

1 Financial Policy

1.1 Bank Details

Name of bank	Raiffeisen Bank
Address	Vodičkova38 Prague 1 Czech Republic
Post code	111 21
Name of Account	Anglo-americká vysoká škola
Variable symbol	Student's ID
Swift code	RZBCCZPP
Account number CZK	1031009862/5500
IBAN CZK	CZ7355000000001031009862
Account number USD	1021015222/5500
IBAN USD	CZ925500 0000 0010 2101 5222
Account number EUR	1031012308/5500
IBAN EUR	CZ885500 0000 0010 3101 2308

1.2 Tuition (According to the start date of admissions to study)

	Students enrolled AY ¹ 2019/2020 and onwards	Students enrolled AY 16/17 - 18/19	Students enrolled before AY 2016/2017
Bachelor's Level			
Tuition per Semester (full time study)	CZK 85,050	CZK 82,500	CZK 69,000
Tuition per Bachelor's Program Total (90 US credits)	CZK 510,300	CZK 495,000	CZK 414,000
Average Tuition per Class:	CZK 17,010	CZK 16,500	CZK 13,800
Certificate of Higher Education in Common Law *			
Local tuition per core course	CZK 30,000	CZK 30,000	CZK 25,000
Local tuition per AAU support course	CZK 20,000	CZK 20,000	CZK 12,000
Local tuition for the initial two-week intensive course	CZK 5,000	CZK 5,000	N/A
Tuition per Local Certificate of Higher Education Total (4 core courses / 6 support courses / the intensive course)	CZK 245,000	CZK 245,000	CZK 172,000
LL.B. *			
Local tuition per core Level Four LL.B. course	CZK 30,000	CZK 30,000	CZK 25,000
Local tuition per core Level Five and Level Six LL.B. course	CZK 33,000	CZK 33,000	N/A
Local tuition per AAU support course	CZK 20,000	CZK 20,000	CZK 12,000
Local tuition per LL.B. Total (4 core courses in the 1st year / 8 core courses in the 2nd year / 3 support courses)	CZK 444,000	CZK 444,000	CZK 336,000
Cost for Certificate of Higher Education in Common Law students who progress to LL.B.			
Tuition per Local Certificate of Higher Education Total – 2 years (4 core courses / 6 support courses / the intensive course)	CZK 245,000	CZK 245,000	CZK 172,000
Local tuition per LL.B. Total – the latter 2 years (8 core courses / 2 support courses)	CZK 304,000	CZK 304,000	CZK 224,000
Local Total Study Fees	CZK 549,000	CZK 549,000	CZK 396,000
Master's Level			
Tuition per Semester (full time study)	CZK 91,350	CZK 90,750	CZK 79,350
Tuition per Master's Program Total (60 US credits)	CZK 365,400	CZK 363,000	CZK 317,400
Average Tuition per Class	CZK 18,270	CZK 18,150	CZK 15,870
LLM			
LLM tuition including UOL tuition Total	CZK 450,000	N/A	N/A
MBA program with Chapman University			
Average Tuition per US credit	CZK 9,783	CZK 9,783	CZK 9,783
Program Total including textbooks and instructional material fees (46 US credits)	CZK 450,000	CZK 450,000	CZK 450,000
Intensive Academic English Program and other non-credit classes			
Tuition IAEP per semester	CZK 51,030	CZK 49,500	CZK 41,400
Tuition per 14 contact hours per semester (corresponding to 1 US credit)	CZK 2,835	CZK 2,750	CZK 2,300
Auditing students			
Tuition per Class – BA Level	CZK 8,505	CZK 8,250	CZK 6,900
Tuition per Class – MA Level	CZK 9,135	CZK 9,075	CZK 7,935

¹ AY = Academic Year

* Extra fees payable to University of London:

Certificate of Higher Education in Common Law

- Application Fee: GBP 88
- Registration Fee: GBP 450
- Module Fee: GBP 520 (4 modules at GBP 140 each)
- Examination Fee: GBP 680 (4 exams per each module)

TOTAL costs of Certificate of Higher Education in Common Law paid extra to University of London (on top of AAU fees): **GBP 1,738**

LL.B.

