

**REQUEST FOR THE REFUND OF THE PUBLIC PRICES
Academic Year**

POSGRADUATE SCHOOL

IMPORTANT:

1. The information will be recorded by computer and in capital letters. The handwriting application forms, with emendations and/or crossing-out will not be accepted.
2. If you are beneficiary of Beca MEC and you have already paid the enrolment, it is not necessary to fill this form. The refund is made directly without request.

PERSONAL DATA

DNI/Passport/NIE	Surnames	Name
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NOTIFICATIONS

E-mail:
The email address indicated must be the same included at the applicant file. If not, attach at the application form a copy for both sides of the DNI/Passport/NIE. Besides, at the email that you send the application form, indicate in an explicit form that you want to change the email address at your file.

STUDIES CONDUCTED

Own Studies	Code
Master's Degree	Code
Doctorate	Code

REASON FOR REQUESTING THE REFUND

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REQUESTING FOR A REFUND

Pre-admission in Own Studies Academic Services (enrollment fee) Academic certificate Issuance of Title Other
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DOCUMENTATION ATTACHED TO THE APPLICATION

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BANK DETAILS⁽¹⁾

Account Holder	
Financial Institution	
Branch (street address, city & country)	
IBAN:	
SWIFT Number:	

SUBMISSION OF THE APPLICATION FORM BY EMAIL TO:

secalum.postgrado@uah.es It has to be attached the Solicitud Orden Mandato SEPA / SEPA Direct Debit Mandate, that is in Mi Portal.

(1)- The student must appear as holder of the account.

Do not forget to sign this application form.

Place, date & signature of the interested person

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INFORMATION FOR PERSONAL DATA PROTECTION

The personal data collected will be processed by the UAH with the aim of managing the academic records of their students and give them access to the derived university services, as well as for statistical purposes. The legal basis for the processing of your personal data lies on the execution of their pre-registration and/or registration and on the legal obligation of the University in educational matters. These data will not be disclosed or transferred to third parties except when legally authorized and will be held only for as long as it is necessary for the implementation of the tasks described and for the compliance of legal obligations. The entity responsible for the data processing is the General Secretary of the University of Alcalá, before whom you can exercise your rights by sending a letter addressed to the Data Protection Officer (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or sending an email (protecciondedatos@uah.es), attaching a copy of the DNI or equivalent. In case of conflict, you will be able to ask for redress before the Spanish Agency for Data Protection. For more detailed information you can consult the [University's Privacy Policy](#)