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# **Tuition Regulations**

## **For the Academic**

### **Year 2021 -22**

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The Academic College of Law and Business ("") has the right to amend and revise the instructions of these tuition regulations,.. In case of any contradiction between what is stated in the Academic College's bulletins and/or on the Academic College's website, and that which is stated in these regulations, the statements in these regulations shall be binding.

With any reference in these regulations to "candidate" or "student," the intention is to both genders alike, and it does not constitute discrimination of any form whatsoever

For the avoidance of doubt, the regulations will apply to, all regular students, regardless of the academic year they began studying at the Academic College.

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## **Part I – General**

### **1. Student Secretariat and Tuition Department**

Address for sending notices- 26 Ben Gurion St., Ramat Gan, Israel, 5257346

Telephone – 972-3-6000800

Telephone response hours: Sun- Thurs. 8:30 am – 19:00 pm

Public Reception hours: Sun- Thurs. 8:30 am – 19:00 pm

### **2. Payment Methods**

2.1 The tuition payment can be arranged with one of the methods below,:

Cash –pursuant to the Law for Reducing The Use of Cash 5778- 2018 , which became effective on 01.01.2019, no more than 10% of the tuition can be paid in cash.

- Bank transfer;
- A standing instruction for debiting the bank account or credit card;
- Cheques;
- Credit card;
- A funding arrangement on behalf of Sachal – Financial Peace for the Student in Israel Ltd; or
- Payment via the discharged IDF soldiers' fund (Deposit).

2.2 According to the provisions of section 2.3, non-cash payment will bear interest according to the Prime rate in the economy, as shall be set from time to time by the Bank of Israel.

2.3 In a case a student will be authorized (at the sole discretion of the Academic Center) to divide the tuition payment over 10 payments, the interest applicable to the deferred payments will be at a rate determined by the Academic Center at its sole discretion at the time.

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### 3. Payment Date

#### 3.1 Down payment/ first installment of the tuition

Candidates for bachelor's or master's degree studies shall pay a down payment on account of the tuition with a credit card, cash cheque, bank transfer, or in cash only. A said candidate must pay the down payment on the date of the notice of being accepted for studies. Paying the down payment constitutes the student's consent and commitment to act according to these regulations.

The payment of the down payment cannot be deferred.

- 3.2 The payment method of the full annual tuition must be arranged before the opening of the academic year, with one of the methods specified in section 2.1 above.
- 3.3 A student who will not arrange the payment of the annual tuition as stated above, shall not be able to participate in classes, take the exams of the courses for which they have registered, log in to the Student Information Station on the Academic College's website ("InfoNet") and receive various certificates of confirmation and graduate certificates (such as, Certificate of Confirmation of Studies, Proof of Eligibility for a Degree).
- 3.4 A condition for receiving confirmation of degree entitlement is full payment of the tuition for all the the studied degree, **and after all the installments/payments have been paid in practice.**). **Please note:** providing post-dated cheques or standing orders is not considered as payment until the date on which the cheque is redeemed in practice or until the standing order is executed.

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## **Part II – The Tuition**

The amount of the annual tuition shall be set annually by the management of the Academic College of Law and Business (hereinafter:"**the Academic College**"). The Academic College management is allowed to set annual tuition according to the student's academic major and academic year (The Academic College management is allowed to set annual tuition that varies between one academic major and another, and from one year to the other).

