



**Universidad
Europea de Madrid**

LAUREATE INTERNATIONAL UNIVERSITIES

We adapt to your needs, we adjust to suit you

NEW PERSONALIZED INVOICING SYSTEM

2011/2012 ACADEMIC YEAR

We would like to introduce the new invoicing system at **Universidad Europea de Madrid**, which offers you the latest in invoicing, so that you may enjoy greater personalization in managing your payments. We are convinced that all our students, whether newly admitted or current, will benefit from this innovation.

The **3 most important innovations** offered by this new system, which came into effect **January 1st** are:

1

Payment of your degree program will be adjusted to the duration of YOUR studies (start and finish of the courses in which you are enrolled)

2

Students enrolled in either an undergraduate or graduate **Personal UEM** degree program, **will have a greater opportunity to personalize their payments** thanks to the characteristics of this new study option, which adapts to the pace of learning chosen by the student.

3

The rule of 15 will show you **when** your monthly payments will be made depending on your courses.

2011 invoicing system

UNIVERSIDAD EUROPEA DE MADRID

FOR BACHELOR'S DEGREES, ADVANCED CAREER AND TECHNICAL EDUCATION PROGRAMS, GRADUATE DEGREES AND DEGREE PROGRAMS COMPATIBLE WITH WORKING HOURS

If you are interested in one of these degree programs, you can choose from the following payment options:

ANNUAL OPTION

This allows you to pay the total amount of your tuition in the first month, taking as a reference the course with which you start your tuition. This option includes a 2% discount¹ from the total amount.

STANDARD MONTHLY OPTION²

Under this option, payment is divided into equal parts from the program starting date until its end date. The starting and end dates of your classes will determine the payment date and amount of monthly payments. It is not based on the starting and finish dates of the academic year, but on the start of the first and last class according to your course schedule. It will depend on your studies whether payments are divided into 9, 8 or a different number of monthly quotas.

FOR DEGREE PROGRAMS UNDER THE PERSONAL UEM STUDY OPTION, WHERE YOU CHOOSE HOW TO STUDY AND WHETHER TO STUDY ONLINE OR ONCAMPUS

Because you choose to and need to study a university degree that adapts to your working hours and would like to balance your personal life with your interest in continuing to learn, Universidad Europea de Madrid offers you another invoicing option in addition to the annual and monthly options available to all students. We want to make it more flexible for you by allowing you to use the number of courses in which you are enrolled as a basis.

¹ The early payment discount will not apply to courses with a duration of less than six months. To obtain this discount, payment must be made prior to the start of the courses or before November 1st for courses that commence in September or October.

² If you change your enrollment status on your own choice once it has been processed, remember that your monthly quotas are likely to be amended according to this change and the courses it affects.

PERSONALIZED MONTHLY OPTION

The **personalized monthly option** allows you to control the tuition amount month by month, **adapting payments to the pace you yourself have decided for your training.**

This means that payments are only made during the months in which you are enrolled in courses, distribute among those courses in which you are enrolled. The amount of each course in which you decide to enroll is distributed over the months during which it is taught (set starting and end dates) and is added to the remaining courses.

PERSONAL UEM DEGREE PROGRAMS

A STUDY OPTION THAT ALLOWS YOU TO CHOOSE HOW TO STUDY

BACHELOR'S DEGREE PROGRAMS

- Bachelor's Degree in Law
- Bachelor's Degree in Business Management and Entrepreneurship
- Bachelor's Degree in Nursing for Nursing Technicians
- Bachelor's Degree in Building Engineering for Building Technicians and Apprentices
- Bachelor's Degree in Computer Engineering for Engineering Technicians in Computers or Telecommunications and Telematics

GRADUATE DEGREE PROGRAMS

- Master's Degree in Business Management
- Master's Degree in Building Management and Civil Construction
- Master's Degree in Renewable Energies
- Master's Degree in Information Technology Management
- Master's Degree in Nursing Management

THE RULE OF 15

This rule affects all the invoicing options and it is important that you be aware of the **significance that the 15th of each month has** within our invoicing system:

If your classes start between the 1st and 15th of the month, this will be the first invoicing month. Alternatively, in other words, between the 16th and end of the month, invoicing will take place the following month.

If your classes finish between the 16th and end of the month, this will be the last invoicing month. Alternatively, in other words, if classes end between the 1st and the 15th, invoicing will take place during the previous month.

IF YOU ARE ALREADY A UEM STUDENT

and you are enrolled at Universidad Europea de Madrid

The same payment options will apply for the 2011/2012 academic year depending on the degree program in which you are enrolled and your study option.



For more information:

Student Affairs Department

New Students Service and Admissions Office

Building B