



POLICIES

Tuition and Other Fees Policy

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1. Purpose

The present policy establishes the framework governing tuition fees, administrative charges, payment obligations, and refund arrangements applicable to students of the College. Its purpose is to ensure transparency, consistency, and fairness in financial matters while maintaining full compliance with the requirements of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA).

2. Scope

This policy applies to all programmes of study offered by the College at foundation, undergraduate, and postgraduate level, and to all registered students, including Cypriot, European Union (EU), and international (non-EU) students. It covers annual tuition fees as well as any additional administrative, regulatory, or insurance-related charges imposed during the course of study.

3. Categories of Fees and Charges

Students are required to pay annual tuition fees corresponding to their programme of study, as approved by the College. In addition to tuition fees, students may be subject to administrative and regulatory charges, including a registration fee, a fee for the re-marking of examination papers, visa-related fees applicable exclusively to international students, a financial guarantee required from international students, and the annual insurance fees. All such charges are published in advance and form part of the College's official schedule of fees.

4. Payment Terms and Conditions

4.1 Payment Schedule

Cypriot and EU students are permitted to settle tuition fees either on an annual basis or per academic semester. International (non-EU) students are required to prepay the full tuition fees for their first academic year prior to enrolment. Following successful completion of the first year, international students may thereafter choose to pay either annually or per semester, under the same conditions applicable to other student categories.

4.2 Payment Deadlines and Extensions

All tuition fees must be paid within the registration period defined in the Academic Calendar. Any request for extension of payment must receive prior approval from the Director of Administration and Finance. Students who delay payment for more than one month after their last instalment, without having obtained an approved extension, may be subject to deregistration from the College and will not be entitled to reimbursement of any tuition fees already paid.

4.3 Consequences of Financial Non-Compliance

Where a student fails to meet financial obligations within the prescribed timeframe, the Administration Office shall formally notify the student and, where applicable, the student's legal guardian. Continued non-payment following notification entitles the College to restrict the

student's participation in academic and institutional activities. Such restrictions may include prohibition from attending classes, sitting final examinations, registering for subsequent semesters, receiving academic awards including degree, or official documentation such as transcripts and certificates, and participating in student activities or services.

5. Tuition Fee Liability

Annual tuition fees remain fixed regardless of the date of student registration. Students who register after the commencement of the semester are therefore required to pay the full tuition fees for that semester. Upon registration, each student formally undertakes the obligation to pay the full annual tuition fees irrespective of class attendance or continued participation in the programme. In the case of minor students, this obligation is transferred to the legal guardian. Tuition fees are not refunded where a student is removed from the College for disciplinary reasons, suspended, expelled, or otherwise discontinued due to breach of institutional regulations or applicable laws.

6. Refund Policy

6.1 General Refund Provisions

Refunds of tuition fees are granted only in cases where a programme or course is discontinued by the College or where a student formally withdraws within the defined withdrawal period. The percentage of tuition fee reimbursement is determined by the timing of the withdrawal relative to the academic semester.

Withdrawal from Semester	Reimbursement of tuition fees
Before the start of classes	Full
During the semester's first week of classes	Full
During the semester's second week of classes	75%
During the semester's third week of classes	50%
During the semester's fourth week of classes	25%
After the semester's fourth week of classes	0%

All administrative, regulatory, visa and insurance charges are strictly non-refundable. Furthermore, no reimbursement is provided where discontinuation of studies results from disciplinary action or violation of laws or institutional regulations.

For International Students, the financial guarantee is refunded (a) after their graduation from the College and their return to their home country and (b) in the case of transfer to another higher education institution, provided they submit a valid transfer certificate and have no outstanding financial obligations to the College.

6.2 International Students and Entry Permit Refusal

In the specific case of international students who are unable to enter the Republic of Cyprus because the College fails to secure the required entry permit, the full amount of tuition fees and the financial guarantee shall be refunded, provided that the applicant has submitted all required

documentation and that such documentation was deemed satisfactory by the competent authorities, including the Ministry of Education and the Migration Authorities. This provision is communicated to prospective international students prior to enrolment.

7. Approved Administrative Fees

At the date of submission of this policy, administration fees are set as follows:

Registration fee:	€60
Migration Application/Visa fees: <i>(Only for international students including the entry permit application, costs for processing the application and issuing the Alien Registration)</i>	€190
Guarantee (only for international students):	€500
Annual insurance fees:	€175
Medical check-up and medical attestations:	€250
Fee for re-mark of an exam paper:	€50

8. Programs' Tuition Fees

- **English Language Foundation Program (1 year) tuition fees**
The one-year program only applies to international students, and the tuition fee is **€6000**.
- **Bachelor of Science in Business Administration**
For international students: **€6000**
Students from other EU Member States: **€4200**
For Cypriots students: **€3500**
- **Master in Business Administration (MBA)**
Total Tuition fees for all students for the MBA program are **€6000**.
- **Master (MA) in Media and Communication Management**
Total Tuition fees for all students for the MA program are **€6000**.

9. Governance, Transparency, and Review

All tuition fees and associated charges are approved through the College's internal governance procedures and are published prior to the commencement of each academic year to ensure transparency and accessibility of information. The present policy is subject to periodic review to maintain alignment with CYQAA requirements, national legislation, and the College's financial and quality assurance regulations.