

Anglo-American University

Financial Code

A. General Provisions

- i. Registration for courses is open to students with no arrears in tuition or other payment.
- ii. Detailed procedures for registration and payment are elaborated in the Financial Policy.

B. Tuition and Fees

- i. Students must pay tuition and other fees, as specified and further elaborated in the Financial Policy.
- ii. The level and structure of tuition and the administrative fee are set by the Board of Trustees. Other fees are set by the President.
- iii. Students may apply for payment of tuition in installments. The conditions are specified in the Financial Policy. Payment in installments is not possible for auditing and new visa seeking students.
- iv. Students who register and pay in full during the registration period set forth in the Academic Calendar are entitled to an early payment discount as specified in the Financial Policy. Early payment discount does not apply to MBA program and auditing students.
- v. Students who recruit a new student to AAU are entitled to a Recruitment discount on his/her tuition for the first semester in which the new student registers. This is only applicable if the recruiting student is listed in the new student's Application form as the Recruiter. Special provisions apply to the MBA program.

C. Tuition and Fee Reassessment

- i. Unless requested otherwise, any tuition or fee refund is exercised in the form of tuition credit.
- ii. Students may request a tuition or fee reassessment for the following reasons:
 - (a) An illness, accident, injury or situation, which could not be influenced, planned for or prevented by the student and which subsequently caused a change in the class schedule, thus changing the assessment.
 - (b) Substantial circumstances involving deadlines where a student has in good faith relied on information provided by a named AAU official, or the official's interpretation of the text of an AAU document or publication, and was consequently misled or mistaken about its terms.
- iii. The request shall be directed to the Chief Financial Officer who decides in consultation with the respective School Dean or the Dean of Students, as appropriate.
- iv. The decision shall be taken within two weeks and may be appealed to the President.

D. Effectiveness

This Code was approved by the Board of Trustees on June 14th, 2021 and comes into effect forthwith.