

Policy Title	Tuition Fees and Charges
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Admission and Registration Department
Pertinent Dates	Create Date: May 2022 Expire Date: Revise Date: Yearly Approval Date: Effective Date:

I. SCOPE OF POLICY

Alamein International University (AIU) is a non-profit university. The tuition fees and any other charges are reviewed on an annual base.

The tuition fees policy is intended to make clear to degree-seeking students and parents how all aspects of fee setting and collection will operate, alongside arrangements for recovery and penalty in event of financial default and the basis upon which refunds may be made in certain.

II. DEFINITIONS

Tuition fees: fees that is related to course registration and enrollment

Charges fees: any other charges required from the student to pay according to the policy

Good Financial Standing: not owing money to AIU.

III. POLICY STATEMENT

- The tuition fees and any other charges are approved by the Board of Trustees. AIU reserves the right to make an annual raise by three to five percent.
- The policy applies to all degree-seeking students whose fees are payable to AIU, including students who may be studying at the campuses of Partner Institutions
- Third parties may pay the tuition fees and/or charges for the student.
- Egyptian students pay the tuition fees and other charges in Egyptian pounds. International students pay the tuition fees in American Dollar and pay other charges in Egyptian pounds.
- The tuition fees and charges are subject to be reviewed each year.
- Tuition fees must be paid before the beginning of each Fall and Spring semesters. Tuition is paid based on semester base not credit-hour base.
- Summer semester registration is optional, and the tuition fees is paid based on the registered credit hours.

- If a degree-seeking student is unable to pay the entire tuition fees amount at the time of registration, the students may apply for a deferred payment plan of two installments in condition to pay the half of the tuition at the time of registration and the other one at the seventh week of study. No deferred payment in the first semester of enrollment.
- Students are required to pay charges as follow:
 - o Additional course registration cost.
 - o Accommodation charges
 - o Transportation charges
 - o Administrative charges
 - o Medical check-up charges (one-time payment per enrollment)
 - o Military services training charges for Egyptian male students only
 - o Course transfer report charges (for transferred students)
 - o Course grade appeal
 - o Any other liabilities to AIU incurred by the student
- Students must be in Good Financial Standing with the university throughout their period of enrollment.
- A student who is not in Good Financial Standing may be subject to the following actions taken by AIU:
 - o Withholding of AIU services including issuing statement of enrollment or official transcript and being prevented from using AIU's resources.
 - o Being prevented from entering AIU premises including any graduation ceremony venue.
 - o Termination of registration, meaning that the student may not complete their course.
 - o Withholding of any award certificate to which the student might otherwise have been entitled.
 - o The student who fails to pay the tuition fees and register in courses till the third week of study at a specific semester will be considered dropped out of study and if the student keeps dropped for three semesters, he/she will be terminated from AIU.
- The amount of any refund due will be calculated according to the student record and the date of refund request in reference to the Withdraw Policy.
- Refunds are made by the Bursar office and the Financial Department following receipt of notification and authorization. Refunds may take up to 8 weeks to be processed.
- Self-funded refunds are deposited in the Guardian Parent bank account or if requested to be issued by a cheque.
- Third party refunds are refunded to the institution/third party whom paid the tuition fees/charges.
- The processing of any refund of sums less than 100 L.E will not normally be made. Although they may be deferred to later semesters.
- Overpayment fees may be refunded or deferred in the student account to be used in a later semester.

IV. RESPONSIBILITIES

A student is personally responsible for the payment, on time, of all Fees and Charges incurred in their name. Unless by specific arrangement as outlined in this Policy, this means that Fees must be paid in full by the point of registration in order to gain access AIU services.

Bursar Office: revise deposited tuition and fees, and prepare a list of students who are not in Good Financial Standing.

Registrar Office: terminate the registration and for the students who are not in Good Financial Standing according to the rosters received from the Bursar Office. Also, Change the students' status from Enrolled to dropped out of study for students who fail to pay the tuition and make course registration till the third week of study.

V. POLICY STANDARDS AND PROCEDURES

- 1- Students pay the tuition fees in due dates.
- 2- The Bursar office prepares a roster of students who are not in good financial standing.
- 3- The Registrar office change the enrollment status to dropped out of study for students who fail to pay the tuition fees till the third week.
- 4- Students apply for Refund and/or deferral for any overpayment might happen or in the case of withdrawal.

VI. FORMS/INSTRUCTIONS (if applicable)

Refund and/or deferral of payment.

VII. APPENDICES (if applicable)

Withdraw from AIU.
 Enrollment Policy.
 Egyptian and International Tuition fees and charges amount.

VIII. CONTACT INFORMATION

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