

Anglo-American University

Financial Policy

A. Bank Details

Name of bank	Raiffeisen Bank
Address	Vodičkova38 Prague 1 Czech Republic
Post code	111 21
Name of Account	Anglo-americká vysoká škola
Variable symbol	Student's ID
Swift code	RZBCCZPP
Account number CZK	1031009862/5500
IBAN CZK	CZ7355000000001031009862
Account number USD	1021015222/5500
IBAN USD	CZ925500 0000 0010 2101 5222
Account number EUR	1031012308/5500
IBAN EUR	CZ885500 0000 0010 3101 2308
Global Pay for Students platform	https://student.globalpay.wu.com/geo-buyer/angloamerican#!/

B. Tuition and Fees

1. Tuition (according to the start date of admissions to study)

Bachelor's Level – effective Fall 2022	From AY* 2019/2020	Between AY 16/17 – 18/19	Prior to AY 2016/2017
Tuition per Semester (full time study)	CZK 92,160	CZK 89,400	CZK 74,775
Tuition per Bachelor's Program Total (90 US credits)	CZK 552,960	CZK 536,400	CZK 448,530
Average Tuition per Class (3 US credits)	CZK 18,432	CZK 17,880	CZK 14,955
Average tuition per US credit	CZK 6,144	CZK 5,960	CZK 4,985
Average tuition per ECTS credit	CZK 3,072	CZK 2,980	CZK 2,493
Certificate of Higher Education in Common Law (excluding extra fees payable to University of London) **			
Local tuition per core course per year	CZK 31,500	CZK 31,500	CZK 26,250
Local tuition per AAU support course per year	CZK 21,000	CZK 21,000	CZK 12,600
Local tuition for the initial two-week intensive course	CZK 5,250	CZK 5,250	N/A
Tuition per Local Certificate of Higher Education Total (4 core courses / 6 support courses / the intensive course)	CZK 257,250	CZK 257,250	CZK 180,600
LL.B. (excluding extra fees payable to University of London) **			
Local tuition per core Level Four LL.B. course per year	CZK 31,500	CZK 31,500	CZK 26,250
Local tuition per core Level Five and Level Six LL.B. course per year	CZK 34,650	CZK 34,650	N/A
Local tuition per AAU support course per year	CZK 21,000	CZK 21,000	CZK 12,600
Local tuition for the initial two-week intensive course	CZK 5,250	CZK 5,250	N/A

* AY = Academic Year

Local tuition per LL.B. Total (4 core courses in the 1st year / 8 core courses in the 2nd year / 3 support courses)	CZK 471,450	CZK 471,450	CZK 352,800
Cost for Certificate of Higher Education in Common Law students who progress to LL.B. (excluding extra fees payable to University of London – see below for details) **			
Tuition per Local Certificate of Higher Education Total – 2 years (4 core courses / 6 support courses / the intensive course)	CZK 257,250	CZK 257,250	CZK 180,600
Local tuition per LL.B. Total – the latter 2 years (8 core courses / 2 support courses)	CZK 319,200	CZK 319,200	CZK 235,200
Local Total Study Fees	CZK 576,450	CZK 576,450	CZK 415,800
Master's Level			
Tuition per Semester (full time study)	CZK 98,990	CZK 98,340	CZK 85,985
Tuition per Master's Program Total (60 US credits)	CZK 395,960	CZK 393,360	CZK 343,940
Average Tuition per Class (3 US credits)	CZK 19,798	CZK 19,668	CZK 17,197
Average tuition per US credit	CZK 6,599	CZK 6,556	CZK 5,732
Average tuition per ECTS credit	CZK 3,300	CZK 3,278	CZK 2,866
PG Cert (excluding tuition payable to University of London – see below for details) 5 Modules (from 2 UOL Courses) + 2 AAU Support Courses			
Local Tuition per Module per Semester	CZK 7,500	N/A	N/A
Local Tuition per AAU Support Course	CZK 7,500	N/A	N/A
PG Cert Local Tuition – 1-year (2-semester) program (5 Modules + 2 AAU Support Courses)	CZK 52,500	N/A	N/A
PG Dip (excluding tuition payable to University of London – see below for details) 10 Modules (from 3 UOL Courses) + 4 AAU Support Courses* * If the student is continuing from the PG Cert, then only 2 AAU Support Courses are taken + 5 additional Modules as part of the PG Dip.			
Local Tuition per Module per Semester	CZK 7,500	N/A	N/A
Local Tuition per AAU Support Course	CZK 7,500	N/A	N/A
PG Dip Local Tuition – 2-year (3-semester) program (10 Modules + 4 AAU Support Courses*) * Only 5 Modules + 2 AAU Support Courses for students continuing from the PG Cert	CZK 105,000	N/A	N/A
LLM (excluding tuition payable to University of London – see below for details) 16 Modules (from 4 UOL Courses) + 4 AAU Support Courses* * If the student is continuing from the PG Dip, then the AAU Support Courses are not taken as part of the LLM and students only take an additional 6 Modules to complete the LLM.			
Local Tuition per Module per Semester	CZK 7,500	N/A	N/A
Local Tuition per AAU Support Course	CZK 7,500	N/A	N/A
LLM Total Local Tuition Fee - 2-year (4-semester) program (16 Modules + 4 AAU Support Courses*) * Only 6 Modules + no AAU Support Courses for students continuing from the PG Dip.	CZK 150,000	N/A	N/A
MBA program with Chapman University			
Program Total including textbooks and instructional material fees (46 US credits)	CZK 450,000	CZK 450,000	CZK 450,000
Average Tuition per US credit	CZK 9,783	CZK 9,783	CZK 9,783
Intensive Academic English Program and other non-credit classes			
Tuition IAEP per semester	CZK 55,295	CZK 53,638	CZK 44,862
Tuition per 14 contact hours per semester (corresponding to 1 US credit)	CZK 3,072	CZK 2,980	CZK 2,493
Auditing students			

