

**REGULATION ON APPLICATION AND AWARDING OF A GRANT TO CONTINUE
STUDIES AFTER THE DEATH OF THE FINANCIAL GUARDIAN
AT THE UNIVERSIDAD EUROPEA OF
ANDALUCÍA**

INTRODUCTION

This Regulation aims to assist students who are enrolled in a Bachelor's Degree or Advanced Career and Technical Education at the Universidad Europea de Andalucía and whose financial guardian named on the student's enrollment has passed away, so that they can continue with and complete their studies, provided they meet the express conditions set out herein. For said purpose, this Regulation establishes the academic and administrative requirements to apply for grants to continue studies at the Universidad Europea de Andalucía after the death of the student's financial guardian, as well as the procedures for selecting beneficiaries.

I. GRANT TO CONTINUE STUDIES AFTER THE DEATH OF THE FINANCIAL GUARDIAN

Article 1. Purpose of the grant

The grant to continue studies after the death of a financial guardian aims to enable students who meet the requirements set out herein to continue with their studies at the Universidad Europea de Andalucía by covering all of the academic costs arising from the place reservation fee and tuition for the credits in which they are enrolled.

Students who meet all of the requirements established herein and who are applying for this type of assistance for the first time will automatically receive the grant. The grant awarded will cover all of the academic costs from the time of the application for the current or subsequent academic year, depending on whether the application is received before or after March 1, respectively.

After the grant has been awarded once, the student must apply for its renewal for each academic year, within the deadlines established herein. The renewal of the grant will be approved or denied by the Universidad Europea de Andalucía Scholarship Committee based on the academic and economic requirements specified in this Regulation.

Article 2. Applicants

1. All students included in the following situations can apply for a grant from the Universidad Europea de Andalucía after the death of a financial guardian:

a) First-time applicants:

- Students who are enrolled in a Bachelor's degree program or Advanced Career and Technical Education at the Universidad Europea de Andalucía and whose financial guardian listed on their enrollment has passed away.

b) Universidad Europea de Andalucía grant renewal applicants:

- Students who received the grant to continue studies after the death of a financial guardian in a prior academic year.

2. Applicants must comply with the requirements and procedures set forth in this Regulation.

Article 3. Call and application deadline

a) First-time applicants:

- Applicants can find the application forms and this Regulation on the University website and the Student Portal.
- The application can be submitted at any time during the academic year, after the death of the student's financial guardian.
- The application must be accompanied by a photocopy of the Death Certificate of the student's financial guardian. Applications submitted without this document will not be accepted.
- The application must be submitted to the Universidad Europea de Andalucía Student Services Office.

b) Universidad Europea de Andalucía grant renewal applicants:

- Each year the University will publish the information on applying for scholarships and grants for each academic year before June. The announcement will be public and published on the Universidad Europea de Andalucía website. Additionally, potential applicants will be informed by Student Services.
- Applicants can find the application forms and this Regulation on the University website and the Student Portal.
- The application period will open on June 15 (or, as applicable, on the next business day) and will end July 14 (or, as applicable, on the next business day).
- If the student is applying for a renewal of the grant for the first time, the application must be accompanied by the **income tax return of each member of their household**. Applications missing any required data or documentation, or submitted outside the application period, shall not be accepted.

Article 4. Academic and personal requirements

Applicants for the grant to continue their studies after the death of their financial guardian must meet the requirements set out herein.

a) First-time applicants:

Students who meet the following requirements may apply for the grant:

- Being enrolled in an official Bachelor's degree program or Advanced Career and Technical Education program at the Universidad Europea de Andalucía at the time of their financial guardian's death.
- Students must be under 30 years old at the time their financial guardian dies.
- Age of the financial guardian: up to 70 years old at time of death.

b) Universidad Europea de Andalucía grant renewal applicants:

The Scholarship Committee will assess the academic performance of each applicant according to their transcript. Therefore, beneficiaries of the grant who wish to renew it for the next academic year must meet the following requirements:

- They must have passed all of the courses they were enrolled in during the previous year.
- They must have taken a minimum of 30 ECTS credits during the previous academic year.
- For students who applied for the grant for the first time before March 1 of the previous academic year, the Scholarship Committee will request an academic performance report from the corresponding Academic Advisor, which they will take into consideration when making their decision.

