



REGISTRATION 2018-19. Receipts of registration: processing of **payments on time** / late payments / non-payments

Comments:

- This process is carried out for every registration fee invoice for **single payments** / **payments by instalment**.
- The procedure for unpaid invoices generated after the registration period (e.g. as a result of modifications due to unsuccessful grant applications) is determined by the due date of payment indicated on the invoice.
- When they access Moodle, students with unpaid invoice/s will see a message (in Catalan, Spanish and English) reminding them of this situation and informing them how to rectify it.

		DATE OF PAYMENT						NON-PAYMENT		
		6 days* registration →	until 15 Oct	16 to 31 Oct	1 Nov	2 Nov to 19 Dec	20 Dec	21 Dec to 20 Jan	21 Jan →	Jul
INVOICE	single payment [100% of registration fees] 1st instalment [fees + insurance + other services + 40% of registration fees] + % of increase for non-payment	✓	✓	✓	✓	✓	✓	✓	x	registration remains suspended <i>students with unpaid invoice/s CANNOT register</i>
	---	0%	5%	7%	10%					
	2nd instalment [30% of registration fees] + % of increase for non-payment	✓	---	---	---	---	---	---	---	
	3rd instalment [30% of registration fees] + of increase for non-payment	---	---	---	---	---	---	---	---	

* **New undergraduate students with conditional admission and awaiting reassignment should** consult, Article 13.b) of the Registration Regulations, which establish the regulations governing amounts, **payment periods (24 hours)** and non-payment.