

ADMISSION RULES AND REGULATIONS

1- GENERAL RULES

- 1.1 This “Rules and Regulations” statement must be signed by the student, parent or legal guardian if student is under 18 years old at the time of signing, and upload to Application Tracking System. This statement is one of the required documents in order to get Unconditional Acceptance Letter.
- 1.2 Students who wish to change department are allowed to do so until the last date of add/drop period.
- 1.3 Fee mentioned on the Unconditional Acceptance Letter for undergraduate programs covers only one academic semester. (Fall or Spring Semester)
- 1.4 Unless students have already met the University’s Academic English requirements, a passing grade from the English proficiency test is required for enrolment in academic programs. The first sitting of the test is free, the second is subject to a fee of 100 \$ and 150 \$ for subsequent sittings.
- 1.5 Students are required to provide the original copies and the certified English translation of their academic documents, their passport, four passport size photos and acceptance letters for completion of registration. Registration will be suspended for the students who fail to provide their original documents.
- 1.6 Students will not be able to register after the last day of registration as indicated on the Acceptance Letters.
- 1.7 No official documents, transcripts and certificates will be issued by the university for students with debts overdue.
- 1.8 Money transfers between the accounts of different students are not permitted.
- 1.9 Money transfers made to the accounts of the university, involving those from the parents of the students, will only be transferred to the account of the student by the signed permit of the sender.
- 1.10 Due to Turkish Republic of Northern Cyprus government regulations, the university must hold all original documents provided by the students until the student graduates or completes the termination process.
- 1.11 The Unconditional Acceptance Letter is no longer valid if the documents submitted are unverifiable.
- 1.12 Undergraduate students at the end of the second semester who have taken the normal course load with a CGPA of at least 3.00 and a GPA of 3.50 are eligible for the Academic Achievement Scholarship. Scoring below these requirements will cause the Academic Achievement Scholarship to be suspended until the student receives the required GPA and CGPA again.

2- FEES

- 2.1 Students who wish to suspend their studies are required to pay a fee of 350 \$ during add/drop period as specified on the Academic Calendar. A fee of 700 \$ is required for the second suspension. Students are not allowed to suspend their semester if they already have registered to any course.
- 2.2 It is student’s responsibility to check their fees to be paid according to their scholarship rate. Tuition fee payment must be completed before registration.

2.3 Late registration fee is 10 \$ per day for unregistered old students. Late registration fee cannot exceed a total of 100 \$. Students will not be able to register after the Late Registration Period finishes as indicated on the Academic Calendar. Registration can only be completed by having direct contact with advisor.

3- REFUNDS

Refunds of deposits and/or initial payments of tuition fees will be made only in the event of a refusal of visa application, unless the documents submitted to the Embassy were not verifiable. Students will need to provide evidence of visa refusal and confirmation letter from the Embassy. Refunds will not be made for any other reasons.

4- SCHOLARSHIPS

All scholarships are limited to the official duration of study*. Scholarship will no longer be provided if the official duration of the course is exceeded. Scholarships also cover the duration of Foundation of English School.

5- DEFERMENT

Students who were issued an Unconditional Acceptance Letter for tuition only but failed to complete registration for the current semester are allowed to defer admission for the next semester. Students who wish to defer for more than one semester will have to re-apply and refund will not be provided for the payment already made.

6- RESIDENT PERMIT

In accordance with the laws of Turkish Republic of Northern Cyprus, residence permit is fee of approximately 100 \$ is required to be paid by the student upon arrival.

The University assists the students in obtaining the residence permit after their arrival at The Turkish Republic of Northern Cyprus. However, it is the student's responsibility to liaise with the University to arrange the residency permit.

Official Duration of Study *

Undergraduate	4 years
Masters	2 years