- Application Fee: GBP 88
- Registration Fee: GBP 450
- Module Fee: GBP 1,680 (12 modules at GBP 140 each)
- Examination Fee: GBP 2,040 (12 exams per each module)

TOTAL costs of LL.B. paid extra to University of London (on top of AAU fee listed above): **GBP 4,258**

1.3 Fees

AAU and LL.B. Degrees		
Admissions Fee	CZK 2,000	An admissions fee is required in order to process an application. This fee is non-refundable .
Administrative Fee	CZK 4,750 (per obligatory term) 2,750 (per voluntary term)	The fee is charged for administrative and enrollment services in every semester the student is enrolled in a study program at AAU. Students who enrolled prior to August 31, 2016 and have permanent residence in the European Union / European Economic Area are exempt from the fee for semesters in which they enroll in credit courses.
Alumni Transcript Fee	CZK 250 / EUR 10 / USD 15	The fee is paid by alumni and former students for each additional transcript issued (apart from two originals that are issued together with diploma).
Art Fee	CZK 800 / 1,000 / 1,500 / 2,000 per course CZK 2000 / semester (art studio fee)	The fee is charged for Art courses. It covers tickets to performances, exhibitions, etc. Payable at registration to the course.
Credit Transfer Fee	CZK 100 per 1 UK credit CZK 200 per 1 ECTS credit CZK 400 per 1 US credit	The fee is paid by students who are transferring classes to AAU from other universities unless the fee is waived based on an interuniversity agreement. Please ask the Student Services Center for the complete list of such agreements. Fee is payable no later than 2 weeks after notification from the Student Services Center about successful transfer.
Drop Fee	10% of the tuition of the courses dropped 20% of the tuition if all courses dropped	The fee is paid for dropping courses during the add/drop period without replacing them with other courses. For more information on add/drop policy see the section 'Add/Drop policy'.
Installment Fee	2.5% from the amount due	For more information on paying in installments see the section 'Installment Payment Plan'.
Internal TOEFL Test Fee	CZK 2,000	English language test.
ISIC Fee	CZK 100 / issuance CZK 290 / reissuance CZK 180 / revalidation stamp	The fee is paid in order to cover the cost of issuance of an ISIC card.
Late Registration Fee	CZK 300 / course	The fee is charged for registration after the Advising / Registration Period as specified in the Academic Calendar.
Library Late Fee	CZK 10 / item / day	The fee is in the amount of CZK 10 is paid for each library item for each day it is overdue. The Late Fee is payable at the Library.
Library Replacement Fees	book buying costs plus the processing fee	Library fee. For more information on Replacement fee see the section 'Library Policy'.
Special Program Fee	Please ask the Bursar for details	The fee is charged for special services provided to cohorts of students studying at AAU on special interuniversity agreement.
State Examination Fee	CZK 1,000	The fee is charged for attempting the state examinations. Should the student fail and repeat a part or the whole examinations the fee should be paid again.
Thesis Defense Fee	CZK 2,500	The fee is charged for attempting the Thesis Defense.
Waiver Exam Fee	CZK 1,000	The fee is required to cover the cost of waiver exam preparation and supervision, and evaluation of the test. The fee is not refundable, regardless of exam attendance or result. Payable no later than 1 day before the exam.
Chapman University (MBA) Degree		

Admissions Fee	CZK 4,500	Payable at the time of registration.
Degree conferral fee	CZK 800	Payable no later than 1 month prior to graduation.
Installment fee	2% or 4%	See section 1.5.2.

1.4 Discounts

1.4.1 Early Payment Discount

Students who **register and pay in full** during the registration period for Fall, Winter, Spring, and Summer semester according to the Academic Calendar are entitled to a **3% discount**.

Discounts may be combined with scholarships.

An early payment discount does not apply to the MBA program and auditing students.

Once the tuition has been paid, it is not refundable except for cases of visa denial or comparable obstacles for early visa obtaining or when the add/drop policy applies.

1.4.2 Bring a Friend Discount

AAU offers the possibility of discount for those students who recommend a new student that begins studying at AAU.

A student who recommended another student is eligible for a discount of **10%** on his/her tuition for the first semester in which the new student registers.