Tuition (per any chosen course)	50% of the base tuition		
Example Fall 2022: Tuition per course – Bachelor’s Level	CZK 9,216	CZK 8,940	CZK 7,478

** Law students taking non-Law AAU courses from other schools must pay the AAU tuition for those courses: 18,432 CZK per semester. The stated CertHE Total Study Fees includes only Law classes, so the final total may be different depending on the number of non-Law courses the student takes.

Tuition for Laws programs payable to University of London (AAU is not responsible for these fees and their level)

1. Certificate of Higher Education in Common Law

- Registration Fee: GBP 545
- Module Fee: GBP 680 (4 modules at GBP 170 each)
- British Council Exam Fee: GBP 332 (4 exams at GBP 83 each)
- Examination Fee: GBP 828 (4 exams at GBP 207 each)

TOTAL costs of Certificate of Higher Education in Common Law paid extra to University of London (on top of AAU fees): **GBP 2,385**

2. LL.B.

- Application Fee: GBP 107
- Registration Fee: GBP 545
- Module Fee: GBP 2,040 (12 modules at GBP 170 each)
- British Council Exam Fee: GBP 696 (12 exams at GBP 58 each)
- Examination Fee: GBP 2,484 (12 exams at GBP 207 each)

TOTAL costs of LL.B. paid extra to University of London (on top of AAU fee listed above): **GBP 5,872**

3. PG Cert.

- Application Fee: GBP 101
- Registration Fee: GBP 969
- Module Fee: GBP 2,690 (5 modules at GBP 538 each)
- British Council Exam Fee: GBP 290 (5 exams at GBP 58 each)

TOTAL costs of LL.M. paid directly to University of London and British Council (included in AAU tuition listed above): **GBP 4,050**

4. PG Dip.

- Application Fee: GBP 101
- Registration Fee: GBP 969
- Module Fee: GBP 5,380 (10 modules at GBP 538 each)
- British Council Exam Fee: GBP 580 (10 exams at GBP 58 each)

TOTAL costs of LL.M. paid directly to University of London and British Council (included in AAU tuition listed above): **GBP 7,030**

5. LL.M.

- Application Fee: GBP 101
- Registration Fee: GBP 969
- Module Fee: GBP 8,608 (16 modules at GBP 538 each)
- British Council Exam Fee: GBP 928 (16 exams at GBP 58 each)

TOTAL costs of LL.M. paid directly to University of London and British Council (included in AAU tuition listed above + British Council): **GBP 10,606**

