

## **SCHOLARSHIP HOLDERS AT THE HEADQUARTERS OF SAN LORENZO DE EL ESCORIAL (ONLY FOR COURSES OF 5, 3 AND 2 DAYS)**

What the students whom are granted the scholarship are entitled to, is, the accommodation in San Lorenzo de El Escorial. The accommodation will only and exclusively be in a shared double room, with full board included, and access to the material needed for the course.

Under no circumstances will changes in the conditions of the accommodation be permitted.

The person who obtains the scholarship must, in any case, pay the tuition fee.

In addition, the accommodation will only be available from the night previous to the beginning of the course until the very last day of the course, ending at 14:00h.

The courses conducted at the Noviciado-San Bernardo (Madrid) headquarters do not offer the scholarship modality.

The application period ends on the 31 of May, and registration can only be made on-line through the Complutense Summer Courses website (<https://www.ucm.es/cursosdeverano/matricula>).

### **Requirements**

1.- In order to be eligible for the scholarship it is essential that you pay 20€ as pre-registration fee. When and if you are communicated that you have been granted the scholarship, you will need to pay off the remaining amount of the activity.

The payment must be paid within 5 calendar days; otherwise, the registration will not be considered as valid.

All applications that have not been accompanied by a copy of the proof of payment of the course fee, scanned (to [cursvera@ucm.es](mailto:cursvera@ucm.es)) or by fax (913946433) will be rejected.

Renunciation of the scholarship must be communicated at least 15 days previously to the start of the course, by postal service, e-mail or fax, to the Secretary's Office for Students of the Complutense Summer Courses. Otherwise, the Fundación General will only refund 25% of the registration fee. If the course has begun and no refund has been requested, no amount will be refunded.

2.- You will need to upload your curriculum vitae to the registration website. This is essential in order to apply for a scholarship. If your resume is not attached, it will be discarded for the selection process.

3.- If you are eligible for a discount on tuition fees, you will need to attach the documents that prove that you are a student, unemployed, a retired person, a person with a disability or staff of the Complutense University (student card reflecting academic year, unemployment card, etc.) to the on-line portal.

4.- If the scholarship is not granted, the full amount of the pre-enrolment fee will be refunded.

5.- If the scholarship is granted and the student renounces to it, the 20€ of the pre-registration fee will not be refunded for the management expenses incurred in the process.

6.- Upon arrival at San Lorenzo de El Escorial, those who were granted the scholarship, must prove their identity by presenting their DNI, passport or NIE to the Secretary of Students of the Complutense Summer Courses.

### **LISTENERS IN SAN LORENZO DE EL ESCORIAL (ONLY FOR COURSES THAT LAST 5, 3 AND 2 DAYS) AND NOVITIATE-SAN BERNARDO (MADRID)**

Those who wish to register as listeners in courses or conferences will formalize their registration through the on-line registration portal through the Complutense Summer Courses website. And, in case there is spots available, the registration can be formalized at the Student Secretariats of both San Lorenzo de El Escorial and Noviciado-San Bernardo (Madrid) until the day said activity starts. You will need to reserve a spot by paying the 20€ as registration fee.

### **Requirements**

1.- To register on-line through the registration web portal  
<https://www.ucm.es/cursosdeverano/matricula>

In order to reserve a place, it is essential to pay 20€ fee of the pre-registration not later than the 31 of May (included). From that date on, if you wish to be registered in the course, you will need to pay the remaining amount within 2 calendar days without reserving a spot. This payment must be justified by presenting a photocopy of the bank receipt, scanned ([cursvera@ucm.es](mailto:cursvera@ucm.es)) or by fax (913946433). All applications that have not been accompanied by a copy of the proof of the payment of the course fee will be rejected.

3.- On the first day, when the academic activity starts, applicants will need to prove their identity by presenting their DNI, passport or NIE to the Student Secretariats of the Complutense Summer Courses.

4.- Renunciation to the reserved spot as listener must be communicated at least 15 days before the start of the course, by postal service, e-mail or fax, to the Secretary of Students of the Complutense Summer Courses. If not, the Fundación General will only refund 25% of the registration fee. If the course has begun and no refund has been requested, no amount will be refunded.

5.- The Conference has a single fee of 90€ which does not admit discounts.

Given the limited number of spots, the selection will be made on a first-come, first-served basis.

### **WORKSHOPS IN SAN LORENZO DE EL ESCORIAL**

For the workshops only the modality of workshop students will be admitted. This modality will have a unique tariff of 400€. The specific selection guideline for each workshop should be consulted on the website of the Complutense Summer Courses in the programming section. The deadline for applications is the 31 of May. This modality includes accommodation only and exclusively in shared double rooms, on a full board basis, and the course material. No change will be allowed in the conditions of the accommodation, which will be provided from the previous night to the start of your workshop until the day it ends at 14:00h .

## Requirements

1.- To register on-line through the registration web portal

<https://www.ucm.es/cursosdeverano/matricula>

2.- In order to be eligible to a workshop student spot, it is essential to pay the 20€ fee as a pre-enrolment fee. When the concession of the spots are communicated, it will be mandatory to pay the remaining amount to the workshop price within 5 calendar days, otherwise the registration will be considered invalid. All applications that have not been accompanied by a copy of the proof of payment of the workshop fee, scanned ([cursvera@ucm.es](mailto:cursvera@ucm.es)) or by fax (913946433) will be rejected. Renunciation to the workshop student place must be communicated at least 15 days before the beginning of the workshop, by post, e-mail or fax, to the Secretary of Students of the Complutense Summer Courses. If this is not the case, the Fundación General will only refund 25% of the registration fee. If the workshop has begun and no refund has been requested, no amount will be refunded.

3.- If a spot as a workshop student is not granted, the full amount of the pre-registration will be refunded.

4.- If you are granted the spot as a workshop student and you renounce to it, you will not be refunded the 20€ of the pre-registration fee for management costs incurred.

Upon arrival in San Lorenzo de El Escorial, workshop students must prove their identity by presenting their DNI, passport or NIE to the Secretary of Students of the Complutense Summer Courses.

## OBSERVATIONS

In those courses in which the director has requested it, students will have access to notes, contents and additional information through the UCM Virtual Campus.

Invoices for registration payments will not be issued once the financial year for the courses has closed.

Once the course, workshop or working day has begun, the amount will not be refunded if it was not requested in the corresponding deadlines and terms. In order to request a refund, you must go to [cursvera@ucm.es](mailto:cursvera@ucm.es) and fill in a return form/printed form that will be provided to you.

Courses with less than 20 students can be suspended if so is decided by the organisation of the Complutense Summer Courses; in this case, the full amount will be returned to the students.

**Note: The Complutense Summer Courses offer students with disabilities a 25% discount on all fees for the courses of 5, 3 and 2 days and workshops they organize within their program, provided that the students prove a disability equal to or greater than 33%.**