

CESAP - TUITION AND FEES DIRECTIVE

The COOPERATIVA DE ENSINO SUPERIOR ARTÍSTICO DO PORTO, hereby referred to as CESAP, is the founding institution of the ESCOLA SUPERIOR ARTÍSTICA DO PORTO hereafter referred to as School, which provides higher education under the provisions of the Higher Education Institutions Legal Regime, approved by the Law No. 62/2007 of 10 of September and other applicable legislation. Within its field of competence, the Board of Directors of CESAP, in the meeting dated from the 18th of July 2017, approved the following Directive on tuition and fees for the courses taught at its School, which also includes the tables of tuition and fees.

Article 1 Enrolment and Registration Fees

1. For the enrolment is due an enrolment fee.
2. In each of the academic years of the courses is due a registration fee.
3. The first registration is made simultaneously with the enrolment.
4. The enrolment and first-time registration are only effective after the school's board approval and confirmation of the respective payment.
5. Each year's enrolment is always dependent to the precedence, equivalence, and prescription regime in force at the school.
6. In addition to the fees referred on the previous numbers, fees are also due for the various administrative and academic acts carried out at the school and which are stated in the school fees tables.

Article 2 Tuition Fees

1. Students must pay a tuition fee for each of the Curricular Units, hereinafter referred to as CUs, in which they enrol.
2. The tuition fee referred in the previous number is unique and is due upon registration.
 - 2.1 The students may choose to pay the tuition fee as follows:
 - 2.1.1. Yearly: the tuition fee may be paid in one go at the enrolment, benefiting from a 5% discount;
 - 2.1.2 Semi-annual: the tuition fee may be paid in 2 instalments, in October and in March, benefiting from a 2.5% discount;
 - 2.1.3 Monthly: the tuition fee may be paid in 10 monthly instalments from October to July for the 1st year students, or in 11 monthly instalments from September to July for the students attending the 2nd and next academic years.
 - 2.2 The tuition fee for attending a semi-annual CU can be paid in one instalment at the enrolment with a 5% discount, or in March for the second semester CUs with a 2.5% discount. It can also be paid in 5 monthly instalments from October to February for the first semester and from March to July for the second semester.

3. When the payment is made by instalments, the CESAP reserves the right to demand the student or his legal representative, if he is a minor, to provide a guarantee of payment, either by delivering post-dated checks or by any other legally admissible method.

Article 3

Tuition Fee payment term

1. The monthly tuition fee must be paid by the 4th day of the respective month or in the first following working day.
2. For the 1st year students of all courses the 1st instalment must be paid only in October when the enrolment takes place in that month.

Article 4

Failure to pay and arrears

1. The failure to pay one of the tuition fees results in the immediate payment of the remaining fees, without prejudice of other penalties provided within this Directive, in the applicable legislation, in the school statutes, in the internal regulations in force and in other decisions of the proper entities of either CESAP or its School.
2. Late payment of the due fees implies the payment of surcharges according to the fees table.
3. Failure to comply with the obligations and payment terms established in this directive, including arrears of more than two months regarding the tuition fees payment term, will prevent the student from attending classes or other teaching activities, taking assessment tests, taking final examinations, and performing any act of attendance or enrolment.
 - 3.1 While the student is in debt, no certificates or diplomas may be issued, except for certificates related to the student's academic status and upon request by official entities that need them.
 - 3.2 All absences from classes and other activities in which the student is required to attend during this period will not be withdrawal in the sequence of the tuition fee payment.
4. The extension of the payment failure beyond the two months period will also result in the enrolment or registration cancellation, as applicable.

Article 5

Enrolment or registration cancellation

1. The enrolment or registration cancellation will be preceded by a written notification to the student or to the student's legal representative, if the student is a minor, and will only be carried out after the student has been previously warned that he or she is in default, and after a period of no less than 10 days has been set for him or her to regularize the situation, and after the student has been expressly warned that the payment failure within the granted period will lead to him or her enrolment or registration cancellation.
2. Except for the stated in the number 3 of article 6, the cancellation does not imply the refunding of the paid fees, nor, in case of payment done in instalments, it exempts the student from paying the instalments due until the end of the respective academic year.
3. The student may cancel his or her enrolment through a request addressed to the Direction Board of the respective school, made on a proper form and within a maximum

of 15 days after the beginning of the academic year. This situation entitles the student to a refund of 80% of the tuition fee already paid.

3.1 If the request for cancellation of the enrolment is made after the first enrolment, the student is considered as never having been enrolled.

4. The student may cancel his or her enrolment through a request addressed to the Direction Board of the respective school, using the appropriate form.

4.1. The cancellation of the enrolment in past CUs is only possible when made at the same time as the cancellation of the enrolment for the curricular year in which the student is enrolled.

4.2. The cancellation of the enrolment will only be considered valid if it is done within 60 days of the beginning of the academic year.

4.3 The enrolment cancellation, as well as the simple school absence, does not imply the paid fees refund, nor, in case of payment done in instalments, it exempts the student from paying the instalments due until the end of the respective academic year.

Article 6

Enrolment or Registration Renewal

1. The enrolment and registration renewal imply a new payment of the respective fees.

2. If a student interrupts for one academic year or more the frequency of the course in which he or she is enrolled, he or she will lose the student status, being able to reacquire it only through a re-entry and a new enrolment, as well as the respective registration.

2.1. The previous number will not apply if the interruption is due to compulsory military service or any other motif that occurs independently of the student's will and that legally confers the right to suspend the enrolment.

3. The registration renewal is done under the student's responsibility and does not exempt him/her from requesting the performance of evaluation tests and final exams within the established deadlines.

Article 7

CESAP Membership

1. Upon enrolment, the student acquires the right to propose himself as a CESAP member, subscribing three shares of the Cooperative Capital and paying the established fees, obliging himself to comply with the respective statutes, regulations in force and other social deliberations.

Article 8

Final Provisions

1. The present Directive may be modified by deliberation of the proper bodies of CESAP or its School, as applicable, and the student is obliged to accept the changes, which will automatically replace the altered clauses in the Directive.

2. The student status implies subjection to the disciplinary power of CESAP and its schools, as applicable, to be exercised in accordance with the approved regulations or by resolution of the respective bodies, as well as imposes compliance with the applicable legislation, the statutes of CESAP and its school, the approved regulations, and other resolutions of the respective bodies.

3. The tables of tuition and fees will be revised annually, and the changes will be considered an integral part of this Directive.
4. If the student does not meet the legal requirements for admission, as well as the other conditions imposed by the school's Statutes and by the existing regulations and is enrolled based on false statements made by the student, the respective enrolment will be cancelled, without right to a refund of the fees already paid.
5. The student obliges to accept the academic calendar and schedule set by the school.

Porto, July 27, 2017
On behalf of CESAP's Board of Directors
M. F. Costa e Silva
(President)