

## Enrollment Agreement

Name:

\_\_\_\_\_  
*Last* *First* *Middle*

Home Address:

\_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

\_\_\_\_\_  
*Country*

Home Phone:

( ) \_\_\_\_\_  
*Date of Birth:*  
*(MM/DD/YY)*

Program Applied  
for:

\_\_\_\_\_

Regular tuition fees for the 2023 academic year are listed below. The tuition fees include, in addition to the tuition, all textbooks, instructional materials and educational services. All payments are to be made in USD (or the equivalent amount in EGP).

Tuition can be paid over different installment plans up to 12 months. Students should email [accounting@asb.ac](mailto:accounting@asb.ac) in such cases.

### Tuition fees for the Master of Business Administration Program:

<b>Tuition Fees*</b>	<b>2023</b>
Application Fee (one time)	\$100
Library Fee (one time)	\$250
Technology Fee (one time)	\$250
Tuition	\$6,000
<i>of which, per module (x10 modules)</i>	<i>\$550</i>
<i>of which, per final project</i>	<i>\$500</i>
Graduation Fee	\$250

*\*Scholarships are available for students from Egypt.*

## Methods of Payment

Tuition and fees can be paid electronically in USD. Invoices emailed to the students will have a payment link that provides the fastest, most secure, and convenient way for students to make payments.

For exceptional cases and information on other payment methods, please contact [admission@asb.ac](mailto:admission@asb.ac).

## Cancellation Policy

A student requesting cancellation of their enrollment within 7 calendar days after signing an enrollment agreement is entitled to a full refund of all amounts paid.

A student requesting cancellation more than 7 calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid minus the application and the library fee.

Cancellation requests should be made in writing by sending an email to the Registrar ([registrar@asb.ac](mailto:registrar@asb.ac)).

Agora School of Business will issue a full refund for courses or programs that have been cancelled by the School.

## Refund Policy

Tuition is refunded if a student cancels their enrollment or withdraws from the program. The refund is on a weekly basis as per the refund schedule below (please refer to the cancellation policy above for refunds of fees such as the application and library fees).

Cancellation or withdrawal requests should be made in writing by sending an email to the Registrar at [registrar@asb.ac](mailto:registrar@asb.ac).

No tuition fee refunds will be issued if a student does not submit a cancellation/withdrawal request, and tuition fees cannot be carried over to the following module unless the student files for a leave of absence prior to the start of the module. Otherwise, no unused tuition funds from past modules can be applied to future modules. Refunds will be issued using the same method of payment within 30 days from the date the School receives the student's withdrawal request.

### Refund Schedule (*applicable to each module of the program*):

	Percent of tuition refunded after start of
(Before start of classes)	100%
1 <sup>st</sup> week	70%
2 <sup>nd</sup> week	40%
3 <sup>rd</sup> week	20%
4 <sup>th</sup> week	0%

## Sample Refund Calculation

If a student sends a withdrawal request during the second week of the module, the student will receive a refund of 40% of the tuition. For tuition of \$550 per module, the refund amount would therefore be \$220 ( $\$550 \times 40\%$ ).

## Acknowledgment

1. *I have carefully read and received a copy of this enrollment agreement and affirm my acceptance of the refund and cancellation policies.*

\_\_\_\_\_ Student initials

2. *I understand that the School may terminate my enrollment if I fail to comply with the academic and financial requirements or if I disrupt the normal activities of the School. While enrolled in the School, I understand that I must maintain satisfactory academic progress and that my financial obligation to the School must be paid in full before a diploma may be awarded.*

\_\_\_\_\_ Student initials

*I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School. I also understand that if I default upon this agreement, I will be responsible for payment of any collection or attorney fees incurred by Agora School of Business. My signature below signifies that I have read and understand all aspects of this agreement and that I recognize my legal responsibilities regarding this contract.*

Accepted on this date \_\_\_\_\_

Contract valid for 4 years from this date.

\_\_\_\_\_  
Signature of Student

*I hereby certify that there have been no verbal or written agreements or promises other than those appearing on this agreement. Students will receive an executed copy of this enrollment agreement confirming their acceptance at the School once all documents for admission have been received and satisfactorily reviewed.*

\_\_\_\_\_  
Director of Admissions