2. Fees

AAU and LL.B. Degrees		
Admissions Fee	CZK 1,000 / EUR 50 / USD 50	An admissions fee is required in order to process an application. This fee is non-refundable .
Administrative Fee	CZK 4,988 (per obligatory term) 2,888 (per voluntary term)	The fee is charged for administrative advising and registration services in every semester the student is enrolled in a study program at AAU. It covers work of Assistant Deans, School Coordinators, Student Services Center and Finance department as well as the annual maintenance fee for the Student Information System.
Alumni Transcript Fee	CZK 250 / EUR 10 / USD 15	The fee is paid by alumni and former students for each additional official transcript issued (apart from two originals that are issued together with diploma).
Art Fee	CZK 800 / 1,000 / 1,500 / 2,000 per course CZK 2,000 / semester (art studio fee)	The fee is charged for Art courses. It covers tickets to performances, exhibitions, etc. Payable at registration to the course.
Credit Transfer Fee	CZK 100 per 1 UK credit CZK 200 per 1 ECTS credit CZK 400 per 1 US credit	The fee is paid by students who are transferring classes to AAU from other universities unless the fee is waived based on an interuniversity agreement. Please ask the Student Services Center for the complete list of such agreements. Fee is payable no later than 2 weeks after notification from the Student Services Center about successful transfer.
Drop Fee	10% of the tuition of the courses dropped 20% of the tuition if all courses dropped	The fee is paid for dropping courses during the add/drop period without replacing them with other courses. For more information on add/drop policy see the section 'Add/Drop policy.'
Installment Fee	2.5% from the amount due	For more information on paying in installments see the section 'Installment Payment Plan'. Installment Fee has been waived for AY 2022/2023.
ISIC Fee	CZK 100 / issuance CZK 290 / reissuance CZK 180 / revalidation stamp	The fee is paid in order to cover the cost of issuance of an ISIC card.
Late Registration Fee	CZK 300 / course	The fee is charged for registration after the Advising / Registration Period as specified in the Academic Calendar.
Library Late Fee	CZK 10 / item / day	The fee is in the amount of CZK 10 is paid for each library item for each day it is overdue. The Late Fee is payable at the Library or the Bursar's office.
Library Replacement Fees	book buying costs plus the processing fee	For more information on Replacement fee see the section 'Library Policy'.
Special Program Fee	Please ask the Bursar for details	The fee is charged for special services provided to cohorts of students studying at AAU on a special interuniversity agreement.
State (Graduation) Exam Fee	CZK 1,000	The fee is charged for attempting a state (graduation) exam. Should the student fail and repeat the exam the fee must be paid again.

Study Abroad Fee	CZK 11,000 (USD 500)	This fee is charged to Study Abroad students on a semester basis for services provided by the AAU Study Abroad and Global Outreach Office (SAGOO), including support with pre-arrival documents, visa and insurance processes, Study Abroad orientation activity, 1 out-of-Prague excursion/semester, 2 Prague tours/semester, ISIC card, DHL (in bulk) shipping of pre-arrival documents and academic transcript
Thesis Defense Fee	CZK 2,500	The fee is charged for attempting the Thesis Defense. Should the student fail and repeat the defense the fee must be paid again.
Waiver Exam Fee	CZK 1,000	The fee is required to cover the cost of waiver exam preparation and supervision, and evaluation of the test. The fee is not refundable, regardless of exam attendance or result. Payable no later than 1 day before the exam.
Duplicate Diploma/Diploma Supplement Fee	CZK 250 / EUR 10 / USD 15	The fee is paid by alumni and former students for each duplicate issued.
Chapman University (MBA) Degree		
Admissions Fee	CZK 4,500	Payable at the time of registration.
Degree conferral fee	CZK 800	Payable no later than 1 month prior to graduation.
Installment fee	2% or 4%	See the relevant section below.

C. Pricing for partner institutions

The AAU President can approve the adjustment or waivers of per credit tuition and fees, mainly for study abroad at AAU programs based on an inter-institutional agreement with an AAU partner institution.

Special fees according to point C. 4. of the AAU Study Abroad and Global Outreach policy, fees for space rental and similar project can be added to this policy as attachments and shall be reviewed annually.

