

## FINANCIAL TERMS

### A. BILLING AND PAYMENTS

1. Students are required to submit a **non-refundable deposit** within 30 days of the date of their acceptance letter in order to secure their spot in the International School. The amount of the non-refundable deposit as well as the date due will be listed in the invoice that the student receives with his/her letter of acceptance. This amount will be deducted from the student's tuition.
2. An invoice will be sent to the student's e-mail account upon acceptance to the program. After each payment, an updated invoice will be sent to the student reflecting all payments made.
3. The full payment for the semester must be received by two weeks before the start of the semester. Students who have not completed their payment will not be permitted to move into the dormitories or to participate in courses.
4. All fees are payable in U.S. Dollars, Euros, or Israeli Shekels. If a student chooses to pay in Euros or Israeli Shekels, payment must be made according to the conversion rate on the day the student pays. However, the amount credited to the student's account will be based on the day the payment is received and deposited in Haifa (based on the Bank of Israel official rate). If there is a difference, the student will be expected to pay the difference.
5. You may pay for your fees in one of the following ways:
  - a. The preferred way for us is a personal, bank, or traveler's check made payable to the *University of Haifa*.
  - b. Cash: Please be prepared with the exact amount as we can not guarantee that we will be able to make change.
  - c. Bank transfer to:

Bank Hapoalim  
Branch - 562  
University of Haifa – Account 186484  
SWIFT address: Poalilit  
IBAN: IL18-0125-6200-0000-0186-484

\*If you pay by bank transfer, you must send the International School by fax or e-mail a copy of the bank transfer receipt. Please note that it will take at least one week for us to receive notification of your bank transfer. Please also note that the receiving bank may charge extra fees, in which case we will ask you to pay the difference upon arrival.

## B. SCHOLARSHIPS

1. If a scholarship has not been received by the University of Haifa before the first day of the program, the student will need to pay the amount due. The University of Haifa will then issue the student a refund when the scholarship comes through. If we are notified of a scholarship before payments were made it will be deducted from the tuition fees and will be reflected in the bill.
2. All scholarships should be made payable to the University of Haifa and mailed to:  
Admissions Office  
International School  
University of Haifa  
Haifa 31905, Israel

## C. REFUNDS

*Please note:* Any student who wishes to cancel his participation or withdraw from a program of study at the University of Haifa must notify the International School in writing. The date of cancellation/withdrawal will be the date that the International School receives notification.

1. **Application Fee:** There is no refund of the application fee.
2. **Tuition and Activities Fees:**

*Withdrawal prior to the first day of class:* Full refund of all fees paid other than the non-refundable deposit for the current program/semester, and a refund of all fees for additional programs/semesters.

*Withdrawal within the first three days of classes:* 75% refund of fees for the current semester and a refund of all fees for additional programs/semesters.

*After three days:* No refunds for the current semester can be made. A refund for all additional programs/semesters will be made in full.

### **3. Dormitory Fees: (full time students only)**

*Withdrawal prior to arrival:* Full refund of dormitory fees

*Withdrawal within three days of residency:* Refund for two weeks of the dormitory fee for that month.

*After three days:* Refunds for the current month can not be made. If additional months of residence in the dormitory are cancelled in advanced, fees for the additional months will be refunded in full.

### **4. Scholarships:**

If a student has received a scholarship and decides to withdraw from the program, the International School will contact the scholarship source to determine whether scholarship funds should be refunded to the student or to the organization that granted the scholarship.

## **D. CONDITIONAL FEES**

1. *Bank Fee:* Bounced checks incur a \$50 fee.
2. *Collection Fees:* The University of Haifa may utilize the services of an attorney and/or collection agent to collect any amount past due, and you will be charged an additional amount equal to the cost of the collection as well as any other fees incurred by the University of Haifa.

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#### **E. INVOLUNTARY WITHDRAWAL/DISMISSAL**

The University of Haifa reserves the right to require the withdrawal of any student whose conduct or academic standing warrants such action. In the event that a student is asked to leave the program, no refund is forthcoming.

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**COMMITMENT**

I have read the "Financial Terms" of the International School of the University of Haifa. I undertake to pay tuition fees and all other mandatory fees in accordance with the invoice that I receive from the International School.

Should I decide to officially withdraw from studies at the University of Haifa, I will submit written notice to the International School. I understand that the date of my withdrawal is the date that the International School receives my written notification. I assume liability for the payment of all fees, in accordance with the refund schedules listed in the "Financial Terms."

Student Name (print clearly): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_