



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

TUITION & OTHER FEES 2016 - 2017

Distance Learning

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 Learning Program ¹	55
Enrollment fee (per semester/session)	50

Notes:

1. Tuition fees are calculated according to the number of ECTS credits a student enrolls in in a semester. Most of the courses carry 6 ECTS credits each. According to the distance learning 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 €660 (€55 per ECTS credit x 12 ECTS credits).
2. 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).
3. Payments to the college can be made in Euro or in other strong currencies (e.g. US dollar, GB pound).
4. All tuition fees and other fees are subject to change without any prior notice.
5. 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 st November	By 1 st March	20% of total tuition fees
By 1 st December	By 1 st April	15% of total tuition fees
By 1 st January	By 1 st May	15% of total tuition fees

Summer session	
By 1 st 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.

1. **by Swift/SEPA transfer.** Students should transfer the amount to the following bank account:

National Bank of Greece (Cyprus) Ltd
Account name: American College (AC) Limited
Account number: 100008469526
IBAN: CY30 0060 5211 0000 1000 0846 9526
BIC: ETHNCY2N

Once a payment is made the student is required to send to finance@ac.ac.cy a proof that the transfer was made and give the relevant reference number.

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

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.