**The tuition in the various study tracks for each academic year is published by the Academic College on the Academic College website and updated by it from time to time.**

### **1. Bachelor's Degree Studies**

- 1.1. The study term for a B.A. degree in Law (LL.B) is 3.5 years. Accordingly, the total tuition for students in the LL.B degree program shall be 350% of the annual tuition.
- 1.2. The study term for a B.A. degree in Business Administration is 3 years. Accordingly, the total tuition for students in the B.A. in Business Administration program shall be 300% of the annual tuition.
- 1.3. The study term for a B.A. degree in Accounting is 3 years. Accordingly, the total tuition for students in the B.A. in Accounting program shall be 300% of the annual tuition.
- 1.4. The study term for an LL.B degree for a student holding an LL.B degree from another recognized academic institution is 3 years. Accordingly, the total tuition shall be 300% of the annual tuition.
- 1.5. The total study term for a double degree (i.e., two B.A.'s) is 4 years. Accordingly, the total tuition shall be 400% of the annual tuition for a double degree.
- 1.6. The total study term for a B.A. degree in Information Systems is 3 years. Accordingly, the total tuition shall be 300% of the annual tuition.
- 1.7. The total study term for a B.Sc. degree in Computer Science, , is 3 years. Accordingly, the total tuition shall be 300% of the annual tuition.
- 1.8.  
The total study term for a B.A. degree in Psychology is 3 years. Accordingly, the total tuition shall be 300% of the annual tuition.

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- 1.9. The total study term for a B.A. degree in Health Systems Management is 3 years. Accordingly, the total tuition shall be 300% of the annual tuition

## 2. **Master's Degrees**

- 2.1 The study term for a Master's Degree in Law (LL.M) for Lawyers is 2 years.
- 2.2. The tuition for a student in the LL.M. degree program shall be 100% of the annual tuition.
  - 2.2.1 A student who elects to do a thesis paper within the framework of the Master's Degree for Lawyers shall be charged with NIS 10,000 as an addition to the tuition.
- 2.3 Studies in the accumulation track for a master's degree – a student in the LL.B degree program may register for an accumulation track for a master's degree, subject to the instructions of the Academic College in this matter. The tuition for each credit point (CP) to be accumulated by the student as aforesaid is ILS 750.

It is made clear, in order to avoid any doubt, that registration for accumulation courses and/or payment according to this section does not constitute acceptance to a Master in Law degree. In case of non-acceptance or non-registration for Master in Law studies, no refund for the courses studied within the accumulation track shall be received.
- 2.4 The study term for a Master's Degree in Law for Non- Lawyers is 4 semesters. The tuition for a student in this degree shall be 100% of the annual tuition.
- 2.5 The study term for a Master's Degree in Banking, Management and Service Organizations is 4 semesters. The tuition for a student in this degree shall be 100% of the annual tuition.
- 2.6 The study term for a Master's Degree in Psychology is 2 years. The tuition for a student in this degree shall be 100% of the annual tuition.

### **3. . Accompanying Fees**

- 3.1 A mandatory annual payment of ILS 10 for the representative students' organization. According to the decision by the Council for Higher Education ("CHE") and the Student Rights Law- 2007, every bachelor and master's degree student shall be required to pay the mandatory annual fee, which shall be collected by the Academic College and transferred to the representative students' organization.
- 3.2 Accompanying fees, such as payment of membership fees to the Students Association, shall be charged separately according to the decision of the bodies concerned with the matter. A student shall owe a full payment for every English course for which they registered, whether or not they have passed it. Full payment will be charged for each repetition of an English course.
- 3.3 According to the instructions of the CHE, a student may study English courses that are not within the Academic College, but in an alternative setting. If the student chooses this option, the exam is held at the National Institute for Testing and Evaluation.
- 3.5 Students who began their studies until and including the academic year 2015-16, the cost for English courses , is as specified in the tuition regulations of the academic year 2015-16 .

### **4. English Courses**

- 4.1 The number of English courses the student is required to study during the bachelor's degree is according to the determination of the student's English level classification (the student's English level is determined by the grade in an external test: with an AMIR, AMIRAM test, or a psychometric test, according to the directions of the Council for Higher Education).
- 4.2 According to the English level classification, the student is required to meet the standards of the courses specified below successfully. The payment for these courses is in addition to the Tuition. It is clarified that a student who will have be required to take several English courses will have to pay for each course.



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- 4.3 Opening an English course, at all classification levels, is conditional on a minimum participant number of 25 students.