D. Registration Payments and Discounts

1. Registration Payments

- i. **Full payments during registration period:** Students who register and pay in full during registration period qualify themselves for the 3% Early Payment Discount, which will be credited towards tuition in the next semester.
- ii. **Partial payments during registration period:** Students who do not pay in full during registration period are required to pay at least 10% of tuition plus applicable fees in order to be registered for courses. The deadline for payment of the remaining tuition is specified in the Academic Calendar.

2. Early Payment Discount

- i. Students who **register and pay in full** during the registration period for Fall, Winter, Spring, and Summer terms according to the Academic Calendar are entitled to a **3% discount on tuition**.
- ii. The early payment discount is applied as a credit being carried over to future payments.
- iii. Discounts may be combined with scholarships.
- iv. An early payment discount does not apply to the MBA program and auditing students.

- v. Once the tuition has been paid, it is not refundable except for cases of visa denial for reasons beyond the student's control or when the add/drop policy applies.

3. Bring a Friend Discount

- i. AAU offers the possibility of a discount for students who refer a new degree-seeking student that begins studying at AAU.
- ii. The student / who makes the referral is eligible for a discount of **USD 500** on his/her tuition for the first semester in which the new student registers or use the amount to purchase anything from Amazon.com/Amazon.de. It is up to the discretion of the student which site (.com or .de) to choose).
- iii. If a recommended student registers for less than five classes the amount will be reduced by USD 100 for every class dropped.
- iv. To receive the discount, the following conditions must be fulfilled:
 - 1. The student making the referral must have completed at least one semester at AAU
 - 2. The referred student is registered for at least 4 credit-bearing classes
 - 3. The name of the student making the referral is listed in the new student's Application form as ***"Referral from an AAU student or teacher"*** in the section ***"How do you first hear about AAU?"***
- v. The discount applies to a maximum of 4 MBA or 5 other classes (one semester)
- vi. If a referred student is enrolled in the MBA program, the discount is received only after his/her successful completion of four MBA classes.
- vii. The discount does not apply to AAU employees.

4. Bring a Friend Discount – Alumni

- i. AAU offers the possibility of a discount for alumni who refer a new degree-seeking student that begins studying at AAU.
- ii. The alumni who makes the referral is eligible for a discount USD 500. The amount can be used to purchase anything you wish from Amazon.com/Amazon.de site or you can donate it to AAU scholarship fund to support current students of your alma mater.
- iii. If a recommended student registers for less than five classes the amount will be reduced by USD 100 for every class dropped.
- iv. To receive the discount, the following conditions must be fulfilled:
 - 1. You are AAU graduate
 - 2. The name of the student making the referral is listed in the new student's Application form as ***"Referral from an AAU student or teacher"*** in the section ***"How do you first hear about AAU?"***
 - 3. The discount applies to a maximum of 4 MBA or 5 other classes (one semester)
 - 4. If a referred student is enrolled in the MBA program, the discount is received only after his/her successful completion of four MBA classes.
 - 5. The discount does not apply to AAU employees.

E. Add/Drop

- i. Students may add and drop courses before the end of the add/drop period stated in the Academic Calendar. The AAU policy on dropping courses is as follows:
 - 1. Students can drop courses without penalty at any time up to the tuition payment deadline for a respective semester according to the Academic Calendar.
 - 2. Students can drop and replace their courses during the add/drop period without incurring a fee.

3. Students dropping some of their courses during the add/drop period without replacing them with the same number of courses will be charged a 10% drop fee of the tuition of the dropped course in order to cover administrative costs.
 4. Students dropping all of their courses during the add/drop period without replacing them with other courses will be charged a 20% drop fee of the tuition of the dropped courses in order to cover administrative costs.
 5. There is no refund after the add/drop period. Students who choose to withdraw a course after the end of the add/drop period may officially withdraw from the course until the withdrawal deadline listed on the Academic Calendar of the respective semester. There is no refund of the tuition for the withdrawn courses.
- ii. If a course is cancelled due to low enrollment, AAU will provide the students with a full refund of the tuition for such a course.

