

TERMS AND CONDITIONS OF THE EDUCATIONAL SERVICE OF UNIVERSIDAD CÉSAR VALLEJO

SEMESTER 2025-II

Universidad César Vallejo, hereinafter "UCV", provides its academic services for Undergraduate, ALFA, SUBE, Graduate, and Second Specialty programs, in their various modalities, under the following terms and conditions:

UCV offers higher university education services in accordance with the license granted by SUNEDU, as detailed on the institutional website <https://www.ucv.edu.pe/>, where comprehensive information is available regarding the offered programs and degrees, established vacancies, admission guidelines, student handbook, and internal regulations.

Upon enrollment in the admission process, applicants may choose up to two programs or degrees, as applicable. UCV reserves the right to assign shifts and classrooms across its campuses based on availability. Failure or interruption of the enrollment process by the applicant will result in the loss of the obtained spot.

In the case of Undergraduate programs, registering a legal representative allows UCV to carry out academic support programs to enhance students' educational progress. The legal representative will receive academic, financial, and other relevant information. For underage students, this registration is mandatory; for adults, it is optional. Adult students may exercise their right to consent or object to the processing of their legal representative's data via the TRILCE system (Personal Data option), where they may edit relevant information.

For all programs, UCV promotes registering an emergency contact person for the sole purpose of notifying them in case of any incident on campus. Providing this information is optional.

The opening of classes by shift, program, or degree is subject to a minimum enrollment: 40 students for Undergraduate, SUBE, Graduate (Type B master's), and Second Specialty, and 30 students for Graduate (Type A master's and doctorates).

To complete enrollment, students must pay the admission fee, enrollment fee, and the first tuition installment. Tuition may be paid in full in one payment with an early payment discount established before the semester begins. Alternatively, it can be paid in installments: 5 payments for Undergraduate, SUBE, Graduate (doctorates), and Second Specialty, or 6 payments for Graduate (master's). This installment plan is outlined in the payment schedule. Failure to make payments on time will incur interest charges in accordance with current regulations. Admission or ALFA program fees (for Undergraduate and SUBE), and enrollment fees, are administrative and non-refundable.

Applicants must submit all documents required by the Admission Regulations, which are detailed on the Transparency portal: <https://www.ucv.edu.pe/transparencia> (section: MV2 ADMISSION REGULATIONS AND CALENDAR). Submitting falsified documents will result in legal sanctions, expulsion, and cancellation of registration without refund.

Applicants and their legal guardians (if applicable) are informed that accessing UCV's educational services involves additional administrative fees, including:

- **S/ 100.00** for Enrollment Reservation (TUPA code 31) and Course at Another Campus (TUPA code 49).
- **S/ 50.00** for Curriculum Experience Disqualification (TUPA code 34), Internal Transfer (TUPA code 48), Modality Change (TUPA code 50), and Campus Change (TUPA code 51).
- **S/ 20.00** for Scale Assignment (TUPA code 53).
- **S/ 10.00** for Payment Refund (TUPA code 109) and Payment Cancellation (TUPA code 228).

All services and fees are detailed in the current TUPA (Single Text of Administrative Procedures), available on the Transparency portal <https://www.ucv.edu.pe/transparencia> (section: MV10 SERVICE FEES). Fees may vary.

Tuition and service fees are subject to changes and updates as determined by UCV, with prior notice in accordance with current laws. Bank fees are not included. The accident insurance is per semester and optional. Students with outstanding debts at the end of the semester may be denied enrollment in the next term or issuance of official documents until payment is made.

UCV may grant benefits such as service discounts, installment plans, or other advantages. The conditions of such benefits—including amount, method, frequency, and period—will follow the Scholarship and Tuition Scale Regulations and related resolutions. Promotional discounts are temporary, typically for 1 or 2 semesters, unless otherwise specified, and are published at <https://www.ucv.edu.pe/transparencia> (section: MV10 SERVICE FEES).

Official communication regarding these benefits will be through the Transparency portal, the TRILCE platform, and the institutional email. Any information outside these channels is for reference only and not binding.

For SUBE programs, work experience validation is reviewed by a Personal Interview Committee, after submitting required documents and a resume, according to applicant profile and admission topics.

Curricula require students to have complementary computer skills (Undergraduate and SUBE) or English (Graduate). These may be acquired at UCV's CIS (Computer Center) or CID (Language Center), or other certified institutions, subject to a proficiency test for recognition. International certifications depend on campus availability.

For more information, consult the Student Guide available at: <https://www.ucv.edu.pe/transparencia> (section: MV2 ADMISSION REGULATIONS AND CALENDAR)

By continuing the admission process and making payments, the applicant and legal guardian (if underage) confirm they have been informed and accept these terms and conditions. Hiring UCV's services involves administrative fees as detailed in TUPA. Copies of relevant documents will be sent to registered contact emails.

Applicants and their guardians may withdraw within 7 calendar days after the start of classes. The request must include a letter and ID copy and be submitted physically at campus or via the virtual platform: <https://www.ucv.edu.pe/mesa-partes-virtual>. Refunds will exclude non-refundable administrative fees (e.g., admission, ALFA, enrollment).

Official communication channels for applicants and guardians:

- Admissions offices at campus locations
- WhatsApp line: +51 2024342
- Main phone line: 01 2024342
- Email: contacto@ucv.edu.pe

In compliance with current regulations, UCV provides a Complaints Book on its website:

<https://www.ucv.edu.pe/>

Effective from April 2, 2025