<b>Course Type</b>	<b>Tuition</b>
English- Pre-Basic A [ 8 weekly hours (WH)]	ILS 1,600
English- Pre-Basic B (6 WH)	ILS 1,200
English- Basic (6 WH)	ILS 1,200
English- Advanced Students A (4 WH)	ILS 800
English- Advanced students B (2 WH)	ILS 400

- 4.4 A student shall owe a full payment for every English course for which they registered, whether or not they have passed it. Full payment will be charged for each repetition of an English course.
- 4.5 According to the instructions of the HCE, a student may take English courses in a setting that is not within the Academic College, but in an alternative setting. If the student chooses this option, the test is held at the National Institute for Testing and Evaluation.
- 4.6 Students who began their studies until and including the academic year 2015-16, the cost of the English courses is as specified in the 2015-16 Tuition Regulations.

### **5. 30+ Pre- Academic Preparatory Studies Program**

- 5.1 The Academic College operates a pre-academic Preparatory Studies Program at an extent of 12 SH intended for candidates for the studies, aged 30 and above. The tuition at the preparatory program is ILS 6,900.
- 5.2 A Preparatory Studies Program student who has completed the preparatory studies and has been accepted for bachelor's degree studies shall be entitled to a discount on the tuition for the bachelor's degree at a rate of 80% of the tuition for the preparatory studies.

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- 5.3 Cancellation of registration for preparatory studies – a student who has registered for the Preparatory Studies Program and has paid the down payment, and due to their own reasons, decided to cancel the registration, shall give notice of this in writing to the Tuition Department and the Secretariat of the Academic College. In a case where written notice has not been received as required, the student shall be considered as an active student and will be charged payment accordingly.
- 5.4 Entitlement to refund when canceling registration for preparatory studies – the extent of the refund depends on the cancellation date:

<b>Date of receipt of cancellation notice</b>	<b>Refund Rate</b>
Up to 14 days before the beginning of preparatory studies	Entire tuition refunded
During 14 days before the beginning of preparatory studies	33%
Up to the end of 5 weeks after the beginning of preparatory studies	50%
From the sixth week of preparatory studies and onwards	Full payment of tuition

**6. Extension of Study Term and Repeating a Mandatory Course, Elective Course, or a Seminar and Reserving a Spot in the Computer Room to take an Exam On a Computer**

- 6.1 For the extension of the term of studies for bachelor's degree beyond the terms mentioned in section 1 above ("the Extended Term"), the student will be charged a handling fee payment in the amount of 5% of the annual tuition) for each additional semester in the Extended Term.
- 6.2 A student who is required to repeat a mandatory course and/or an elective course and/or a seminar (whether due to having failed the course in the final exam, or not taken the test at all or that the student's registration for the course has been canceled by the Academic College for academic and/or disciplinary

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reasons), including if the student is only required to take the final exam in the course and/or submit a paper, shall be charged a payment of an amount constituting 1.5% of the annual tuition) for each credit point.

- 6.3 A student who wishes to improve a grade in a mandatory course and/or an elective course and/or an intermediate assignment in a course they are studying and/or has received exceptional authorization to complete an assignment will be charged an additional payment of ILS 100 for each course.
- 6.4 A student who has reserved a spot in the computer room in order to take the test on a computer, and did not show up for the test, shall be charged with a cost of ILS 100, except if they had given notice of the cancellation of the reservation at least two days before the exam date.
- 6.5 The student who wishes, for any reason whatsoever, to register for an additional elective course and /or additional seminar, beyond the credit point quota required to complete the degree as set out in the study regulations -will be charged a payment of an amount that comprises 1.5% of the annual tuition (for each credit point).
- 6.6 For the avoidance of doubt, it is made clear that the student's debt as per this section 6 will take effect on the date of the student's registration for the additional course or seminar, according to the matter. The retroactive cancellation, even if done before the date of the final exam and/or submission of the final paper, shall not constitute grounds for canceling the charge.
- 6.7 It is made clear that repeating a course and/or seminar, as stated in sections 6.2 - 6.5 above, in the Extended Period will be charged a payment for the Extended Period, as stated in section 6.1 or for the additional course/s and or seminar/s, according to the highest amount among them.

