

Policy Title	Fail to Pay Policy
Responsible University Office	Accounts Receivables Office
Policy Owner	Ms. Amira Gaber – Acting Senior Director – Accounts Receivables
Pertinent Dates	This policy was revised in June 2021 and approved to be applied effective Fall 2021.

I. SCOPE OF POLICY

Fail to Pay Policy is applied to all AUC students who pay tuition fees; these being self-paying students, students whose tuition are being paid by sponsored or companies. Audit Teams, Regulatory Bodies in both Egypt and the United States should know this policy.

The purpose of this policy is to streamline a clear process for fail to pay tuition fees and to ensure that AUC obtains the best value for its revenue and tuition fees collection while ensuring that all processes abide by the highest level of institutional and personal integrity.

II. DEFINITIONS

Fail to pay: means students who fail to pay their tuition fees before the specified deadlines mentioned in the academic calendar and billing announcements.

III. POLICY STATEMENT

This policy document sets out the fundamental tuition fees charging principles of AUC. It explains the importance of paying tuition fees before the specified deadlines. The document indicates the consequences of non-payment in tuition fees and the appeals process that can be followed.

This document will be revised and supplemented, as required, to meet new needs and conditions. Revised pages will be sent to all holders who are responsible for keeping the manual current.

An important part of this updating process depends on the constructive comments, information, and suggestions received from you, the users. Your comments are highly appreciated.

IV. RESPONSIBILITIES

This policy must be implemented by all AUC community, faculty, staff and students.

V. POLICY STANDARDS AND PROCEDURES

- Once the student is accepted for admission and enrolling in classes, each student accepts responsibility for paying all debts to the University, including a non-refundable deposit for new students, tuition and fees according to the academic price list, for which he or she is liable. An individual's registration as AUC student constitutes his or her agreement to make timely payment of all amounts due.
- Students retain ultimate liability for the payment of their deposit, tuition fees, whether invoiced or not, including where sponsorship agreements have been approved.
- Students who fail to pay by the payment deadlines WIL NOT be Automatically/Administratively dropped from their registered classes.
- Students who opt to drop course/s must do so via the official channel with the Registrar, as per the announced deadlines on the academic calendar.
- Course/s dropped AFTER the closure of the drop/add dates of each semester/session WILL HAVE tuition billing charges, regardless of the fact have the student been attending or not.
- Students who fail to pay by the payment deadlines will have a financial hold put on their record until the pending amount is paid. They will not have access to the transcripts or be eligible to register for the following semester, and whatever other restrictions currently exist when a student has a financial hold.
- Late fees will be charged to the student BANNER account; removal of the late fees and the course fees is allowed only if the student is going through force majeure and provide the Financial Committee with adequate documents to support his case.
- AUC Registrar is responsible to publish drop and add dates on AUC website it is the student responsibility to visit the website to adhere to important deadlines.

VI. FORMS/INSTRUCTIONS (if applicable)

There are no forms applicable to this policy.

VII. APPENDICES (if applicable)

There are no appendices applicable to this policy.

VIII. CONTACT INFORMATION

If you have any questions or concerns relative to either policy or procedures, please call

1. Ms. Amira Gaber – Acting Senior Director – Accounts Receivables, Ext: 2339
or send an e-mail to amira_hg@aucegypt.edu
2. Mr. Mohamed El Sergany – Director - Student Accounting, Ext: 2448
or send an e-mail to msergany@aucegypt.edu
3. Ms. Rasha Mahmoud – University Registrar- Office of the Registrar, Ext: 2443
or send an e-mail to rashama@aucegypt.edu