

ENROLMENT FEE PAYMENT FOR DOCTORAL STUDIES

MEANS OF PAYMENT

The University shall collect the enrolment fee by charging the bank account chosen by the student. When registering, students must select one of the following means of payment.

1. Single direct debit payment

The University shall charge the amount from the 10th day after enrolment. Only Spanish bank account.

2. Direct debit payment in three instalments.

The enrolment fee shall be charged in three instalments:

- a) The first instalment shall be charged from the 10th day after enrolment. The amount corresponding to 40% of the registered credits, plus non-teaching administrative fees, will be collected.
- b) The second instalment shall be charged on **15 November** 2023. The amount corresponding to 30% of the registered credits will be collected.
- c) The third instalment shall be charged on **28 December** 2023. The amount corresponding to the remaining 30% of the registered credits will be collected.

HOW TO PAY BY DIRECT DEBIT

To arrange direct debit payments, students must give the bank account details in the respective section of the registration.

You must submit to the Secretariat of the centre, within a period of 10 days from registration, a direct debit mandate (SEPA) signed by the account holder authorising the charge.

You can send this documentation preferably through the [online office](#). You must use the form <https://www.doctorat.udl.cat/en/secretaria/informacio-general/for>. You can send it by post to Doctoral School; in person, requesting [for an appointment](#); or by e-mail if it has not been possible to use any of the other ways .

The registration bill, whether issued in person or using the self-registration system, shall serve for notification purposes.

Registration fees that, for whatever reason, have to be paid outside payment in instalments and after the third instalment set out in point 2, must be paid in cash at any of the banks indicated on the bill.

Bank account details for direct debit payment can be amended by using form [01b-Apply to present documentation for Enrolment - CatEspEng \(online office\)](#), which must be submitted to the secretariat of the centre at least fifteen days before the second or third payment deadline. The application must be accompanied by a new SEPA direct debit mandate signed by the account holder.

3. Loan from the Generalitat:

Enrolment can be paid in more instalments. You can consult detailed information here: <https://agaur.gencat.cat/es/details/article/PROGRAMA-FINAN-Prestec-AGAUR>

4. Payment of bills in cash/credit card/on-line

Should you have to pay a enrolment bill in cash/by credit card/on-line, you can do so following the instructions of this [link](#).



PROCEDURE AND EFFECTS OF NON-PAYMENT OF THE ENROLMENT FEE

If the University cannot collect the full or partial amount of the registration fee through the account number provided by the student or through any other method of payment, it shall reissue the bill a second time for cash payment, adding the following percentages to the total or partial amount of the registration fees:

- From the due date and up to two months, a 5% surcharge.
- From two months up to four months, a 10% surcharge.
- From four months, a 15% surcharge.

The amount of these surcharges must be paid regardless of whether a scholarship or grant is obtained after notification.

The University will notify students of the outstanding amount and will send them a payment document that will include the initial 5% surcharge, which will be valid for two months.

Students must pay the outstanding amount before the bill due date, which shall be sent together with the notification.

The notification will be issued electronically via the electronic office of the Universitat de Lleida. 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.

Once the two-month period has elapsed, any student who has not made the payment must request a new payment document from the secretariat of the centre, which will include the corresponding surcharge, depending on the period that has elapsed.

As soon as the University issues a non-payment notification to a student, their registration will be suspended until the corresponding amount is paid.

As a result of this suspension, the student will not be able to make any change to registration, obtain academic certificates, transfer the file, request the qualification certificate or make any new registration, on the same degree or on any other.

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.