



# 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

## TUITION & OTHER FEES 2019 - 2020

### Distance Education

#### APPLICATION FOR ADMISSION FEE

Once an applicant for admission sends his/her application for admission form to the Office of Admissions, he/she should forward a payment to the College of the non-refundable Application for Admission Fee of €50.

#### TUITION FEES AND OTHER FEES

	Euro	
Tuition fee per ECTS credit – MBA Distance Education Program <sup>1</sup>	90	Discounted tuition fees for whole MBA €8.100 (€90 per ECTS credit x 90 ECTS credits)
Discounted Tuition fee per ECTS credit - MBA Distance Education Program <sup>1</sup>	50	Discounted tuition fees for whole MBA €4.500 (€50 per ECTS credit x 90 ECTS credits)
Enrollment fee (per semester/session)	50	

#### Notes:

- Tuition fees are calculated according to the number of ECTS credits a student enrolls in a semester. Most of the courses carry 6 ECTS credits each. According to the distance education regulations, students must take an even number of courses (e.g. 2, 4, 6) every semester (maximum of 6/2 during a semester/Summer session respectively). If a student enrolls in 2 postgraduate courses (12 ECTS credits) his/her total tuition fees for the semester will be €600 (€50 per ECTS credit x 12 ECTS credits).
- The above tuition and other fees include among other things access to an online library and an entry to the examination of each course (an examination takes place for each course in the student's country of residence and it requires the physical presence of the student).
- Payments to the college can be made in Euro or in other strong currencies (e.g. US dollar, GB pound).
- All tuition fees and other fees are subject to change without any prior notice.
- Payment of tuition fees is subject to the Refund Policy shown below.

#### WHEN TO MAKE PAYMENTS

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 50% of the total tuition fees of the semester/session, along with the non-refundable enrollment fee. This first payment of tuition fees includes a non-refundable tuition fees deposit of €300. The rest of the tuition fees are paid as follows:

Fall semester	Spring semester	
By 1 <sup>st</sup> November	By 1 <sup>st</sup> March	20% of total tuition fees
By 1 <sup>st</sup> December	By 1 <sup>st</sup> April	15% of total tuition fees
By 1 <sup>st</sup> January	By 1 <sup>st</sup> May	15% of total tuition fees

Summer session	
By 1 <sup>st</sup> July	50% of total tuition fees

When a payment is made via Swift/SEPA transfer and the actual amount received by the College after each payment is less than the required amount above (due to exchange rate fluctuations or bank or other charges), the student must pay the difference with his/her next payment. If any such difference occur with the last payment, the student must pay the difference before the end of the semester/session.

#### 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.

- By Swift/SEPA transfer.** Students should transfer the amount to the following bank account:

IBAN: CY35 0020 0195 0000 3570 2854 3889  
Bank of Cyprus Ltd

Account name: American College (AC) Limited  
Account number: 357028543889

BIC: BCYPCY2N

- By Western Union or MoneyGram,** payable to the Director of Admissions, Mr. Anastasis Anastasiou.
- By paying in cash at the College reception.**

Once a payment is made by Swift/SEPA transfer or 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 at least two weeks prior to the commencement of the semester 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. For any later cancellations no refund is made.