

INFORMATION PACK ADMINISTRATION AND FINANCE DEPARTMENT - UCP

STUDENT INFORMATION 2026/2027

GENERAL INFORMATION

Information and regulations for payment of tuition and taxes are published every year on the UCP Lisbon homepage:

<https://lisboa.ucp.pt/pt-pt/estudar-em-lisboapropinas/regras-de-pagamento>

Treasury Office (*Tesouraria*)

This office's responsibilities include payment processing, issuance of receipts and the update of related information on the student pages of the E-SCA portal.

Location:

Pope John Paul II University Library Building ground floor (*Edifício da Biblioteca Universitária João Paulo II*) - Lisbon

Contact information: tesouraria.sede@ucp.pt

Horário/Openig Hours

SETEMBRO/SEPTEMBER

	Seg/Mon	Ter/Tue	Qua/Wed	Qui/Thu	Sex/Fri
de 1 a 10 from 1 to 10	9h30 - 12h30 fechado/close	fechado/close 14h00 - 16h00	9h30 - 12h30 fechado/close	fechado/close 14h00 - 16h00	9h30 - 12h30 fechado/close
de 11 a 20* from 11 to 20*	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00
de 21 a 31 from 21 to 31	9h30 - 12h30 fechado/close	fechado/close 14h00 - 16h00	9h30 - 12h30 fechado/close	fechado/close 14h00 - 16h00	9h30 - 12h30 fechado/close

OUTUBRO a JUNHO / OCTOBER to JUNE

	Seg/Mon	Ter/Tue	Qua/Wed	Qui/Thu	Sex/Fri
de 1 a 10* from 1 to 10*	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00	9h30 - 12h30 14h00 - 16h00
de 11 a 31 from 11 to 31	9h30 - 12h30 fechado/close	fechado/close 14h00 - 16h00	9h30 - 12h30 fechado/close	fechado/close 14h00 - 16h00	9h30 - 12h30 fechado/close

Please read the following information carefully

UCP is in the process of transitioning its academic management system, which is being implemented in phases. The new system will cover all courses and campuses of the University, ensuring the integration and harmonization of academic procedures, as well as the assignment of a unique number to each student.

In this context, students who have previously attended UCP, including any of its campuses, will not be able to have outstanding amounts relating to previous courses. The existence of outstanding amounts may prevent or condition, in a future data migration, access to the student's reserved area in the new system. The University will continue to provide updated information on this process through its official channels.

1 – PAYMENT METHODS

a) - BANK TRANSFER | For International Students Only

Any bank transfer charges will be the student's responsibility. The final amount received by the University must be equal to the amount due.

If students choose this payment method, they must fill out a specific form (available at each School's Student Affairs Office) and send it to the Treasury Office. This form is not an authorization for direct payment. It simply makes a connection between a student and a bank transfer, since the student may not be the account holder.

If information details are incorrect, or if payments are made using different information from what was sent to the Treasury Office, the system will not validate the payments. The student must then provide documentary evidence that the payment was made.

Should a student need to change the account from where its bank transfers are made, s/he must communicate this to the Treasury Office a month in advance.

b) - “MULTIBANCO” (ATM)

To pay using this method, students must access “*E-Serviços ao Cidadão Académico*” (E-SCA) on the UCP Lisbon page, and follow these steps:

Go to: <https://sca.lisboa.ucp.pt/E-SCA/login.aspx>;

- i. Where it says “*Authentication E-SCA Plus*”, choose “students” and enter your **login** and **password** as provided to new students by the Students Affairs Office. In case of difficulty, you should ask for help from helpdesk@ucp.pt.
- ii. Select “Academic Regist” and “Treasury Situation” in the left menu.
- iii. At the top are available the unsettled movements and at the bottom the settled movements (invoices/receipts).

- iv. In "Payment method" they will be able to obtain the codes "UCP entity code – 20849" and "Reference code" – which varies and the amount due (tuition amount).
- v. With the information obtained in the previous step, students must go to an ATM, or use the homebanking, choose the option "*Pagamentos de Serviços*" ("Payments for Services") and enter the entity code, reference and amount.
- vi. Check if the data entered and the amount paid are correct (same as those published in your student area - E-SCA); if you detect that you have made a mistake, you must immediately notify treasury.sede@ucp.pt so that the situation can be resolved immediately.

c) – AT UCP's TREASURY OFFICE

At the treasury office you can pay with an international credit card or in cash but this method may involve some waiting time.

The annual table of tuitions and charges is available (in Portuguese) on the UCP Lisbon homepage and is updated annually.

d) - INVOICES / RECEIPTS

UCP invoices / receipts are issued by a certified program and automatically integrated into the E-invoice, on the finance portal, with the student's tax identification number. Invoices and receipts can be viewed on the E-Services for Academic Citizens (E-SCA) platform, following these steps:

Select "Academic Regist" and "Treasury Situation" in the left menu - settled movements (invoices/receipts).

Under no circumstances will receipts be sent by email or any other alternative means. If you have difficulty accessing the E-SCA system, please report the situation to helpdesk@ucp.pt. If, for reasons beyond UCP's control, it is not possible to download the receipts, they must be requested in person at the Treasury.

Students who do not have a Portuguese tax identification number at the time of enrolment, must inform the UCP Treasury as soon as they obtain it. Failure to update this requirement **until the 26th December** implies that the amounts paid in that calendar year are not considered for tax purposes.

