



**Universidade do Minho**  
Management Council

**Deliberation**  
**M. Council no. 12/2017**

In accordance with the provisions set forth under the Tuition Fees Regulation, the value of the tuition fee shall be established on an annual basis by the General Council, following the proposal of the Rector, after having heard the Academic Senate, according to the provisions established by the University of Minho Statutes.

The payment of the tuition fee shall be carried out within the provisions set forth under Rector's order, published annually, establishing the value of the tuition to be paid by degree, as well as the number of instalments and the deadline for said payment. The academic calendar defining the beginning and end of each school year, according to cycle of studies, shall also be defined according to Rector's order to be published on an annual basis.

Students who fail to make the payment of the tuition fee within the established deadline shall have to pay the amount in debt, plus interest, following the established legal terms, according with the provisions set forth under article 29, line b) of Law no. 37/2003, of the 22nd of August.

This resolution includes an attachment defining the methodology for calculating the applicable interest to debts regarding tuition fees.

University of Minho, 04 May 2017

The President of the Management Council

António M. Cunha

## **Method of calculation for the applicable interest to debts involving tuition fees**

### **Article 1**

#### **Late and non-payment of the tuition fee**

1. Definition of payment deadline
  - a) It shall be considered that the student is late for payment as of the date of closure of the academic year, according to the school's calendar, to be published annually following the Rector's order, in accordance with the academic year and cycle of studies concerning the said tuition fee.
  - b) Whenever the term time is not defined in the school calendar, for the study cycle and academic year concerning the said tuition fee, it shall be considered that the student is late on payment after 12 months as of the respective act of enrollment.
2. Definition on noncompliance
  - a) Noncompliance of payment of the tuition fees shall be considered when the full payment of the tuition is not completed until the deadline, as set forth according to no. 1 of this present article.

### **Article 2**

#### **Consequences of late and non-payment of the tuition fee**

1. Students who fail to pay the tuition fees upon the designated deadlines shall have to pay the sum in debt plus interest, according to the legal provisions set forth under article 29, line b) of Law no. 37/2003, of the 22<sup>nd</sup> of August.
2. These students shall only be allowed to enroll in a new academic year, of the same or different study cycle, when they have duly settled their obligations, relative to previous years.
3. According to the provisions set forth under article 29 of Law no 37/2003, of the 22<sup>nd</sup> of August, non-payment of the tuition fee shall determine:
  - a) The invalidity of all curricular acts practiced during the academic year where the noncompliance of payment of the tuition fee was reported.
  - b) Inability to enroll in any study cycle of the University of Minho until the full payment of the corresponding debt.

### **Article 3**

#### **Enforced recovery**

1. The tuition fee shall take the legal nature of interest, according to the provisions set forth under article 4 no. 2 of the General Tax Law (GTL), being the collecting process of the said fee regulated within the scope of the Code for Tax Processes and Procedures.
2. The student shall be responsible for updating his/her contacts with the Academic Services.
3. Failure to pay the tuition fees in debt shall give UMinho the right to require enforced recovery with the Tax and Customs Authority, through the process of tax execution as laid down on the Code for Tax Processes and Procedures.
4. For the purpose of the previous paragraph, UMinho shall issue the respective debt certificate, with the amount in debt and corresponding taxes, thus remitting it to the Tax Office of the debtor's residence.

### **Article 4**

#### **Payment Schedule for Debts involving Tuition Fees**

1. The Management Council authorized the possibility of payment of debts regarding tuition fees according to monthly instalments, when requested by the student, as set forth within the minutes of the meeting of said body of the 25<sup>th</sup> of January and the 25<sup>th</sup> of February 2016.
2. For the purposes of payment of interest, the deadline shall be suspended upon the date of the request for monthly payments, as long as the payment schedule is fully met by the student.
3. In the event of noncompliance of the approved monthly payment schedule, the taxes shall be calculated until the date of full and effective payment, without suspending its calculation, after acceptance of the corresponding payment plan.

## Article 5

### Interest calculation and application

1. According to article 44, no. 1 and 2 of the GTL (General Tax Law), the interest on arrears for late payment shall be calculated as of the day following the deadline of payment until full and effective payment of the value in debt, as stipulated by law.
2. The calculation of interest shall be initiated according to the provisions established under article 1.
3. Calculation of interest for late payment shall be applied until the date of full and effective payment. However, according to the provisions set forth under article 4, if the student is granted the possibility to pay outstanding tuition fees according to monthly instalments, following his/her request, and should its complete effect be verified, the interests shall be calculated until the date of said request for monthly payment.
4. Should the request for monthly payment be rejected, or in the event of noncompliance with the approved payment schedule, the interest shall be calculated until the date of effective payment; any request for monthly payment will not suspend its counting.
5. The rate of interest on arrears shall be defined according to the general law established for debts to the State and other public entities, within the scope of article 44 no. 2 of the GTL.
6. The sum for payment of interest on arrears shall be calculated as shown below:

$$Interest_t = \text{Value of tuition fee in debt} \times \left( \text{rate of interest}_t \frac{\text{no. of days in debt}}{\text{no. of days of the year}} \right)$$

Where t stands for the year when the interest is being calculated.

7. If the debt extends for more than one year, the total sum of interest shall correspond to the sum of interest for each year.