



Program of Study:

Indicate Desired Program of Study _____ البرنامج الدراسي المطلوب Semester _____ الفصل الدراسي

Have you previously applied or registered at CEC? YES NO If yes, please provide your ID number _____

Are you AUB staff? YES NO If yes, please provide your ID number _____ هل تقدمت بطلب الى او تسجلت في المركز نعم لا

Are you an AUB staff dependent? YES NO If yes, please provide your ID number of sponsor _____ هل انت موظف في الجامعة الامريكية؟ نعم لا

هل احد والديك موظف في الجامعة الامريكية؟ نعم لا

Personal Information (As shown on passport):

First Name _____ الإسم الشخصي Father's Name _____ إسم الأب Family Name _____ إسم العائلة

Mother's Maiden Name _____ إسم الام Marital Status _____ الوضع العائلي Gender _____ الجنس

Home Address (Street – Bldg – City – Country) _____ عنوان المنزل (الشارع -/ - المبنى /- المدينة/ - البلد)

Home Telephone _____ الهاتف Cellular _____ خلوي E-mail _____ بريد إلكتروني

Nationality _____ الجنسية Country of Birth _____ بلد الولادة Date of Birth _____ تاريخ الولادة (dd/mm/yyyy)

Current Occupation _____ المهنة Name of Establishment _____ المؤسسة التي تعمل فيها Telephone _____ الهاتف

Academic Background:

Previous School/University Attended _____ Certificate Attained / Year _____

School/University Address _____

I certify that the answers to the foregoing questions were completed by me, and to the best of my knowledge and belief they are true, complete, and correct. I authorize investigation of all statements made herein. I understand that any misrepresentation or material omission may cause the discontinuance of my program. If accepted, I agree to abide by the rules and regulations of the University.

Applicant's Signature _____ Date _____

For Official Use Only:

Coordinator's Remarks / Action:

Payment of USD 25 Application Fee (non-refundable)

Account to be credited: CUF 41460 14117

EEE: _____ TOEFL: _____ Placement Test: _____ Date: _____ For Comptroller's Use

CEC Rules and Regulations

AUB EEE

Applicants who need to sit for the AUB EEE should register for the test two days prior to the examination day, pay an exam fee of USD 35, and submit two passport photos and an identity card. Registration and test administration are done in Nicely Hall, Room 500.

Student IDs

CEC students are provided with AUB identification cards which they should carry while on AUB campus. In case the student loses his/her ID card that s/he gets upon registration, s/he can get a new one by paying a replacement fee.

Course Offerings

The updated course listing is posted each semester on the CEC website. CEC is under no obligation to offer any of the certificate or diploma courses at all times.

Course Cancellations

CEC reserves the right to cancel any course due to insufficient enrolment or other unavoidable circumstances. All registrants will be notified and a complete refund is made automatically.

Refund Policy

For students deciding to withdraw from a course(s) in which they have already registered, fees are refunded according to the following:

- a. Prior to the beginning of classes 100 percent
- b. During the first week of classes 50 percent
- c. During the second week of classes 25 percent

Requests for refunds are not accepted after the third week of classes. Refund checks may take up to four weeks for processing.

Attendance

Attendance to all classes is required. CEC instructors will record attendance at the beginning of each session. The student who is absent for more than one fifth the number of sessions of a course without valid excuse will not be entitled to a final grade for that course. The student will receive a "W" grade.

Late arrivals and Early departures

Late arrivals and early departures are tracked by the class instructor, the result of three unexcused late arrivals and/or early departures will be equivalent to a day of absence. Late arrivals and early departure are recorded if the student arrives 15+ minutes late or leaves 15+ minutes before.

Access to University Facilities

Students enrolled in CEC courses are entitled to use the reading facilities at Jafet Library but not to check out books. CEC students are not entitled to free access to Charles Hostler Student Center. Those who wish to join may apply for a paid monthly membership.

Repeating a Course

A student is not allowed to register for the same course more than two times.

Attestations

Attestations are offered to students who enroll in individual courses to continue their professional development. Request for attestations can be made in person at the Office of the Registrar. During registration and examination periods, attestations are not issued.

Holidays

The CEC follows the AUB calendar with respect to holidays.

AUB Rules and Regulations

All students are expected to abide by the rules and regulations of the University.

“AUB ensures compliance with all pertinent local and US federal requirements and policies, in advance of hiring, engagement, invitation to the University, or contract execution, for unenrolled individuals or entities to receive training or expert advice or assistance, as applicable”

Declaration of Compliance with CEC rules and Regulations

I declare that I have read and understood the rules and regulations stated above.

Date: -----

Signature: -----