4 - ENROLMENT and ANNUAL REGISTRATION | TUITION | ENROLMENT CANCELLATION | DEADLINES

Enrolment and first monthly fee: one unique payment to accept your admission to a program at UCP. This fee is not reimbursable under any circumstances, even if the student decides to withdraw before the beginning of classes.

Upon admission, students are required to pay the enrolment fee and the first month tuition, in one instalment.

Annual Registration Fee: to register for the 2nd and following years of the student's program.

Students who were awarded UCP scholarships must bear in mind that the scholarship only covers 60 ECTS each academic year. If a student decides to register for more than 60 ECTS the extra credits must be paid in full each semester.

The **deadlines** for these payments are published in the Treasury Office and respective websites. Fines will be applicable when payments are made after these deadlines (additional rate, known as "multa").

b) TUITION

Students may find information on their tuition bills on their E-SCA personal page.

Tuition is due in ten monthly instalments for each academic year, **September to June**.

c) PAYMENT DEADLINES

Tuition must be paid by the **10th of each month**.

Failure to meet the stipulated payment deadline will result in a late payment penalty, as outlined in point "d) - Late Payment."

In **September**, for the 2nd and following years, tuition may be paid between **10th and 20th September**.

Should the payment deadline fall on a weekend or bank holiday, the deadline moves to the next business day.

The payment deadline is the same whichever payment method is chosen.

d) LATE PAYMENT

- i. After the payment deadline, a monthly fine of 5% of the amount outstanding is applicable, in accordance with the document ("Rules, charges and tuition table for 2026/2027").
- ii. Equal fines of 5% will apply in addition for each month of late payment, until the full payment of the amount outstanding is made.

e) CONSEQUENCES OF FAILURE TO PAY

Failure to pay an outstanding debt **leads to the cancellation of the services provided by UCP to the student**, namely access to the library, use of the car parks, discounts in the

canteens and at the bookshop. Access to E-SCA will also be blocked, apart from to the (“Tuition Balance”).

Some other consequences are: certificates will not be issued (including those for the completion of the Program), grades will not be published, enrolment in exams or any other assessment types are cancelled and the annual registration cannot be renewed.

f) TUITION CALCULATION

The amount indicated in the table of fees, fees and charges is the amount payable monthly per credit (ects), 5 months per semester.

Monthly Tuition = cost of 1 ECTS credit X nr. of ECTS credits in which the student is enrolled in the semester

In the Portuguese higher education system, 60 ECTS credits (30 ECTS per semester) equals one academic year.

Depending on each Program there is a maximum number of ECTS in which a student can enroll. On the other hand, 10 ECTS is the minimum required for enrolment and mandatory payment, for all Programs at UCP.

However, the number of ECTS credits may differ between semesters, with a maximum number of ECTS that the student can enroll in and a mandatory minimum payment corresponding to 10 ECTS.

Tuition fees are calculated according to the number of ECTS (each subject/curricular unit/module corresponds, in general, to 3 to 6 ECTS) to which the student is enrolled, and may be subject to adjustments resulting from changes that can enroll in the curricular units.

There will be situations in which the first monthly fee will be calculated based on 30 ects, due to incompatibility of tuition fees/enrollment dates at the u.c.

The credit costs’ amounts adjustment is not automatic. In early October and March students must inform the Treasury Office, by e-mail, on how they want the adjustment to be processed (adjustment to the following month tuition or reimbursement).

Some courses of the 2nd and 3rd cycles have fixed tuition, according to the tuition information table, approved for the academic year 2026/2027.

Any change to the inscriptions in u.c. carried out outside the annually established deadlines, is subject to penalties as provided in the Table of Fees, charges and Emoluments.

EXTERNAL STUDENTS

These are students who, although not regularly enrolled, come to attend curricular units at UCP for one or more semesters and intend to have evaluation and obtain credits (ECTS).

External students are charged the registration fee corresponding to the course and monthly fees based on the number of ECTS they enrol in (value of 1 credit (ECTS) x number of ECTS of the curricular units they enrol in). These students are not covered by the obligation to pay a minimum of 10 ECTS (5 months per semester).

The UCP organization model does not include the communication of payment amounts through any means other than E-SCA.

g) ENROLMENT / ANNUAL REGISTRATION CANCELLATION

If a student who has enrolled/registered in a Program intends to cancel it and leave the University, s/he should inform the Academic Services immediately, by filling in a request on E-SCA (student portal).

If the request is filed by the 10th of each of the first four months of the semester, tuition for that month is no longer due. However, if the request to cancel enrolment is made after **December 10th** in the 1st semester or **May 10th** in the 2nd semester, **full payment for the semester is due (five months)**.

Without a request for the enrolment cancellation, tuition will continue to be owed, which means tuition and late payment fines will accumulate and this will lead to subsequent collection procedures.

A student who cancels enrolment is no longer classified as a student. Should s/he later wish to return to UCP, s/he will have to file a request and pay a return fee, that is higher than the usual enrolment registration fee.

ATTENTION

For information on payment situations (tuition balance), payment deadlines, MB entity codes and references, students should check their personal student page periodically on E-SCA <https://sca.lisboa.ucp.pt/e-sca/esca.aspx>

Treasury doesn't send or disclose payment references under any circumstances, either by e-mail or telephone.

If you do not find there the information you need, please contact UCP's Treasury Office, tesouraria.sede@ucp.pt so that they may assist you.