

REDUCTIONS AND EXEMPTIONS FOR POSTGRADUATE COURSES

IMPORTANT:

1. Documents justifying reductions or exemption from payment of matriculation fees for members of large families, victims of terrorism, the orphans of civil servants or members of the armed services or those fallen in act of duty, and for disability must be presented before the matriculation payment period commences. For more information, see the relevant section.
 2. See the regulations on [legalisation, translation, verification and certification of documents for further information on the verification of documents.](#)
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Scholarships and Grants	2
Reductions and Exemptions	2
Large family	2
Victims of terrorism	3
Orphans of government officials, civilian or military, killed on active service	4
Disabled students	4
Honours in Degree Course or Diploma course	5
Honours in Postgraduate Course	6

SCHOLARSHIPS AND GRANTS

- [General grants and scholarships awarded by the Ministry of Education](#)
- **Financial assistance from the UAH by agreement with other institutions**
 - **Reductions and exemptions:**
 - ✓ These will be in accordance with the terms of the relevant agreements or, where applicable, with the credentials of the grant-holder.
 - ✓ The appropriate reduction or exemption will be applied at:
 - The Postgraduate and Non-Regulated Studies Students Office for those matriculating in a master's programme; or at the Doctoral School, for those matriculating in a doctoral programme.

REDUCTIONS AND EXEMPTIONS

- **Large family**

General category large family. Reductions:	Special category large family. Exemptions:
<ul style="list-style-type: none"> ✓ 50% of the price for academic services and administrative services. ✓ Does not include school insurance. ✓ 50% of the fees for degree certificate and academic records. 	<ul style="list-style-type: none"> ✓ 100% of the price for academic services and administrative services. ✓ Does not include school insurance. ✓ 100% of the fees for degree certificate and academic records.

Requisites to qualify for assistance:

Large Family Card, which must be current at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt, or between the issue and payment dates of the receipt for the university degree certificate or academic certificates.

Documents to be presented, period and place of presentation:

- ✓ Verified photocopy of the Large Family Card showing, in addition to the commencement and renewal dates, the names of all beneficiaries, and issued by the competent body of the Spanish administration.
- ✓ Before the matriculation payment period commences or before applying for the degree certificate or academic certificates, unless it was already presented when registering or in previous academic years and still valid. Failure to present means there will no reduction or exemption from payment of the fee for matriculation, degree certificate or other academic certificates and will be regarded as renunciation of same.

- ✓ University Master's: Postgraduate, Open Programme of Postgraduate Studies and Short Postgraduates Studies: at Postgraduate and Non-Regulated Studies Students Office.
- ✓ Doctorate: Doctoral School.

Postgraduate programmes for which reductions and exemptions may be applied for:

- ✓ University Master's degrees, Open Programme of Postgraduate Studies and Short Postgraduates Studies.
- ✓ Academic supervision of a Research Period in a Doctorate Programme.

- **Victims of terrorism**

And their spouses and children in accordance with the stipulations of *article 7 of Law 32/1999 of 8 October (Official State Bulletin of 9 October)*

Exemption:

- ✓ Prices for academic services.
- ✓ Does not include the fee for administrative services staff and school insurance, where appropriate.

Requisites to qualify for assistance:

Administrative ruling, which must be current at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt.

Documentation to be presented period and place of presentation:

- ✓ Verified photocopy of the administrative ruling recognising victim of terrorism status, issued by the competent body of the Spanish Administration.
- ✓ Before the matriculation payment period commences or before applying for the degree certificate or academic certificates, unless it was already presented when registering or in previous academic years and still valid. Failure to present means there will no reduction or exemption from payment of the fee for matriculation, degree certificate or other academic certificates and will be regarded as renunciation of same.
- ✓ University Master's: Postgraduate and Non-Regulated Studies Students Office.
- ✓ Doctorate: Doctoral School.

