



# PAYMENT CONDITIONS

METÀFORA CENTRE D' ESTUDIS

METÀFORA  
**arteterapia**

# Registration and place reservation

To enroll in Metàfora courses, applicants must complete the registration form and pay either the reservation fee or the total course fee. The reservation fee guarantees a place and will be deducted from the total tuition fee upon admission.

The reservation fee is non-refundable under any circumstances, except if the application is rejected by Metàfora. In such cases, the amount will be refunded as soon as possible.

For master's programs, applicants must pay €250 as a pre-admission fee. This amount:

- Will be deducted from the total tuition fee in the event of admission.
- Will only be refunded if the program is cancelled or the applicant is not admitted.
- Once admission to the master's program has been confirmed, the pre-registration fee will not be refundable under any circumstances.

## Payment of the full tuition fee

The full course fee must be paid no later than 15 days before the start date for short courses and 30 days before the start date for programs lasting more than four weeks.

If the reservation fee has already been paid, the student must pay the remaining balance within this period.

Failure to meet the payment deadline may result in the loss of the reserved place, which may then be offered to individuals on the waiting list.

Once the course has begun, no refunds will be issued under any circumstances, either partial or full.

## Payment of tuition fees in installments

Students enrolled in postgraduate or master's programs may opt to pay the tuition fee in installments, subject to the conditions and payment schedule established by Metàfora. Installments must be paid before the 5th day of each month.

- 3 installments: with a 5% surcharge on the deferred amount.
- 6 installments: with an 8% surcharge on the deferred amount.

## Postponements and course changes

- Students wishing to postpone their participation or transfer to another course must notify Metàfora in writing at least 6 weeks before the start date of the originally registered course.
- In the event of a postponement or course change:
- The amount paid will remain valid for up to 12 months from the start date of the original course.
- An additional fee of €50 for short courses and €250 for long-duration programs (more than four weeks) will apply, and this amount will be added to the outstanding balance.
- Requests to change courses are subject to availability of places and the admission requirements of the new course.
- No refunds will be issued in any case.

## Payment methods

Payments may be made by bank card or bank transfer.