

BME PROGRAMME ENROLMENT INFORMATION

Registration dates

15th March – 15th June 2017

Please note that registration may close earlier if courses are full

Course dates

FALL 2017: 7th September – 20th December

SPRING 2018: 15th January – 25th April

Tuition Fees

EU citizens: 6,250€ Other: 6,800€

Tuition Fees include

- Spanish language test
- Welcome pack
- UAB certificate on completion of the programme
- Internet access and wifi
- Student ID card

Tuition Fees do not include

- Books
- Airport pick-ups
- Accommodation
- Meals and drinks
- Excursions
- Express mailing of any documents for visa applications
- Administration charges for changing courses after arrival

Enrolment Process

Step 1: Pre-enrolment

1. Complete the pre-enrolment form with your personal details and send to study.abroad@uab.cat
2. You will be pre-enrolled on the programme and will receive a confirmation and instructions to complete enrolment.
3. Follow the enrolment process at UC Leuven-Limburg.

Step 2: Enrolment

4. Select your courses for terms 1 and 2 on form provided.
5. Send the following documents:
 - Copy of ID/Passport
 - High school certificate
 - Passport Photo (JPG only, less than 24KB)
 - Acceptance letter issued by UC Leuven-Limburg (if you have not been schooled in Flanders)
 - If you are not an English native speaker or have not been schooled in Flanders, an English Language Certificate (IELTS: 6.5 or equivalent)

Step 3: Deposit

6. If your documents are in order, we will process your application and instruct you to make a deposit payment of **500€**. The deposit will be deducted from the final bill.

Step 4: Enrolment and confirmation

7. On receipt of the deposit fee, we will enroll you in your course selection.
8. We will send a letter of confirmation of enrolment and a final invoice for the whole course fees to be paid by the deadline indicated in the letter.

Payment conditions

All courses must be paid in full by the deadline indicated.

Any registration that is confirmed but not paid in its entirety before the course starts may be cancelled. The deposit of 500€ is non-refundable.

Methods of Payment

Credit card

We accept Mastercard and Visa. You will need to fill in an authorisation document with your credit card information. **Payment by credit card will incur a bank commission of 0,60% at your cost.**

Bank transfer

We accept payments by bank transfer in Euros. We will send you the account information to transfer the fees. **Please also note that any bank charges are at your cost.**

Cancellations

We accept written cancellation of enrolment up to 30 days before the Programme starts. We reimburse the tuition fees paid minus the deposit fee which is non-refundable.

Tuition fees are not refundable for cancellations less than 30 days before the programme starts and no refunds are made after the Programme starts.

Programme Policies

Participants must adhere to the rules and regulations, norms and instructions of the Programme.

No refunds or extensions are given for late arrivals, withdrawals or absence during the course.

Administration Charges

Express mailing of documents for visa purposes: 40 €.

Academic transcript: 15€ (plus postage).



Other Information

Insurance

UAB Barcelona is not responsible for loss or damage to personal property or belongings. All students are advised to arrange adequate personal insurance for Spain.

Visas for Spain

It is the student's responsibility to ascertain the correct entry requirements to enter Spain at their nearest Embassy or Consulate. EU Citizens do not normally require visas.

UAB is not responsible for unsuccessful visa application or denial of entry to Spain.

Upon request and after receiving a deposit of 500€, UAB will provide an enrolment letter only for the specific dates of the course. Any express mailing required for urgent documents will incur extra charges.