

### **Admissions Rules and Regulations**

1. This “Rules and Regulations” statement must be signed by the student, parent or legal guardian if student is under 18 years old at time of signing, and returned to CIU Admission Office as one of the required documents for Unconditional Acceptance letter.
2. Fees listed in the letter of acceptance cover two academic semesters. Tuition and accommodation fees are fixed for the official duration of study\*, however, CIU reserves the right to change the fee for meal plans, insurance 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 in the annual fees.
  - ii. Students who wish to stay on campus during the summer break will be charged for accommodation at the rate of €10 per day.
  - 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.
3. 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. Refunds will not be made other reasons.
4. Reservations for On-Campus accommodation are made **for a period of two academic semesters**, in case of cancellation the full amount due will be charged.
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 January for the Spring Semester and the 1st of July for the Fall Semester. No refunds will be made after these dates.
6. 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 is subject to a €50 service fee. Any consecutive room change after the first one is subject to a fee of €150.
7. Electricity and water bills are not included in the dormitory or package prices.
8. CIU Arena sports hall membership is not included and must be purchased separately.
9. In accordance with the laws of Turkish Republic of Northern Cyprus, residence permit fee of approximately €150 is required to be paid by the student upon arrival.

10. 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.
11. Students are required to provide the original copies and the certified English translation of their academic documents and their passport for completion of registration. Registration will be suspended for the students who fail to provide their original documents.
12. Late registration fee is €25 per day for unregistered students. Late registration fee cannot exceed a total of €150. Students will not be able to register after the Late Registration Period finishes as indicated in the Conditional Acceptance Letter.
13. Students who wish to suspend their studies are required to pay a fee of €250 during add/drop period as specified in the Conditional Acceptance Letter. Undergraduate studies can be suspended for up to 4 semesters, postgraduate studies for 2 semesters and doctorate programs for 4 semesters. Second suspension is subject to a fee of €750, any subsequent suspension is subject to a fee €1,000.
14. Fees due can be paid in up to 6 installments at relevant interest rate.
15. 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.
16. Undergraduate students with Academic Achievement Scholarship must maintain a minimum 2.0 CGPA. Postgraduate students should maintain a CGPA of 3.0 for the continuation of the scholarship. Scoring below these CGPA will cause the suspension of scholarship until the student receives required CGPA again.
17. 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.
18. No official documents, transcripts and certificates will be issued by the university for students with debts overdue.
19. Money transfers between the accounts of different students are not allowed.
20. 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.
21. 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.

22. The Conditional Acceptance Letter is no longer valid if the documents submitted are unverifiable.
23. Students who are not planning to stay on campus are responsible for making their own arrangements for off campus accommodation.
24. Residence Halls will accept students starting from the initial entry date stated on the Conditional 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 Conditional Acceptance Letter.
25. 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.
26. In case of deferment, students in all-inclusive package or those who opted for accommodation only will be charged for one remaining academic semester's accommodation if the deferment is made before 1st of January for the Spring Semester or before the 1st of July for the Fall Semester. Please refer to the Residence Halls Rules and Regulations for details.
27. 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): 4 years
  - Pharmacy: 5 years
  - Masters: 2 years
  - PhD: 4 years

**I have read, understood and accepted the Cyprus International University Admission Rules and Regulations**

Print Name

Signature

Date

Parent/ Legal Guardian Signature