

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 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 withdrawal policy is as follows:

(1) All withdrawal notifications from the EMBA program need to be received in writing by the Program Director and will be processed within 30 days. Refunds are governed by the following regulations:

Year I

If withdrawn prior to 15 August of Year I, a full refund with the exception of the non-refundable reservation fee will be given.

If withdrawn between 15 August and 31 August of Year I, a penalty of 50% of Year I tuition will apply.

If withdrawn after 31 August of Year I, a penalty of 100% of Year I tuition will apply.

Year II

If withdrawn 90 days before commencement of classes of Year II, no penalty will apply.

If withdrawn before 31 August of Year II, a penalty of 50% of Year II tuition will apply.

If withdrawn after 31 August of Year II, a penalty of 100% of Year II tuition will apply.

- 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, 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 yearly bill covering the period September 1 through August 31.
- I understand the University makes reasonable efforts to provide a safe and secure environment, including making arrangements for transportation, food, housing, 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 assigns, and any legal representatives, for any and all injury, loss, accident, damage, delay, or expense 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: _____