Article 5. Financial requirements

The grant referred to in this Regulation may not be awarded to renewal applicants with an annual family income of over €100,000.

To calculate family income and assets for the grant, the parents and/or legal guardian as well as the student themselves will be considered to be the main providers for the family.

For the purpose of scholarships and grants, family income will be obtained by adding the income of each eligible family member with income of any kind, calculated as indicated in the paragraphs below and pursuant to Personal Income Tax regulations. Negative income from years prior to the year in question will not be included.

The income of eligible members who have filed a Personal Income Tax return or refund application will be established as follows:

1. General income and savings income for the tax period will be added.
2. The total tax payable will be deducted from this figure.

The Committee may request additional documentation, such as an asset return, to justify the

level of income of the family unit, or any other documentation required to accredit sufficient financial means to make payments not covered by the grant.

Article 6. Administrative requirements

1. All applicants must fill in all of the information requested on the grant application form: personal, family and financial data and comments.
2. First-time grant applicants must provide a photocopy of the Death Certificate of the financial guardian.
3. Grant renewal applicants must submit a photocopy that has been stamped by a Tax Agency Office, or certified by any public body or notary public, of the income and asset joint or individual tax return of their father/mother or people the student depends on financially. Certification will not be necessary if the tax return or returns were submitted electronically and include a digital verification code.
4. Grant renewal applicants must enroll in all courses before July 31, or the next business day. If the student does not complete these formalities within this period, they automatically waive the grant application/award.
5. Grants to continue studies after the death of a financial guardian awarded by Universidad Europea de Andalucía are incompatible with any other scholarship or grant from the University or other entities, unless expressly indicated otherwise by the University or the entity.
6. The grant to continue studies after the death of a financial guardian may only be applied to the degree program in which the student was enrolled at the time of death. Changing degree programs within the university will result in the automatic loss of the students' right to the grant.

Article 7. Award of grants

a) First-time applicants:

Students who meet all of the requirements established herein and who are applying for this type of assistance for the first time will automatically receive the grant.

b) Universidad Europea de Andalucía grant renewal applicants:

1. The Universidad Europea de Andalucía Scholarship Committee is the body in charge of reviewing and assessing all renewal applications for grants to continue studies after the death of a financial guardian that are submitted in accordance with the provisions set out herein.

2. The Committee will make a decision regarding the applications submitted and will determine the definitive list of Universidad Europea de Andalucía grant recipients for the coming academic year, taking into consideration the student's academic performance and their family's income and assets. Furthermore, the Committee will take the remaining budgetary funds available into consideration at its meetings, and may set a cutoff grade depending on the number of applications submitted.
1. When making their decision, the Committee will verify compliance with the requirements set out herein, and will make one of the following decisions for each applicant:
 - a. Grant the assistance: the first time this grant is awarded to an applicant or to a renewal applicant, defining the amount awarded.
 - b. Refuse the grant: refusing a grant due to noncompliance with any of the requirements set forth in this Regulation.
 - c. Renew the grant, maintaining the same financial conditions.
2. Committee decisions are final.

Article 8. Grant amount

a) First-time applicants:

The grant will cover:

- The entirety of tuition for the credits in which the student is enrolled and has yet to pay for at the time the application is submitted, provided the application is submitted before March 1.
- The entirety of tuition for the credits in which the student is enrolled and has yet to pay for at the time the application is submitted and all academic costs (place reservation fee and tuition) for the academic year following the year of application, provided the application is submitted after March 1.

b) Universidad Europea de Andalucía grant renewal applicants:

The grant will cover all academic costs (place reservation fee and tuition for credits the student is enrolled in) for the academic year for which renewal is requested.

Article 9. Duration of the grant

All grants awarded or renewed with or without a modification to the grant amount are provided exclusively for the upcoming academic year. The renewal of any type of grant must be requested for each academic year and is available provided the student enrolls in the required credits.

Additional Provisions. Entry into force and Tax withholding

1. This regulation will come into force during the 2025/2026 academic year.
2. A withholding of between 2% and 24.75% will be applied to the grant to continue studies after the death of a financial guardian, depending on the amount of the grant and the beneficiary's tax residence. The withholding leads to a reduction in the net amount received.