process, in compliance with legislation that regulates the subject.
74. This Regulation is approved and amended by the University's Rector and General Management.
75. Clarifications and amendments to these Regulations come into force on the day following their publication the web site, and on the University's IT systems.

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**ANNEX 1**

Non-academic services include:

- 1) Access to grade consultation options via Intranet.
- 2) Parking at UPC's facilities.
- 3) Reservation of sporting facilities on the campus.
- 4) Reservation of cubicles at the Library.
- 5) Loaning of electronic equipment.
- 6) Transportation service.
- 7) Corporate discounts.
- 8) Credit (photocopies, books).
- 9) Issuing or granting of certificates, proof or diplomas.

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**ANNEX 2**

**EPG Tariffs**

<b>TARIFARIO ADMINISTRATIVO</b>	<b>PRECIO Dólares</b>
<b>MAESTRIAS</b>	
Derecho administrativo por reprogramación de curso.	\$70.00
Derecho administrativo por reprogramación de curso desaprobado.	\$140.00
Pago por reprogramación de tesis - Maestrías.	\$300.00
Derecho de Emisión de Título	\$300.00
<b>MASTER</b>	
Derecho administrativo por reprogramación de curso.	\$70.00
Derecho administrativo por reprogramación de curso desaprobado.	\$140.00
Pago por reprogramación de Trabajo aplicativo, primera vez	\$300.00
Pago por reprogramación de Trabajo aplicativo, por segunda vez	\$450.00
Pago por reprogramación de Trabajo aplicativo, por tercera vez	\$760.00
<b>DIPLOMADOS</b>	
Derecho administrativo por reprogramación de curso	\$70.00
Derecho administrativo por reprogramación de curso desaprobado	\$140.00
<b>DIPLOMAS</b>	
Derecho administrativo por reprogramación de curso.	\$70.00
Pago por volver a llevar curso desaprobado	\$140.00
<b>EEG (Educación ejecutiva Gerencial)</b>	
Penalidad por retiro extemporáneo :	
Retiro hasta 1 día antes de la segunda clase	\$70.00
Retiro hasta 1 día antes de la tercera clase	50% costo del curso
De realizar retiro a partir de la tercera clase	100% costo del curso
De no realizar retiro formal.	100% costo del curso

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<b>Carlos Bazán General Secretariat</b>	<b>Roberto Muniz CFO</b>	<b>Edward Roekaert Rector</b>
		<b>03/01/2016</b>

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