

February 4, 2019

Dear Student,

**Re: Tuition Fees and Cancellation Policy for the International Master's Program at the University of Haifa 2018-2019 for students who are citizens and residents of foreign countries**

The duration of study in this program is one academic year (fall, spring and summer semesters), and accordingly, each M.A. student will have to pay in full for the academic year of 2018-2019.

**Tuition for the Academic Year 2018-2019:**

Basic Tuition: \$9,460

**Additional Mandatory Fees:**

Service Fees \$257

Health Insurance \$673 (one academic year)

Dormitories \$4,950 (\$450/month x 11 months) – will be paid to the dorms office directly.

Students who choose to join the Student Union will be billed an additional fee, approximately \$32 (The exact amount will be determined at the beginning of the academic year.)

**Billing Details:**

**A. Tuition:**

1. \$1,000 deposit towards tuition.
  - The fees must be paid shortly after the student receives an acceptance letter to the program.
2. 60% of the remaining tuition, additional fees, must be paid before the start of the academic year.  
A total of: \$5,680.
3. 40% of the remaining tuition, plus the remaining additional fees, must be paid before the start of the spring semester. A total of: \$3,780.

**B. Dormitories:**

1. \$650 towards dormitories (if applicable) that consists of a non-refundable deposit in the amount of \$200, and \$450 for your first month's dormitories rent. The dormitories payments must be paid directly to the dorms.
  - For additional information in regards to the dormitories, please refer to the forms: "Dormitory Payments" and "Dorms Rental Agreement".
  - You can also contact the dorms office at 972-4-8288080 (Dalit Oster).

**Cancellation Policy for Registration and Enrollment for the Academic Year 2018-2019:**

A candidate for studies at the university and/or a student who decides to cancel his/her registration for the university or to withdraw from his/her studies there, must inform in writing (by registered mail) the University Student Services and the Department of Tuition Fees in the Student Administration Division as well as the International School . Notification of cancellation or withdrawal from studies may also be done through e-mail: [njones@univ.haifa.ac.il](mailto:njones@univ.haifa.ac.il), [khashims@univ.haifa.ac.il](mailto:khashims@univ.haifa.ac.il), [talexande@staff.haifa.ac.il](mailto:talexande@staff.haifa.ac.il). A request for confirmation of the e-mail's receipt should be included.

On the day of receipt of this notification, a student will be considered withdrawn from studies or as having cancelled the registration process.

Notification by telephone or in conversation will not be considered a binding cancellation.

Students and candidates who cancel their registration will be have to pay the entire tuition or a portion of it according to the university regulations as stated below:

- A candidate who notifies of his/her registration cancellation until August 15, 2018, will receive a refund of the deposit amount less 100\$ cancellation service charge.
- A candidate who notifies of his/her registration cancellation from August 16, 2018 and until September 15, 2018, will be eligible for a refund of half of the deposit paid on account of the tuition fees (s/he will owe \$500).
- A candidate who notifies of his/her registration cancellation from September 16, 2018 and until November 4, 2018, will owe the full tuition deposit (\$1000).
- A student who notifies of his/her withdrawal from studies from November 5, 2018 and until December 2, 2018, will owe 35% of tuition fees plus the additional service fee. Health insurance will be paid until the day in which the student leaves the university study program.
- A student who notifies of his/her withdrawal from studies from December 3, 2018 and until January 13, 2019, will owe 50% of tuition fees plus the additional service fee. Health insurance will be paid until the day in which the student leaves the university study program.
- A student who notifies of his/her withdrawal from studies from January 14, 2019 and until March 10, 2019, will owe 75% of tuition fees plus the additional service fee. Health insurance will be paid until the day in which the student leaves the university study program.
- A student who notifies of his/her withdrawal from studies after March 11, 2019 will owe the entirety of tuition and service fees. Health insurance will be paid until the day in which the student leaves the university study program.

\* For information regarding dorms cancellation, please refer to the forms: "Dormitory Payments" and "Dorms Rental Agreement". You can also contact the dorms office at 972-4-8288080 (Dalit Oster).

**Note: Payment methods are according to guidelines determined by the International School and will be detailed in the invoice**

This tuition is for up to two years of study in either thesis or non-thesis track. If the studies continue to a third year (meaning beyond November 30<sup>th</sup> of the third year) additional tuition fees will be applied. The tuition in the third year is 10% of the tuition rate.

\* Health insurance beyond the first year of study should be arranged by the student directly with the Harel insurance company.

Sincerely,  
 Department of Tuition Fees and Student Services  
 Mount Carmel, Haifa 31905, Israel. Fax (972) – 4 – 824998

**Student Name:** \_\_\_\_\_

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

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