

## Course Registration

- The student has to pay a confirmation fee of **USD 300** (Deductible from the course fee) and bring the payment receipt to the CEC office before registration is done on the system.
- If the course is cancelled, the student can choose either to get a full refund of the confirmation fee, or keep it in his/her account for another course or term.
- If the course runs as scheduled, the CEC refund policy will be strictly applied.
- If the student wishes to pay the full amount and not only the confirmation fee, then s/he will get two invoices from the Cashier's Office, and both should be paid at the bank.

## 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.

## Student Withdrawal

Should a student need to withdraw from a course before or after classes officially begin, **s/he must inform CEC and return his/her AUB ID (if issued)**. Non-attendance does not constitute official withdrawal.

## Refund Policy

If, for justifiable reasons, a student withdraws from a course or from courses in which he/she has already registered, fees are refunded according to the following:

<b>Time of withdrawal</b>	<b>Fees refunded</b>
Prior to the beginning of classes	100%
During the first week of classes	50%
During the second week of classes	25%

*Requests for refunds are not accepted after the second week of classes. Upon returning his/her receipt and AUB ID card, the student will be refunded accordingly. However, refundable checks usually take three weeks to be processed.*