

## Students Refund Policy

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### Policy Statement

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The policy is to specify tuition refund rules for both undergraduate returning students and all graduate students. The policy will explain who is eligible for tuition refunds and under what circumstances.

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### Reason for Policy/Purpose

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The policy will set tuition refund rules for all students to be published as a guide for both students and departments.

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### Who Approved This Policy

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Approved by: CFO and AVP for Finance

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### Who Needs to Know This Policy

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AUC Community, Internal and External Audit Teams, Regulatory Bodies in both Egypt and the United States.

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### Web Address for this Policy

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[University Policies | The American University in Cairo \(aucegypt.edu\)](#)

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### Contacts

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Responsible University Official: Students Accounting Director

Responsible University Office: The Controller's Office

If you have any questions about any part of the Refund Policy or Procedures, you may contact Mohamed El Sergany at +202-2615-2448, or Send an e-mail to [msergany@aucegypt.edu](mailto:msergany@aucegypt.edu)

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### Definitions

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There are no definitions.

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### Policy/Procedures

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New graduate students and all returning students are eligible for a tuition refund in accordance with the limitations set forth in the below policy. This policy does not apply to new

undergraduate students, as AUC needs to know which new undergraduate students will attend the University in order to admit alternate candidates by the first day of classes. Thus, new undergraduate students are not entitled to refunds.

For new graduate and continuing students, a full refund is made only for courses dropped before the end of the late registration period.

Students who drop a course after the deadline for late registration are not entitled to any refund for the course(s) dropped. However, students who withdraw from the university before that time will receive a partial refund. The amount of the partial refund depends on the number of weeks which have elapsed since the beginning of classes. Refunds are made according to the following schedule:

- First week of classes: full tuition refund
- Second week: eighty percent tuition refund
- Third week: sixty percent tuition refund
- Fourth week: forty percent tuition refund
- Fifth week: twenty percent tuition refund
- After the end of the fifth week, no refunds will be made.

Summer-session students who withdraw one day after registration can be refunded the amount paid. Summer session students who withdraw more than one day after registration will receive a partial refund according to the following schedule:

- By the end of the first week: seventy-five percent of tuition and fees. \*
- By the end of the second week: fifty percent of tuition and fees. \*
- After the end of the second week no refunds will be made.

\*The refund schedule refers to tuition for credit courses, audited courses, and instruction in the Arabic Language Institute and English Language Institute. The student services and activities fee, the application fee, laboratory and studio course fees, tuition deposits and special charges are not refundable.

**For amounts exceeding EGP 5,000 or its equivalent in USD, undergraduate student's refunds will be hand-delivered exclusively to the student's parents or a person who has power of attorney from the student's parents. The exception to this is for US Federal loan refunds, which will be delivered to the student or his/her designate. Does this apply to checks?**

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## **Forms/Instructions**

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Dropping courses is normally done through Banner by the Registrar's Office. New Student refunds are allowed in very limited cases and must be approved by the Associate Provost for Admissions, Financial Support & CEO

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**Related Information**

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None

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**History/Revision Dates**

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Origination Date: March 2017

Last Amended Date: January 2020

Next Review Date: January 2025