



AMERICAN COLLEGE

Physical Address: 3 Omirou Avenue, 1097 Nicosia, Cyprus | Mailing Address: P.O. Box 22425, 1521 Nicosia, Cyprus | Tel: +357 22368000 | Fax: +357 22368001 | Email: info@ac.ac.cy | Website: www.ac.ac.cy

ACCEPTANCE OF TERMS AND CONDITIONS OF STUDY 2021-2022 For Students NOT needing an entry visa/permit

INSTRUCTIONS

1. Complete your details below and read the terms and conditions of study shown below.
2. Write your name and sign in the space provided at the bottom of each page.
3. The student's parent or guardian must also complete and sign in the space provided at the bottom of each page if the student is under the age of 18 when this form is completed. In addition, the student's parent or guardian must enclose along with this form a copy of his/her passport (only the page(s) that shows his/her photo, personal details and signature).

Application No	Student Name	Nationality	Passport No
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TUITION FEES

Once the student has been notified by the College that his/her documents are in order and that his/her admission is confirmed the student should forward a payment to the College based on one of the payment options shown in the table below.

Payment option	Tuition Fees	Tuition Fees After discount
	Euro	Euro
2 Semesters Undergraduate Program (60 ECTS credits, Discount applies on last 30 ECTS credits)	4.500	4,000 (see note 3)
2 Semesters MBA Program (60 ECTS credits, Discount applies on last 30 ECTS credits)	5.400	4,590 (see note 4)

Notes:

1. Payments to the college can be made in Euro or in other strong currencies (e.g. US dollar, GB pound).
2. When a payment is made via Swift/SEPA transfer and the actual amount received by the College is less than the particular amount above (due to exchange rate fluctuations or bank or other charges), final adjustment will be done upon registration of the student with the College (when the student firstly arrives at the College).
3. The tuition fees after discount include a non-refundable tuition fees deposit of €500.
4. The tuition fees after discount include a non-refundable tuition fees deposit of €600.
5. All tuition fees are subject to change without any prior notice. Payment of tuition fees is subject to the Refund Policy shown below.

OTHER FEES

All other fees shown below are payable upon registration of the student with the College (when the student firstly arrives at the College).

	Euro
Enrollment fee (per semester/session)	50
Technology fee (per semester/session)	20
Annual Medical Insurance fee (per calendar year) - optional	170
Migration Service fee - optional	35
Laboratory / Book fees (average of 2) *	70
Total	345
Total without optional	140

The above other fees are subject to change without any prior notice.

* Students may be charged with one or more laboratory / book fees according to the courses they enroll in. The laboratory / book fee is 35 Euro.

ESTIMATES OF OTHER EXPENSES

The table below serves to provide an estimate of the other expenses which students are expected to face in Cyprus. None of the following expenses are paid to the College.

	Euro
Accommodation in private apartments (for 8 months)	1.600
Food (for 8 months)	2.400
Books and Stationery (for 8 months)	350

HOW TO MAKE A PAYMENT

A student can make a payment to the American College in one of the ways below. Payments received, other than cash payments, should clearly mention the student's name, application number and passport number.

1. **By Swift/SEPA transfer.** Transfer the amount to the following bank account:
 IBAN: CY35 0020 0195 0000 3570 2854 3889 Account name: American College (AC) Limited BIC: BCYPCY2N
 Bank of Cyprus Ltd Account number: 357028543889
 Address: Bank of Cyprus Prodromou Branch (0136), 5A Vyzantiou, 2064 Strovolos, Cyprus
2. **By Western Union or MoneyGram,** payable to the Director of Admissions, Mr. Anastasis Anastasiou.

.....
 Student's Signature Parent's/Guardian's Name, Surname, Signature and Relationship to student (if the student is under the age of 18) Date



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3. **By Credit Card online.** Email our Admissions Department requesting to pay by credit card online, agree the amount to be paid and provide an email address for the secure pay link to be sent. Our Finance Office will then email to your designated email address a secure link for you to insert your card details and pay.

Once a payment is made by Swift/SEPA transfer, Western Union or MoneyGram, the student is required to send to admissions@ac.ac.cy a proof that the transfer was made and give the relevant reference number.

REFUND POLICY

In case a student, for whatever reason, informs the College in writing prior to the commencement of classes that he/she will not proceed with his/her studies then the tuition fees (except from the tuition fees deposit which is not refundable) are refunded to the student.

Fees other than tuition fees (e.g. Enrollment fee, Technology fee, Laboratory fee) are non-refundable. Once a student is enrolled in courses any such fees are fully charged.

Transfer of fees from one student account to another student account is not possible.

ENGLISH LANGUAGE PROFICIENCY

The language of instruction at the American College is the English language except for the programs offered in Greek language. English language proficiency is not a requirement for admission (for our distance learning programs it is a requirement) but for programs where English is the language of instruction, students must provide proof of English language proficiency. Any of the following or a qualification equivalent to any of the following is considered as an acceptable proof:

- a) An average score of at least of 5.0 in the IELTS examination; or
- b) A grade of at least "D" in the IGCSE English Language examination; or
- c) A score of at least 70 in the TOEFL Internet Based Test (TOEFL iBT)

If a student fails to provide acceptable proof of his/her English language proficiency he/she will be required to take the American College English Language Placement Test (EPT) during College registration. The EPT enables the College to determine the student's level of English language. Depending on the mark obtained in the EPT students will either join the regular courses of their chosen program of study or take English language preparatory courses until he/she meets the College's English language standards before beginning the program of study.

TRANSFER OF CREDITS

Students who have successfully completed courses at a higher education institution, obtained a qualification of a national testing program or passed an examination of an examination board or professional body may transfer credits to the program of study they will be attending at American College (i.e. exempted from respective credits), thus reducing the period of study to obtain their qualification. Credits may be transferred provided that it is relevant and can be documented. Transfer credits may correspond to specific American College courses or to specific categories (general education credits, business core credits, major credits, etc.). Where the credits duplicate, credits will transfer from only one source. Students wishing to receive credits must submit, along with their Application to Transfer Credits (can be obtained from the Office of Admissions) and the Application to Transfer Credits fee, the following documents in English:

- a) official transcript (grade reports); and
- b) a detailed description or syllabus of the course(s)/qualification(s)/examination(s) completed.

Students are advised to apply to transfer credits once they receive their certificate of admission. Students who fail to apply for transfer credits once they receive their certificate of admission may do so at the time of registration at the College but not later than the end of their first semester. However, students are encouraged to apply to transfer credits prior to their first enrolment in courses to avoid enrolment in courses which they would otherwise receive credits for.

OTHER ACADEMIC ISSUES

American College does not accept responsibility for a student who enrolls after classes commence. Such a student will be held responsible for catching up on missed syllabus/material covered, course work, assignments, tests, examinations etc.

American College reserves the right not to offer any course, if an insufficient number of students enrolls for a particular course.

I am fully aware of the curriculum, structure, duration and cost of the program of study to which I was offered admission (as per the certificate of admission with the application number shown above) and I agree to accept the admission offered. I am aware of the tuition and other fees of the academic year (described above) and when they are due (described above). I am also aware of the estimates of other expense I will face in Cyprus during my studies (described above). The terms and conditions set out above have been read and understood by me and I hereby agree to abide by them.

.....
Student's Signature

.....
Parent's/Guardian's Name, Surname, Signature and Relationship to student (if the student is under the age of 18)

.....
Date