To receive the discount, the following conditions must be fulfilled:

- The recommending student must have completed at least one semester at AAU
- The recommended student is registered for at least 4 classes
- The name of the recommending student is listed in the new student's Application form as **"Referral from an AAU student or teacher"** in the section **"How do you first hear about AAU?"**

The discount applies to a maximum of 4 MBA or 5 other classes (one semester)

If a recommended student is enrolled in MBA, the discount is received only after his/her successful completion of four MBA classes.

The discount does not apply to AAU employees.

1.5 Add/Drop

Students may add and drop courses before the end of the add/drop period stated in the Academic Calendar. The AAU policy on dropping courses is as follows:

- Students can drop courses without penalty at any time up to the tuition payment deadline for a respective semester according to the Academic Calendar.
- Students can drop and replace their courses during the add/drop period without any fee.
- Students dropping some of their courses during the add/drop period without replacing them with other courses will be charged a 10% drop fee of the tuition of the dropped course in order to cover administrative costs.
- Students dropping all of their courses during the add/drop period without replacing them with other courses will be charged a 20% drop fee of the tuition of the dropped courses in order to cover administrative costs.
- There is no refund after the add/drop period. Students who choose to withdraw a course after the end of the add/drop period may officially withdraw from the course until the withdrawal deadline listed on the Academic Calendar of the respective semester. There is no refund of the tuition for the withdrawn courses.

If a course is cancelled due to low enrollment, AAU will provide the students with a full refund of the tuition for such a course.

Dropping courses	Fee
up to the tuition payment deadline	free
during the add / drop period and replacing them	free

during the add / drop period without replacing them	10% drop fee from the tuition of the dropped course; 20% drop fee if dropping all of them without replacing them
after the add / drop period	no refund

1.6 Installment Payment Plan

1.6.1 AAU, Certificate of Higher Education in Common Law, and LL.B. Degrees

AAU offers to both its new and continuing students the possibility of paying tuition in installments. The AAU policy on an Installment Payment Plan is as follows:

- Auditing students and new visa seeking students are not eligible for the Installment Payment Plan.
- The Installment Payment Plan is possible only for obligatory semesters (Fall and Spring).
- The Installment Payment Plan shall be agreed upon with the Bursar no later than by the end of the add /drop period according to the Academic Calendar. After the end of the add/drop period, in extraordinary cases, the Installment Payment Plan can be agreed upon with the Director for Finance and Budgeting.

Students who pay their tuition in installments need to pay at least the minimum amount necessary for registration in the respective semester i.e.:

- 50% of the tuition plus all the applicable fees for new (non visa-seeking) students
- 10% of the tuition plus all the applicable fees for continuing students.
- The rest of the tuition is then divided into 4 equal installments and carries a 2.5% Installment Fee payable with the first installment payment.

The first three installments are then payable on or before the **twentieth day of the months following the beginning of the semester** i.e.:

- September, October and November installments in the Fall semester – Regular start
- October, November and December installments in the Fall semester – Late Intake
- February, March and April installments in the Spring semester.

The last installment is payable on or before the **tenth day of respective month** i.e.:

- December installment in the Fall semester – Regular start
- January installment in the Fall semester– Late Intake
- May installment in the Spring semester.

Once tuition has been paid in full, it is not possible to switch to an Installment Payment Plan for that semester.

1.6.2 Chapman University (MBA) Degree

MBA Students have the following options for tuition payments.

- a) No installment fee: down payment of **CZK 450,000**
- b) 2% installment fee: down payment of **CZK 227,272** (= CZK 222,728 tuition + CZK 4,545 installment fee) and installment plan in a total amount of CZK 227 272
- c) 4% installment fee: down payment of **CZK 115,980** (= CZK 102,062 tuition + CZK 13,918 installment fee) and installment plan in a total amount of CZK 347,938

The students need to pay the down payment plus all the applicable fees before the start of the program. For more information on the Installment Payment Plan for MBA students please contact the Director for Finance and Budgeting.