## **7. Procedure for Cancellation /Discontinuation or Deferral of Studies**

**It is mandatory to send the Students Secretariat notice of the cancellation of studies, cancellation of registration for studies, or discontinuation of studies.**

**In a case where written notice as required has not been received, the student shall be considered as an active student and will be charged with payment accordingly.**

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7.1 **Cancellation of Registration for Studies and Discontinuation of Studies Before the Beginning of the Academic Year.**

- 7.1.1 A candidate for academic studies who has been accepted for studies at the Academic College and paid the down payment ("new student") / a student who is continuing the degree studies at the Academic College ("continuing student") may inform the Academic College about the cancellation of registration for studies/discontinuation of studies, by giving written notice that shall be received by registered mail or manual delivery to the Secretariat of the Academic College and the Tuition Department, or via the InfoNet. Telephone notice **shall not** be considered as a formal notification of discontinuation of studies.
- 7.1.2 New students for bachelor's or master's degrees – when canceling registration for studies for any reason whatsoever, no refund of the registration fee shall be given.
- 7.1.3 A new student/continuing student who will not give notice in writing of the cancellation of their registration as stated in section 7.1.1 above, will be considered as a student for all intents and purposes and will be required to pay the full Tuition.
- 7.1.4 **Refund of down payment**

**First Semester:**

- A new student who began studies in the first semester will be entitled to a refund of 80% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 03.31.2021 before the academic year begins.
- A new student who began studies in the first semester will be entitled to a refund of 70% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 04.30.2021 before the academic year begins.
- A new student who began studies in the first semester will be entitled to a refund of 60% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 05.31.2021 before the academic year begins.

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- A new student who began studies in the first semester will be entitled to a refund of 50% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 08.15.2021 before the academic year begins
- A new student who began studies in the first semester will be entitled to a refund of 25% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 09.15.2020 before the academic year begins.

**Second Semester:**

- A new student who began studies in the second semester will be entitled to a refund of 80% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 10.31.2021 before the academic year begins.
- A new student who began studies in the second semester will be entitled to a refund of 70% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 11.30.2021 before the academic year begins.
- A new student who began studies in the second semester will be entitled to a refund of 60% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 12.15.2021 before the academic year begins.
- A new student who began studies in the second semester will be entitled to a refund of 50% of the down payment paid by them, provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 12.31.2021 before the second semester of the academic year begins.
- A new student who began studies in the second semester will be entitled to a refund of 25% of the down payment paid by them,

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provided that the student gave notice of the cancellation of registration/discontinuation of studies as stated in section 7.1.1 above by 01.19.2022 before the second semester of the academic year begins.

Cancellation of registration at a later date will not entitle the new student to a refund of the down payment.

What is stated in this section, 7.1.4, is not conditional upon the date of registration for studies.

## 7.2 **Discontinuation of studies during the academic year**

7.2.1 During the academic year, a student may inform the Academic College of discontinuation of studies by providing written notice that shall be received by registered mail or handed manually to the Secretariat of the Academic College and the Tuition Department or via the InfoNet. A telephone message will not be considered as a formal notice of discontinuation of studies.

7.2.2 A student who will not give written notice of discontinuation of studies, as stated in section 7.2.1 above, will be considered as a student who is continuing their studies and will be required to pay the full tuition.

