

2) evidence of having received the diploma, certificate, degree, or level of university education on the basis of which the student applied and admission was granted (see Requirements of Admitted Students for Registration, p. 39).

A registration guide is distributed to every student before registration begins. Subsequent to confirmation that all conditions have been met, students should follow the steps in this guide.

Students can introduce final adjustments to their schedules during the add/drop period. The add/drop period normally extends for two days and begins one week after the first day of classes.

Cross-Registration

Students Enrolled at AUB Taking Courses at Other Universities

A student studying at the American University of Beirut may be allowed to cross-register for a course at other institutions (such as Balamand, Haigazian, LAU, NDU, or NEST) if all of the following conditions are met:

- the course is required by AUB
- the course is not offered at AUB during the semester at the end of which the student expects to graduate
- the course in which the student intends to cross-register is equivalent to a course that AUB offers (the number and title of each of the two equivalent courses should be clearly indicated)
- the chairperson of the department in which the student is majoring sends the Registrar a written statement confirming that all the conditions listed above have been met
- the Registrar authorizes the student to cross-register; the student submits authorization to the concerned institution

Students Enrolled at Other Universities Taking Courses at AUB

For purposes of cross-registration, students studying at Balamand, Haigazian, LAU, NDU, or NEST who wish to take courses at AUB must

- secure permission from their institutions to take specified courses at AUB
- secure permission from the dean of the faculty concerned at AUB
- present the above permissions to the AUB Office of the Registrar
- register in accordance with the instructions specified in the registration guide, copies of which are sent to the above-named institutions

Fees and Expenses

The American University of Beirut is a non-profit institution. Costs to students in tuition and other university fees are kept at a minimum consistent with the provision of high quality instruction and adequate facilities and equipment. The University reserves the right to change any or all fees at any time without prior notice. Such changes are applicable to students currently registered with the University as well as to new students.

Students are not permitted to enter classes at the beginning of the term until their fees are paid or special arrangements have been made with the Office of the Comptroller (see below). All fees are quoted in Lebanese pounds and US dollars.

Payment of Fees

- Each AUB student must pay all his/her tuition and other university fees.
- Statements of fees are available on the AUB website.
- All students must complete registration and the payment of tuition fees and other charges, according to the academic calendar on p.14 for the first and second semesters. Under special circumstances, late payment is permitted during a period of no more than five working days after the announced deadline, and is subject to a late payment fee of \$100.
- Checks must be issued to the order of the bank concerned using the following format: Pay to the order of (Name of Bank)—Account AUB.
- Students with zero or credit balances must inform the Office of the Comptroller—Students Section via e-mail at comptroller@aub.edu.lb— to finalize their registration.
- Sponsored students, staff dependents, graduate assistants, and student staff members should contact the Office of the Comptroller—Students Accounts Section— before the payment deadline in order to finalize their registration.
- Students who demonstrate financial need must formally apply to the Office of the Comptroller for deferred payment arrangements for tuition fees, according to the academic calendar on page 14–17 for the first and second semesters. Applications for deferrals are not accepted thereafter. Deferred payments are not a right and are only agreed to under specific and special circumstances. Students who arrange for deferred payments are still required to complete all registration formalities within the set deadlines. Deferred payment arrangements are not permitted for the summer session in any faculty.
- Applications for deferred payment arrangements are reviewed by the Office of the Comptroller which is responsible for administering all deferred payment arrangements.
- A continuing student, as well as a graduate student who has studied at AUB, who applies for deferred payment arrangements, must pay at least 50% of the net amount of tuition due. All other charges must be paid in full with no deferrals. A student must pay a deferred payment application

fee of \$33, whether the application is approved or not. Should the student's application be approved, the student must pay the balance of tuition, the deferred application fee of \$33, and the late payment fee, if applicable. All payment must be concluded by the announced deadlines.

- Every student granted deferred payment arrangements must sign a statement indicating agreement that failure to complete payment by the set deadline will result in receiving no credit for the semester in which the student has defaulted on payment.
- Due dates are not extended nor are late payment fees waived for any reason.
- Students are expected to meet all financial obligations to the University by the appropriate due date. For any student who fails to promptly meet his/her financial obligations, the University reserves the right to place an encumbrance on the student's record that prevents registration for future semesters and the release of transcripts and diplomas, and also prevents access to other university services. It is each student's responsibility to be informed of all registration and fee payment dates and deadlines.

Up-to-date schedules for registration and payment of fees are available through the Office of the Registrar. This information, as well as the tuition fee tables, is also at the following websites:

<http://staff.aub.edu.lb/~webcompt/students.html>
<http://staff.aub.edu.lb/~webregist>

**Office of the Registrar
 American University of Beirut**

PO Box 11-0236
 Riad El Solh 1107 2020
 Beirut, LEBANON

Tel: +961 1 374274/374444
 Ext: 2570/2571
 Fax: +961 1 744469
 E-mail: registrar@aub.edu.lb

Withdrawals

In the event a student withdraws for justifiable reasons after registration, fees are refunded according to the following schedule for the fall and spring semesters:

- Before the official start of classes 100% of full tuition and other fees¹
- During the first week of classes 75% of tuition
- During the second week of classes 50% of tuition
- During the third week of classes 25% of tuition

The following schedule is applied in refunding fees for the summer session:

- Before the official start of classes 100% of full tuition and other fees
- During the first week of classes 75% of tuition
- During the second week of classes 25% of tuition

For additional information, contact:

Office of the Comptroller
 Student Accounts Section
 American University of Beirut
 PO Box 11-0236
 Riad El Solh 1107 2020
 Beirut, LEBANON

Tel: +961 1 353195/350000
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¹ Other charges include health insurance plan, internet fee, social activity fee and NSSF