



Center for Arab and Middle Eastern Studies

CAMES Policies and Regulations:

Please read the program policies and regulations below. Enrolling in the program indicates that you have read this document carefully and that you agree to abide by all the stated terms.

1. Refund policy:

If a student withdraws from the program, the following refund policy will apply:

- No refund will be made for the \$1,000 deposit.
- No refund will be made for any AUB campus services (insurance, accommodation, sports facilities access, technology fee).
- Withdrawal before classes begin: 100% of tuition fees paid (minus \$1,000 deposit)
- Withdrawal during the first week of classes: 75% of tuition fees paid (minus \$1,000 deposit)
- Withdrawal during the second week of classes: 25% of tuition fees paid (minus \$1,000 deposit)
- No refunds will be processed after the beginning of the third week of the program.
- CAMES strictly requires that all students abide by AUB's Housing Policies and by AUB's Student Code of Conduct (see sections 3 and 4 below). Violation of these regulations may result in the student's dismissal from the program without any refund.

2. Attendance policy:

- Students may not join the program after it has started. CAMES reserves the right to withdraw the acceptance of any student who does not attend the program starting from the first day.
- Students who leave the program before it ends or who are frequently absent might not receive any credit for the course.
- Students are expected to attend all classes regularly. Absence from class is strictly prohibited except for emergencies or medical reasons.
- If a student is absent for medical reasons, he/she should obtain a medical report from the AUB Health Services.
- When absent for illness, the student is responsible for any work required during his/her absence
- Absences are calculated according to hours missed. Any student who is absent without a medical excuse, even for one hour, will receive an emailed reminder/warning. Students who are absent without a medical excuse for the equivalent of three days may be dismissed from the program.

3. Housing Policies:

Please read carefully the [rules and regulations for CAMES summer Arabic students residing in AUB campus housing](#). Students who choose to live in the dorms on AUB campus will receive a copy of these regulations to sign and return. These regulations are binding so students who do not respect them may be expelled from AUB student housing.

4. Student Code of Conduct:

Please read carefully AUB’s [Student Code of Conduct](#) which will apply to all CAMES summer Arabic students. Signing and submitting this application form indicates that you have read the Student Code of Conduct and that you agree to abide by it.

5. Commitment to Speaking Arabic throughout the Program:

“I hereby commit myself to use Arabic as fully as possible throughout the summer program at the American University in Beirut, in all classes and activities, with all participants in the program. In doing so, I aspire to maximize my learning this summer and help my colleagues maximize theirs as well.”

Enrolling in the program indicates that you have read this statement regarding the use of Arabic and that you agree to abide by it.

I certify that I have read and understood the policies and regulations stated within this application and on the links provided and that I will comply accordingly.

I certify that the information provided in this application and in the supporting documents is, to the best of my knowledge, complete and accurate. I further understand that misrepresentations or material omissions made in this application or in the supporting documents may render me liable.

Enrolling in the program indicates that you agree to abide by all the Policies and Regulations above.