



## ADMISSIONS RULES AND REGULATIONS

### 1-GENERAL RULES

1. This “Rules and Regulations” document must be signed by all student but a parent or legal guardian will sign for students who are below 18 years. All Signed documents should be returned to CIU International Marketing as one of the required documents for Conditional Acceptance Letter.
2. Students who wish to change department are allowed to do so before their course registration.
3. Fees listed in the letter of acceptance for undergraduate programs cover two academic semesters only Graduate program fees are charged per course. Tuition fees are fixed for the official duration of study. However, CIU reserves the right to change the fee for accommodation, meal plans and other additional charges on an annual basis along with changing governmental regulations and the inflation rate.
  - i. Accommodation during the winter break is included for Fall semester students (first registered in Fall). Spring semester students will have to renew their contract with dormitories in order for the accommodation to be included during the winter break.
  - ii. Students who wish to stay on **campus during the summer break (June-September) will be charged additionally for accommodation.**
  - iii. The Meal Plan in All-Inclusive Package covers Fall and Spring academic semesters. However, because the Lake View food hall where the meal plan service is provided is closed during winter and summer breaks, meals must be purchased individually at the variety of food outlets available on campus.
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.
5. Students are required to provide the original copies and the certified English translation of their academic documents and their international passport for completion of registration. Registration will be suspended for the students who fail to provide their original documents, 10 days after their registration.
6. Students will not be able to register after the Late Registration Period finishes as indicated in the Acceptance Letters.
7. No official documents, transcripts and certificates will be issued by the university for students with debts overdue.
8. Money transfers between the accounts of different students are not allowed.
9. Money transfers made to the accounts of the university, including those from the parents of the students, will only be transferred to the account of the student by the signed permit of the sender.
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.
11. The Acceptance Letter is no longer valid if the documents submitted are unverifiable.
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.

I have read, understood and accepted the Cyprus International University Admission Rules and Regulations							
Name Surname		Signature		Date		Parent/ Legal Guardian	



## 2- ACCOMODATION

1. Students in all-inclusive package programs who wish to change their rooms can do so subject to availability. Any changes must be made within 2 weeks from arrival and it is free of charge. Any subsequent room change after the first one is subject to a fee of €100.
2. Students are advised to pay their initial deposit as early as possible to reserve their accommodation. Selected room type is subject to availability in case of late payment.
3. Students with accommodation and meal plan reservation packages are advised to complete their initial installment payment in full to avoid difficulty completing registration access to other relevant services.
4. Students who are not planning to stay on campus are responsible for making their own arrangements for off-campus accommodation.
5. Reservations for On-Campus accommodation are made for a period of one or two academic semesters, in case of cancellation the full amount due will be charged.
6. Residence Halls will accept students starting from the initial entry date stated on the Acceptance Letter. Students who arrive before the initial entry date will be responsible for arranging alternative accommodation. Limited on campus accommodation may be available subject to a daily fee based on dormitory type. The university does not guarantee the availability of accommodation before the dates stated on the Acceptance Letter.
7. As accommodation fees are set as annual whoever wants to reserve for one semester must pay 65% of the annual fees of accommodation.

## 3-FEES

1. Electricity and heating bills are not included in the dormitory or package prices and to be paid on a monthly basis.
2. CIU Arena sports hall membership is not included and must be purchased separately.
3. Students who wish to suspend their studies are required to pay a fee of €250 during add/drop period as specified in the Acceptance Letter. A fee of €750 is required for the second suspension and €1000 in consecutive semesters. Students are not allowed to suspend their semester if they already have registered to any course.
4. Fees due can be paid in up to 6 installments at relevant interest rate. It is the student's responsibility to check their fees to be paid according to their installment plan.
5. All-inclusive package program is for the duration of a minimum of two academic semesters. In case of cancellation of all-inclusive package, the accommodation fees for two academic semesters will be charged unless the cancellation has been made before the 1st of July for the Fall Semester and the 1st of January for the Spring Semester. No refunds will be made after these dates.
6. Students will not be able to register after the Late Registration Period finishes as indicated in the Acceptance Letter. Registration can only be completed by having direct contact with advisor.
7. Students that have not entered into a financial installment agreement but are in arrears to the University by a sum greater than €500 will not be permitted to sit for midterm or final exams as applicable.
8. Late registration fee is €25 per day for unregistered current students. Late registration fee cannot exceed a total of €150.

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9. If an installment plan is selected during the application process (unless an update is requested by the applicant or representative before the registration); the student is bound by this selected yearly installment plan and are expected to pay their fees according to the deadlines stated per installment plan on their Acceptance Letters.

#### 4-REFUNDS

1. Refunds of deposits and/or advanced payments of tuition fees or package program payments 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 including the decision of deportation made by the immigration authorities of Ercan Airport.

#### 5-SCHOLARSHIPS

1. 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 School which must not exceed one academic year.

#### 6-DEFERMENT

1. Students who were issued an Acceptance Letter 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 **two semesters** will have to re-apply and refund will not be provided for the payment already made.

#### 7-RESIDENT PERMIT

1. In accordance with the laws of Turkish Republic of Northern Cyprus, residence permit is fee of approximately €150 is required to be paid by the student upon arrival.
2. 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

Vocational School	2 years
Undergraduate (except Pharmacy, Dentistry and Medicine)	4 years
Architecture	4-5 years
Pharmacy and Dentistry	5 years
Medicine, Pharm.D.	6 years
Masters	Minimum 1,5 year
PhD	Minimum 3 years

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