



AMERICAN COLLEGE

2 & 3 Omirou Avenue, Eleftheria Square, P.O.Box 22425, 1521 Nicosia, Cyprus, Tel: +357 - 22 66 11 22, Fax: +357 - 22 66 54 58, E-mail: college@ac.ac.cy Website: www.ac.ac.cy

ADMISSION AND FINANCIAL PROCEDURES 2010-2011

For Western European Union Applicants

STEP 1 - APPLICATION FOR ADMISSION

Applicants wishing to apply for admission should send the following to the Office of Admissions (**the fourth (4th) requirement applies only for MBA applicants**):

1. Completed **Application Form**.
2. **Application Fee of € 65**(non-refundable).
3. Attested photocopies of the **Senior High School Graduation Certificate(s) and Mark Sheet(s)**. If the photocopies of the School Certificate(s) and Mark Sheet(s) are issued in a language other than English or Greek then a translation in English must be attached to the photocopies of the School Certificate(s) and Mark Sheet(s).
4. Attested photocopies of the **Bachelor Degree Certificate(s) and Mark Sheet(s)**. If the photocopies of the Bachelor Degree Certificate(s) and Mark Sheet(s) are issued in a language other than English or Greek then a translation in English must be attached to the attested photocopies of the Bachelor Degree Certificate(s) and Mark Sheet(s).
5. **Attested photocopies of other Academic Qualifications** (if available) e.g. any other examinations passed.
6. **Two Photographs** (passport size with the applicant's name written at the back).
7. **Photocopy of Passport**.

As soon as the Office of Admissions receives all the above and provided that the applicant satisfies the admission entry requirements, the Office of Admissions will send a **Certificate of Admission** along with an **Acceptance of Admissions Offer form** to the applicant. All the above must be submitted to the Office of Admissions **at least one month** prior to the beginning of the semester/session.

STEP 2 - PAYMENT

The student should complete the **Acceptance of Admissions Offer form** and send it to the College. In addition, the student should forward a payment to the college after he/she receives the Certificate of Admission according to the following table:

Advance Payment for	Tuition Fees
	Euro
1 Semester Undergraduate Program	2.250
2 Semesters Undergraduate Program (30% discount on second semester amount applies)	3.825
1 Summer Semester Program	2025
1 Summer Semester FREE + 2 Semester Program (30% discount on third semester amount applies)	3.825
1 Semester MBA Program	2.400
2 Semesters MBA Program (5% discount on whole amount applies)	4.560
Complete MBA Program (6.5% discount on whole amount applies)	6.285

Payments to the college should be made in accordance with the guidelines in the *How to make a Payment* section shown overleaf. **Payments to the college can be made in Euros according to the table above.** If the actual amount received by the College is less than the particular amount, due to bank or other charges, final adjustment of fees will be done upon registration. For example a student who wants to pay for two semesters in advance for an undergraduate program must forward to the college a payment of a total of **€ 3.825** Note that a discount applies for advance payments for two or more semesters.

STEP 3 - ARRIVAL IN CYPRUS

Students who have made the necessary payments to Americanos College can then travel to Cyprus. European Union students who have been accepted at Americanos College and made all necessary payments to Americanos College do not need an entry visa to enter Cyprus.



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COLLEGE FEES AND ESTIMATES OF OTHER EXPENSES

COLLEGE FEES

	Euros	Euros
Tuition fees		
1 Semester (15 credits – equivalent to 5 courses) Undergraduate Programs		2.250
2 Semesters (30 credits – equivalent to 10 courses) Undergraduate Programs (30% discount on second semester amount applies)		3.825
1 Summer Semester Program		2.025
1 Summer Semester FREE + 2 Semester Program (30% discount on third semester amount applies)		3.825
1 Semester (15 credits – equivalent to 5 courses) MBA		2.400
2 Semesters (30 credits – equivalent to 10 courses) MBA– (5% discount on whole amount applies)		4.560
Complete MBA (42 credits – equivalent to 14 courses) – (6.5% discount on whole amount applies)		6.285
Other fees *		
Registration fee (per semester/session)	25	
Technology fee (per semester/session)	35	
Annual Medical Insurance fee (per calendar year)	170	
Student Activities fee	17	
Laboratory / Book fees (average of 2)	70	
Total of other fees		317

ESTIMATES OF OTHER EXPENSES

Accommodation in private apartments (for 8 months)	1.860
Food (for 8 months)	1.880
Books and Stationery (for 8 months)	345

* All other fees shown above, a total of Euros 317, are payable upon registration with the College. Students may be asked to pay one or more laboratory / book fees according to their program of study. The laboratory / book fee is Euros 35.

The above prices are subject to change without any prior notice.

REFUND POLICY

In case a student, for whatever reason, is unable to come to Cyprus and proceed with his / her studies then a 30% of total fees is retained by the College.

HOW TO MAKE A PAYMENT

There are four ways in which a student can make a payment to Americanos College:

- by swift transfer.** Students should transfer the amount to the following account:
Americanos College
IBAN: CY78 0060 0521 0000 0052 1339 0865
BIC: ETHNCY2N521
National Bank of Greece (Cyprus) Ltd – Eleftherias Sq. Branch
Omirou & Evagorou Avenue, P.O.Box 21330, 1506 Nicosia, Cyprus
Bank Telephone: +357-22674640
Bank Facsimile: +357-22670014
- by sending a bank draft in Euros**, drawn on a German (or any other country that has Euro as its currency) bank, payable to Americanos College to the address: Office of Admissions, Americanos College, P.O. Box 22425, 1521 Nicosia, Cyprus.
- by Western Union or Money Gram**, payable to the Director of International Office Mr. Tasos Anastasiou (ID No. 524713) (Tel: +357-22661122).
- in cash**, payable to Americanos College in person by someone on behalf of the student. Students are advised not to send cash through post or courier.

IMPORTANT DATES

	Fall Semester 2010	Spring Semester 2011	Summer Semester 2011
Application Deadline	3 August	3 December	29 May
Registration into courses commences	27 September	31 January	6 June
Commencement of classes	4 October	7 February	13 June

Students are advised to come to Cyprus at least 1-2 weeks before registration, in order to get acquainted with Cyprus and the College, as well as to make arrangements for their accommodation, etc.

For further information please contact:

Office of Admissions, Americanos College, P. O. Box 22425, 1521 Nicosia, Cyprus
Telephone: +357-22661122, Facsimile: +357-22664118
Email: admissions@ac.ac.cy

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