



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 2011-2012

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:

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

Postgraduate applicants

Additionally to the above, postgraduate applicants should send to the Office of Admissions the following:

7. Attested photocopies of the **Bachelor Degree Certificate and Mark Sheet**. If the photocopies of the Bachelor Degree Certificate and Mark Sheet 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 and Mark Sheet.
8. **Two references using the College reference form**. The references should be from people who can comment thoughtfully on the applicant's abilities. This may include current and/or former instructors, employers, and other associates.

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 (10% discount on amount paid in advance)	2.430
2 Semesters MBA Program (10% discount on amount paid in advance)	4.860
Complete MBA Program (10% discount on amount paid in advance)	7.290

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 The American College can then travel to Cyprus. European Union students who have been accepted at American College and made all necessary payments to The American 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 (30 ECTS credits – equivalent to 5 courses) Undergraduate Program		2.250
2 Semesters (60 ECTS credits – equivalent to 10 courses) Undergraduate Programs (30% disc. on 2 nd semester amount applies)		3.825
1 Semester Summer Program		2.025
1 Semester Summer FREE + 2 Semester Program (30% disc. on third semester amount applies)		3.825
1 Semester (30 ECTS credits – equivalent to 5 courses) MBA (10% disc. on whole amount applies)		2.430
2 Semesters (60 ECTS credits – equivalent to 10 courses) MBA– (10% disc. on whole amount applies)		4.860
Complete MBA (90 ECTS credits – equivalent to 15 courses) – (10% disc. on whole amount applies)		7.290
Other fees *		
Enrollment fee (per semester/session)	35	
Technology fee (per semester/session)	35	
Annual Medical Insurance fee (per calendar year) - optional	170	
Student Activities fee	20	
Laboratory / Book fees (average of 2)	70	
Total of other fees		330

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 330, 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 American College:

- by swift transfer.** Students should transfer the amount to the following account:
American College
IBAN: CY78 0060 0521 0000 0052 1339 0865
BIC: ETHNCY2N521
National Bank of Greece (Cyprus) Ltd – Eleftherias Sq. Branch
Omiron & 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 American College to the address:
Office of Admissions, The American 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 American 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 2011	Spring Semester 2012	Summer Semester 2012
Application Deadline	15 September	3 December	29 May
Registration into courses commences	3 October	6 February	11 June
Commencement of classes	10 October	13 February	18 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, American College, P. O. Box 22425, 1521 Nicosia, Cyprus
Telephone: +357-22661122, Facsimile: +357-22664118
Email: admissions@ac.ac.cy

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