

ENSINUS - Estudos Superiores, SA
ISG - Instituto Superior de Gestão

International Students
Charges 2019/2020 - 1st Cycle
Normative Circular N.003/2019

BOARD OF DIRECTORS

	Euros
	Within the time limits stipulated
Admission Application (1st year)	515,00 €
Re-entry application	90,00 €
External Student Registration Fee (according to subparagraph a) of point 4 of article 46-A of Decree Law n.74/2006)	155,00 €
External Student Renewal Fee	316,00 €
Matriculation for 1st time admission students	205,00 €
Enrolment in Academic Year	316,00 €
Academic Insurance	42,00 €
Enrolment for Supplementary Exam per Curricular Unit (*)	53,00 €
Enrolment for Improvement Exam per Curricular Unit (*)	82,00 €
Enrolment for Special Exam Period per Curricular Unit (*)	82,00 €
Review of Written Examination	
Administrative charges	43,00 €
Guarantee (refundable)	95,00 €
Subject Transcript	
By Curricular Unit	20,00 €
Matriculation Certificates / Declarations	
Course Certificate (duplicate or intermediate)	70,00 €
Course Certificate (first application)	250,00 €
Course Diploma	250,00 €
Course Diploma + Course Certificate	400,00 €
Supplement Diploma (original / duplicate)	160,00 €
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 examination 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 enrol in that year, 7 working days after grades are officially posted.

If students wish to enrol 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, 18th March, 2019

The Board of Directors

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Luís António
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