Postgraduate courses eligible for the reduction:

- ✓ University Master's degrees, Open Programme of Postgraduate Studies and Short Postgraduates Studies.
- ✓ Academic supervision of a Research Period in a Doctorate Programme.

- **Orphans of government officials, civilian or military, killed on active service**

For students without independent means aged under 25 years old.

Exemption:

- ✓ 100% of the price for administrative services on matriculation for the first time.
- ✓ Does not include the fee for administrative services staff and school insurance, where appropriate.

Documentation to be presented period and place of presentation:

- ✓ Verified photocopy of the family record book and the certificate from the organisation to which the deceased dying on active service belonged, certifying those circumstances.
- ✓ Before the matriculation payment period commences or before applying for the degree certificate or academic certificates, unless it was already presented when registering or in previous academic years and still valid. Failure to present means there will no reduction or exemption from payment of the fee for matriculation, degree certificate or other academic certificates and will be regarded as renunciation of same.
- ✓ University Master's: Postgraduate and Non-Regulated Studies Students Office.

Postgraduate courses eligible for the reduction:

- ✓ University Master's degrees.

- **Disabled students**

Students with a level of disability of 33% or more are deemed eligible.

Exemption:

- ✓ 100% of the amount for academic services.
- ✓ Does not include the fee for administrative services staff and school insurance, where appropriate.

Requisites to qualify for assistance:

Administrative ruling, which must be current at some time between the date of matriculation and the date of payment of the first electronically generated matriculation receipt.

Documentation to be presented, period and place of presentation:

- ✓ Verified photocopy of the administrative ruling recognising disabled status, issued by the competent body of the Spanish Administration.
- ✓ Before the matriculation payment period commences or before applying for the degree certificate or academic certificates, unless it was already presented when registering or in previous academic years and still valid. Failure to present means there will no reduction or exemption from payment of the fee for matriculation, degree certificate or other academic certificates and will be regarded as renunciation of same.
- ✓ University Master's, Open Programme of Postgraduate Studies and Short Postgraduates Studies: Postgraduate and Non-Regulated Studies Students Office.
 - ✓ Doctorate: Doctoral School.

Postgraduate courses eligible for the reduction:

- ✓ University Master's degrees, Open Programme of Postgraduate Studies and Short Postgraduates Studies.
- ✓ Academic supervision of a Research Period in a Doctorate Programme.

The University of Alcalá also has a Disability Policy Integration and Coordination Unit, based in the Rectorate. Pza. San Diego, s/n. 28801 Alcalá de Henares (Madrid). Telephone: 91 885 40 78 / 40 70. Email: discapacidad@uah.es

• **Honours in Degree Course or Diploma course**

The discount will only be applied once, and will not be applied to transferred students.

Exemption:

- ✓ Students will receive a discount for the amount equivalent to 2 credits for every honours grade obtained in annual subjects in the last year of Degree courses, Diploma courses or the Degree Final Project at Spanish universities.
- ✓ If the honours grade is obtained in four-monthly subjects, students will receive a discount for the amount equivalent to 1 credit.

Documentation to be presented:

- ✓ Verified copy of the personal academic certificate showing the honours in the subject/s concerned, unless the course was taken at the UAH.

Postgraduate courses eligible for the reduction:

- ✓ University Master's degrees.

- **Honours in Postgraduate Courses**

For honours obtained in subjects on a UAH University Master's degree or in a Training Period of a UAH Doctorate Programme.

Exemption:

- ✓ The amount equivalent to the credits obtained in Master's degree subjects.
- ✓ A number of Honours greater than the number of subjects on which the student is registered will not be applied under any circumstances, and the total sum of the discount may not exceed the total registration fee.

Postgraduate courses eligible for the reduction:

- ✓ University Master's degrees, Open Programme of Postgraduate Studies and Short Postgraduates Studies.
- ✓ The academic supervision fee for the production of the doctoral thesis will not be applicable.