

SERVICE ORDER No. 05/2018

Instituto Superior de Gestão

Charges 2018/2019 - 1st Cycle

International Students

	Euros
	Within the time limits stipulated
Admission Application (1st year)	513,00 €
Matriculation for 1st time admission students	179,00 €
Enrolment in Academic Year	300,00 €
Academic Insurance	42,00 €
Enrolment for Supplementary Exam per Curricular Unit (*)	52,00 €
Enrolment for Improvement Exam per Curricular Unit (*)	81,00 €
Enrolment for Special Exam Period per Curricular Unit (*)	81,00 €
<b>Review of Written Examination</b>	
Administrative charges	42,00 €
Guarantee (refundable)	93,00 €
<b>Subject Transcript</b>	
By Curricular Unit	19,00 €
<b>Matriculation Certificates / Declarations</b>	
Course Certificate (duplicate or intermediate)	11,00 €
Course Certificate (first application)	68,00 €
Course Diploma	250,00 €
Course Diploma + Course Certificate	400,00 €
Supplement Diploma (original / duplicate)	125,00 €
Surcharge for late monthly payment after the 8th day of the month of payment	5% of the amount in arrears
Surcharge for late monthly payment after the 15th day of the month of payment	10% of the amount in arrears

(\*) Grading system is a continuous assessment system and there is no charge for this. However, there are 3 additional examination formats which have an additional charge.

If cheques are returned due to lack of coverage, the respective surcharges apply.

Annual fees are divided in installments to facilitate payment, but full payment at the beginning of the academic year can also be made.

To transfer to the following academic year students should enroll in that year, 7 working days after grades are officially posted.

# If students wish to enroll in one of the Special Examinations, they can do this up to 24 hours before the Exam. However, the charge will be subject to a surcharge of 50%. There is a 100% surcharge for enrolment after the examination date.

Lisbon, 15th February, 2018

Board of Directors

