

American University of Beirut Center for Arab & Middle Eastern Studies Summer Arabic Program Policies and Regulations

Please read the Program's policies below carefully before signing your application. Signing and submitting the application means that you have read the policies and that you agree to abide by all the stated terms.

Refund policy:

In the event that a student withdraws for approved reasons after registration, the following refund policy will apply:

- No refund will be made for the deposit paid.
- No refund will be made for any accommodation fees or fees for special services rendered to students (insurance, Internet, and sports facilities).
- Withdrawal before official beginning of classes: 100% of tuition fees only (minus deposit)
- Withdrawal during the first week of classes: 75% of tuition fees only (minus deposit)
- Withdrawal during the second week of classes: 25% of tuition fees only (minus deposit)
- No refunds will be processed as of the beginning of the third week of the program.
- The University strictly requires that students abide by housing regulations and policies (please read below). Violation of these regulations may result in the student's dismissal from the program without any refund of tuition fees.

Class Attendance policy:

- Students are expected to attend all classes. The student is responsible for any work done, and for any announcement made during his/her absence.
- Students' absence from class is strictly prohibited except for emergencies or medical reasons.
- Should a student be absent for medical reasons, he/she should obtain a medical report from the AUB infirmary.
- Students missing 3 days of classes will be given a warning. On their second warning, students may be expelled with no tuition refund.

Housing Rules:

- Occupants of the AUB Residence Halls are expected to be on campus by 12:00 midnight from Sunday through Thursday, by 1:00 a.m. on Fridays and by 2:30 a.m. on Saturdays. Students who wish to stay outside dorms during the mentioned hours should sign a "request for curfew waiver" as they arrive to the dorms.
- All residents who enter their dorm after midnight must register their name at the reception desk.

- Loitering near the residence areas after midnight is not allowed so as not to disturb the residents.
- The Residence Halls are open to guests between 7:00 a.m. and 12:00 midnight daily.
- Visitors of the opposite sex are NOT allowed in the residents' rooms UNDER ANY CIRCUMSTANCES.
- Overnight guests are not allowed in the Residence Halls without prior permission. Any student who wishes to receive an overnight guest must secure permission from the Head Resident and Student Affairs Office. A guest fee of 15,000 L.L (\$10) must be paid in the CASHIER'S Office.
- Money and valuables should never be left in rooms unlocked. AUB is not responsible for the disappearance (theft or otherwise) of the personal belongings of the residents.
- Irresponsible behavior such as attempting to enter your room through the building's external edges is absolutely forbidden. Resident Assistants (RA's) are provided with sub-master keys to help you get into your room when you are locked out.
- No alcoholic beverages may be consumed or stored in the Residence Halls.
- Acts of vandalism, tampering with fire extinguishers or throwing any item from windows or balconies will result in severe disciplinary measures.
- As part of the AUB community, residents are expected to respect its policies on harassment and smoking.
- Residents must at all times keep the noise down. Radios, tape recorders, conversation, and laughter should never be heard outside the rooms.
- The Residence Halls are equipped with a number of washing machines and dryers. Residents take turns using them. Proper handling of the machines ensures the continuity of this service.
- The telephone is there for the convenience of all residents. Please make sure to limit your calls so as to allow others to use this shared service.
- A special set of rules governing the work and conduct of receptionists is available. If you have any complaints in this regard, please make sure to report them to the Head Resident.
- The Residence Hall is your home away from home. Please take good care of it and keep it clean. Garbage should be disposed of properly and dirty dishes should not be left unwashed.
- Do not use tacks or adhesive tape that may ruin the painted and wooden surfaces. Damages to furniture or fixtures will be charged to your account.

Residents violating the above mentioned rules will be subject to appropriate disciplinary action and may be charged a financial fine.