

AMERICAN UNIVERSITY IN DUBAI

RESERVATION AND ENROLLMENT AGREEMENT & TERMS

- I agree to accept the rules, regulations and fees of the American University in Dubai as stated in the current *Catalog* (which may be modified from time to time) and on the website, and agree to the terms and conditions as stated in the *Graduate Application for Admission*, which I acknowledge receiving.
- I understand that the academic year consists of two semesters – fall and spring – and is defined as the period of time beginning with the fall semester in September and extending through the end of the spring semester May. In addition to the academic year, the University conducts one summer session, which students may choose to attend.
- I understand that fees, as listed in the *Schedule of Tuition, Fees and Expenses*, are payable in advance. I further understand that all fees must be current before students can begin or continue attendance or receive any University services. All financial obligations to the University must be discharged before grades, transcripts, etc., can be issued or a degree conferred.
- I understand the refund policy is as follows:

(1) Tuition - All refund requests will be processed within 30 days. Refunds are governed by the following regulations:

Withdrawal/dismissal from all classes		Withdrawal from partial classes	
Schedule	Refund	Schedule	Refund
During Drop/Add*	100%	Until end of Drop/Add*	100%
Until the end of the second week**	50%	After Drop/Add	0%
Until the end of the third week	25%		
After the third week	0%		

* For students in the first semester of attendance 100% refund with the exception of the reservation and enrollment deposit of AED2,000 which is nonrefundable. See the AUD Academic Calendar for dates of Drop/Add.

** Sunday-Thursday - The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form.

(2) Housing Fees and Charges The one-time housing security deposit is refundable at the end of the semester if no housing damage has occurred. The housing reservation fee is non-refundable and non-transferable unless the student's application for admission is denied, or the student cancels his/her admission (including conditional) one month prior to the start of the semester for which he or she has paid.

Note: AUD has a Refund Policy specific to legal residents of the U.S. State of Georgia. This Policy has been written to be in compliance with Standard Nine of Georgia's Minimum Standards and Criteria for NPEC Institutions. The existence of this Policy is announced during Student Orientation and referenced at the time of exit from AUD (during the account settlement process) of any Georgia resident who requests a refund. A copy of this Policy is available in the Finance Office, the Registrar's Office, and the Office of Institutional Effectiveness.

- I understand that degrees are conferred by the American University in Dubai as explained in the *Catalog* and on the website. I understand that as a student, I must fulfill all requirements for academic credit and residency before a degree is awarded. I have read the *Catalog* online and have reviewed it, and acknowledge that the information is readily available online. I have been given an opportunity or opportunities to ask questions about the *Catalog* and all other materials I have reviewed. I am satisfied with the information I have received as well as the opportunity to receive additional information as requested.
- As a student of the University, I pledge that all tests taken by me and that all work submitted by me will be original and solely the result of my own efforts.
- I understand that all costs of student supplies are borne by the student, parent, and/or guardian and that the supplies will remain the property of the student.
- I understand that all students, while enrolled at AUD are required to have and maintain private health insurance covering all UAE care on a continual basis and are responsible for all charges related to their medical care. AUD-sponsored students are automatically enrolled in the AUD-sponsored health insurance plan and charged a non-refundable fee on their fall semester bill covering the period September 1 through August 31. AUD non-sponsored students can join the AUD-sponsored health insurance plan at the beginning of each semester, subject to approval from the insurance company.
- I understand the University makes reasonable efforts to provide a safe and secure environment, including making arrangements for transportation, food, housing, recreation, sightseeing, and other services in connection with all trips organized for students. I acknowledge that the University does not assume any liability nor shall it be liable for any injury, damage, loss, accident, or delay for any reason other than its own gross negligence with regard to the foregoing. Therefore, I hereby waive and release any and all claims against the University, its faculty and staff, and their successors and assign any legal representatives for any injury, loss, accident, damage, delay, or expense for any and all injuries suffered by me arising out of the foregoing.
- I agree that the University may use students' pictures, statements, and names for news items, advertising, and publicity for the University.

The UAE Ministry of Education – Higher Education Affairs (MOE-HEA) has officially licensed the American University in Dubai and accredited all of its programs. AUD is also accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor's and Master's degrees.

Name _____ Signature: _____ Date: _____