Dropping courses	Fee
up to the tuition payment deadline	free
during the add / drop period and replacing them	free
during the add / drop period without replacing them	10% drop fee from the tuition of the dropped course; 20% drop fee if dropping all of them without replacing them
after the add / drop period	no refund

F. Installment Payment Plan

1. AAU, Certificate of Higher Education in Common Law, and LL.B. Degrees

- i. AAU offers to both its new and continuing students the possibility of paying tuition in installments. The AAU policy on an Installment Payment Plan is as follows:
 1. Auditing students and new visa seeking students are not eligible for the Installment Payment Plan.
 2. The Installment Payment Plan is possible only for obligatory semesters (Fall and Spring).
 3. The Installment Payment Plan shall be agreed upon with the Bursar no later than by the end of the add /drop period according to the Academic Calendar. After the end of the add/drop period, in extraordinary cases, the Installment Payment Plan can be agreed upon with the CFO.
- ii. Students who pay their tuition in installments need to pay at least the minimum amount necessary for registration in the respective semester i.e.:
 1. 50% of the tuition plus all the applicable fees for new (non visa-seeking) students
 2. 10% of the tuition plus all the applicable fees for continuing students.
 3. The rest of the tuition is then divided into 4 equal installments and carries a 2.5% Installment Fee payable with the first installment payment. **Installment Fee has been waived for AY 2022/2023.**
- iii. The first three installments are then payable on or before the **twentieth day of the months following the beginning of the semester** i.e.:
 1. September, October and November installments in the Fall semester – Regular start
 2. October, November and December installments in the Fall semester – Late Intake
 3. February, March and April installments in the Spring semester.
- iv. The last installment is payable on or before the **tenth day of respective month** i.e.:
 1. December installment in the Fall semester – Regular start
 2. January installment in the Fall semester– Late Intake
 3. May installment in the Spring semester.

- v. Once tuition has been paid in full, it is not possible to switch to an Installment Payment Plan for that semester.

2. Chapman University (MBA) Degree

- i. MBA Students have the following options for tuition payments.
 1. No installment fee: down payment of **CZK 450 000**
 2. 2% installment fee: down payment of **CZK 227 272** (= CZK 222 728 tuition + CZK 4 545 installment fee) and installment plan in a total amount of CZK 227 272
 3. 4% installment fee: down payment of **CZK 115 980** (= CZK 102 062 tuition + CZK 13 918 installment fee) and installment plan in a total amount of CZK 347 938
- ii. The students need to pay the down payment plus all the applicable fees before the start of the program. For more information on the Installment Payment Plan for MBA students please contact the CFO.

G. Penalties

- i. Any past due amount including past due installments carries a fee according to the following table:

Past due	Fee
up to 7 days	2%
8 – 30 days	15%
31 – 60 days	50%

- ii. Students with a debt towards the institution
 1. will not be allowed to register for new courses
 2. will not receive their Transcript, Diploma, or any other study confirmations
 3. will not be issued an ISIC card or a card revalidation stamp
 until such debt has been settled (i.e. until payment has been received or a schedule of future payments has been agreed upon).
- iii. With the exception of Library late fees, all debts should be settled with the Bursar's office. Library fines may be paid in the Library or the Bursar's office. For more information on Library fees please see the section 'Library Policy' in this policy.
- iv. It is each student's responsibility to understand payment deadlines, to pay tuition, either in full or in contractually bound installments, and to make all the necessary steps to keep their payment status correct. Unpaid and past due obligations will be given to the legal department for collection.
- v. AAU recognizes that some students may encounter financial hardship during the course of a semester. Such students are advised to contact the Dean of their School of Study. Such requests will be dealt with on a case-by-case basis. While AAU strives to support students in financial hardship, action taken will depend on the seriousness of the problem as well as the institution's ability to provide help.