1.7 Penalties

Any past due amount including past due installments carries a fee according to the following table:

Past due	Fee
up to 7 days	2%
8 – 30 days	15%
31 – 60 days	50%

Students with a debt towards the institution

- will not be allowed to register for new courses
- will not receive their Transcript, Diploma, or any other study confirmations
- will not be issued an ISIC card or a card revalidation stamp

until such debt has been settled (i.e. until payment has been received or a schedule of future payments has been agreed upon).

With the exception of Library late fees, all debts should be settled with the Bursar's office. Library fines may be paid in the Library or the Bursar's office. For more information on Library fees please see the section 'Library Policy' in this Handbook.

It is each student's responsibility to understand payment deadlines, to pay tuition, either in full or in contractually bound installments, and to make all the necessary steps to keep their payment status correct. Unpaid and past due obligations will be given to the legal department for collection.

AAU recognizes that some students may encounter financial hardship during the course of a semester. Such students are advised to contact their Dean. Such requests will be dealt with on a case-by-case basis. While AAU strives to support students in financial hardship, action taken will depend on the seriousness of the problem as well as the institution's ability to provide help.

1.8 Visa Seeking Students

1.8.1 New Visa Seeking Students

Academically qualified visa seeking students need to pay the first semester tuition and all the applicable fees in order to receive a confirmation of student status for visa purposes, i.e.:

- CZK 89,800 for bachelor students / CZK 76,500 for LL.B. students
- CZK 96,100 for master students
- CZK 60,000 for MBA students

Student status confirmation shall be issued by the Student Services Center of the Anglo-American University only after receiving the appropriate payments in full.

Students denied a visa are obliged to inform the Student Services Center and must present the denial evidence or evidence showing that their visa cannot be granted on time in order to obtain a full refund (less banking fees and the application fee). After receiving the visa denial evidence, a refund shall be remitted to the student in 10 working days. New students granted visas are eligible to register for classes at Anglo-American University during the registration period as it appears on the Academic Calendar. If a new student registers for less than he/she has already paid, the difference shall be transferred as credit toward the student's next semester. If a new student registers more than the amount he/she has already paid, the student must pay the difference within tuition deadlines as they appear in the Academic Calendar.

1.8.2 Continuing Visa-Seeking Students

Continuing students seeking a visa extension must be in good financial standing with Anglo-American University, i.e. have no debts owed to Anglo-American University, including its library, have no unreturned library books, and pay at least 10% of their next semester's tuition as well as all applicable fees in order to be registered for the next semester and receive an updated confirmation of student status for visa purposes.

A student status confirmation shall be issued by the Student Services Center of the Anglo-American University only after receiving the appropriate payments in full.

Continuing visa-seeking students granted a visa are obliged to pay the rest of their tuition as arranged by the Bursar (Student Services Center), within tuition deadlines as they appear on the Academic Calendar or as arranged in the Installment Agreement.

Continuing visa-seeking students denied a visa must inform the Student Services Center and present the denial evidence in order to obtain a full refund (less banking fees). The refund shall be remitted to the same bank account from which the original tuition payment was transferred within 10 working days of receiving the visa denial evidence.

1.8.3 Tuition Refund

Refund process is as follows:

1. Student notifies Admissions Department about visa denial or about any other reasons preventing the Student from beginning their studies according to the Admissions Policy
2. Once Admissions Department receives all required supporting documents (official statement from the Embassy about visa denial, personal statement in case of any other reason, etc.), the Bursar will be notified about Student's refund
3. Bursar contacts the Student directly and requests the Bank Details template to be filled out by the Student
4. After the filled Bank Details template is submitted by the Student back to the Bursar, the refund shall be processed within 10 working days

1.9 General Provisions

As all students enter into a student contract with Anglo-American University under which they are obliged to, among other things, pay their tuition and all applicable fees within deadlines either as they appear on the Academic Calendar or in a previously arranged Installment Payment Plan, Anglo-American University shall consider any failure to duly pay the agreed upon amounts as a violation of the student contract.

Students with no amounts past due are considered to be in good financial standing.

Only students in good academic and financial standing are eligible for any discounts or scholarships.

Discounts and scholarships apply to AAU tuition only and do not apply to the fees.

Only students in good financial standing are allowed to register for next term.

Auditing students pay in full amount at the time of registration.

Fees are non-refundable.