

Fees and Expenses

The American University of Beirut is a non-profit institution. The charge to students is 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 fees and other charges levied.
- Statements of fees are available on the AUB website.
- All students must finalize registration, including payment of tuition fees and other charges, according to the academic calendar on pp. 17–20 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, but 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 to finalize their registration.
- Students who demonstrate financial need may formally apply only to the Office of the Comptroller for deferred payment arrangements for tuition fees according to the academic calendar on pp. 17–20 for the first and second semesters. No applications for deferrals are 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 who 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 approved or not. Should the student’s application be approved, the student must pay the balance, plus a deferred application fee

of \$33, together with the late payment fee, if applicable. All the above arrangements 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, as well as 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://webfaculty.aub.edu.lb/~webregist/Announcement.htm>

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

PO Box 11-0236

Riad El Solh 1107 2020

Beirut, LEBANON

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Fax: +961 1 744469

E-mail: registrar@aub.edu.lb

Withdrawals

In the event a student withdraws for justifiable reasons after registration, the following schedule is applied 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

For the summer session, the following refund schedule is applied:

- 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 25% of tuition

For additional information, contact

**Office of the Comptroller
Student Accounts Section
American University of Beirut**

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