H. Visa-Seeking Students

1. New Visa-Seeking Students

- i. Academically qualified visa-seeking students are required to pay the first semester tuition and all the applicable fees in order to receive a confirmation of study for visa purposes, i.e.:
 1. Fall 2022
 - CZK 97,148 for bachelor students / CZK 83,688 for LL.B. students
 - CZK 103,978 for master students
 - CZK 60,000 for MBA students

- ii. Study confirmations shall be issued by the Admissions Office of the Anglo-American University only after receiving the appropriate payments in full.
- iii. Students denied a visa for reasons beyond student's control are obliged to inform the Admissions Office and must present the official denial evidence or evidence showing that their visa cannot be granted on time issued by the respective Embassy/Consulate in order to obtain a full refund (less banking fees and the application fee). After receiving the visa denial evidence, a refund shall be remitted to the student in 10 working days. New students granted visas are eligible to register for classes at Anglo-American University during the registration period as it appears on the Academic Calendar. If a new student registers for fewer courses than those already paid for, the difference shall be applied as credit toward the student's next semester tuition and fees. If a new student registers for more courses than the amount already paid, the student must pay the difference within tuition payment deadlines as they appear in the Academic Calendar.

2. Continuing Visa-Seeking Students

- i. Continuing students seeking a visa extension must be in good financial standing with Anglo-American University, i.e. have no debts owed to Anglo-American University, including its library, have no unreturned library books, and pay at least 10% of their next semester's tuition as well as all applicable fees in order to be registered for the next semester and receive an updated confirmation of studies for visa purposes.
- ii. A study confirmation shall be issued by the Student Services Center of the Anglo-American University only after receiving the appropriate payments in full.
- iii. Continuing visa-seeking students granted a visa are obliged to pay the rest of their tuition as arranged by the Bursar, within tuition deadlines as they appear on the Academic Calendar or as arranged in the Installment Agreement.
- iv. Continuing visa-seeking students denied a visa for reasons beyond student's control must inform the Student Services Center and present the official denial evidence issued by the respective Embassy/Consulate/Czech Foreign Police in order to obtain a full refund (less banking fees). The refund shall be remitted to the same bank account from which the original tuition payment was transferred within 10 working days of receiving the visa denial evidence.

3. Tuition Refund

- i. Should the applicant's / newly admitted student's visa be rejected for reasons beyond the student's control, the applicant may request a full tuition refund. The applicant must submit the official decision issued from the respective embassy to Admissions Office within 30 days of the visa rejection. In the case of other reasons preventing the applicant from beginning their studies, AAU requires a written personal statement detailing those reasons to be submitted to the Admissions Office.
- ii. Continuing students whose visa is rejected for reasons beyond the student's control should submit a personal written statement and the official decision issued from the respective embassy to the Student Services Center within 30 days of the visa rejection. In such cases, students are eligible for refund if alternative methods of teaching are not available.
- iii. Refund process is as follows:
 - 1. Student notifies Admissions/Student Services Department about visa denial or about any other reasons preventing the Student from beginning/continuing their studies according to the Admissions/Financial Policy
 - 2. Once Admissions/Student Services Department receives all required supporting documents (official statement from the Embassy about visa denial, personal statement in case of any other reason, etc.), and approves the refund, the Bursar will be notified. The decision on the refund is made by the Chief Financial Officer and Head of the Department. In extraordinary situations special requests can be brought up for discussion at the President's Collegium in executive format

3. If it is a newly admitted student, the Admissions Counselor contacts the student directly and requests the Bank Details template to be filled out by the student
4. If it is a continuing student, Bursar contacts the Student directly and requests the Bank Details template to be filled out by the Student
5. After the filled Bank Details template is submitted by the Student back to the Admissions Specialist / Bursar, the refund shall be processed within 10 working days

I. Fee Waiver Request

Students may submit various fee waiver requests. Each request must be submitted to respective department under which the request belongs. Head of the Department and Chief Financial Officer will review the request and make a decision. In extraordinary situations special requests can be brought up for discussion at the President's Collegium in executive format.

J. General Provisions

- i. As all students enter into a student contract with Anglo-American University under which they are obliged to, among other things, pay their tuition and all applicable fees within deadlines either as they appear on the Academic Calendar or in a previously arranged Installment Payment Plan, Anglo-American University shall consider any failure to duly pay the agreed upon amounts as a violation of the student contract.
- ii. Students with no amounts past due are considered to be in good financial standing.
- iii. Only students in good academic and financial standing are eligible for any discounts or scholarships.
- iv. Discounts and scholarships apply to AAU tuition only and do not apply to the fees.
- v. Only students in good financial standing are allowed to register for next term.
- vi. Auditing students pay in full amount at the time of registration.
- vii. Fees are non-refundable.