7.2.3 A student who has given notice of discontinuation of studies will be charged with a tuition payment at the amount of the down payment, as well as tuition proportionately to the term of studies attended, as specified in the table below:

<b>Notice of cancellation of studies or discontinuation of studies for students beginning in 1<sup>st</sup> semester</b>	<b>Notice of cancellation of studies or discontinuation of studies for students beginning in 2nd semester</b>	<b>The payment owed</b>
<b>16/09/2021-24/10/2021</b>	<b>20/01/2021-20/02/2022</b>	Entire down payment
<b>25/10/2021-31/01/2022</b>	<b>21/02/2022-10/05/2022</b>	50% of Tuition
<b>01/02/2022-20/02/2022</b>	<b>11/05/2022-09/06/2022</b>	66% of Tuition
<b>21/02/2021</b>	<b>10/06/2022</b>	100% of Tuition

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- 7.2.4 It is hereby made clear, that a student who has received a discount on the Tuition and has given notice of discontinuation of studies (as specified in section 7.2.1 above) will be charged with the payment of tuition proportionately to the full tuition for the academic year in which the student gave notice of discontinuation of studies.
- 7.2.5 A student who has received a scholarship for studies from the Academic College (see chapter III of these regulations) and has given notice of discontinuation of studies (as specified in section 7.2.1 above) will have to pay back the full amount of the scholarship received for the academic year in which they gave notice of discontinuation of studies.
- 7.2.6 A student who elects to study courses in the summer semester, which belong to more advanced years of the degree they are studying, will be charged for them as a part of the Tuition of the subsequent academic year. It is clarified that if the student decides to discontinue studies before the subsequent academic year begins, this student will be charged in full for the courses they took during the summer.
- 7.2.8 For the purpose of this section 7.2, a student shall be considered as registered in every month beginning from the month of October (if they started studies in the first semester of that year) or beginning from the month of February (if they started studies in the second semester of that year), up to the end of the month when the student informed of the discontinuation of studies.

7.3 **Deferral of studies – New Student**

- 7.3.1 A new student who has paid a down payment and, until the beginning of the academic year, has decided to defer studies, may notify of the deferral of studies by giving notice in writing that shall be received by registered mail or handed manually to the Secretariat of the Academic College and the Tuition Department.

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- 7.3.2 The down payment amount paid by the new student will be credited to them for actualizing the studies, at the latest- until the next academic year when they notified of the deferral of studies.
- 7.3.3 In case of cancellation of registration for studies (as specified in section 7 above) after the deferral of studies, as stated in this section 7.3.3, the notification date of the deferral of studies will be considered as the cancellation date for the purpose of entitlement to a refund from the down payment amount paid according to what is specified in section 7.1.4 above.



## **Part III – Scholarships, Discounts, Certifications, and Collection Payments**

### **1. Scholarships and Discounts**

**The student will be credited with one account credit only, according to the highest of all discounts or scholarships to which they are entitled**

**A discount as a part of programs for which a reduced tuition has been set shall be considered as a scholarship in this context.**

#### **1.1. Scholarships**

Below is a specification of the main scholarships which the Academic College is allowed to award as student scholarships:

- **Excellence Scholarship**

The Academic College may award scholarships to outstanding students. The amount and conditions for awarding the scholarship shall be set from time to time by the Academic College, according to its exclusive discretion.

- **Scholarship based on Social Activity**

The Academic College may award students scholarships based on social activity, according to its exclusive discretion, and without having any obligation to do so. The amount and conditions for awarding each scholarship shall be set from time to time by the Academic College. The Academic College is allowed to have the students who receive a scholarship based on social activity sign a commitment document that shall set out the conditions for awarding the scholarship.

- **Scholarship due to Socio-Economic Reasons**

The Academic College may award students with economic or personal difficulty scholarships due to socio-economic reasons, at an amount that shall be decided, according to its exclusive discretion, and without having any obligation to do so.

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Those who may submit an application to receive a scholarship due to socio-economic reasons once a year, as stated in this section, are any regular student with economic or personal difficulties, studying toward a bachelor's degree at the Academic College, who cannot afford to bear the expenses that the studies entail. Such an application, as stated, shall be submitted to the Scholarships Committee at the Academic College ("the Socio-Economic Scholarships Committee").

An application to receive a scholarship due to socio-economic reasons shall be reviewed by the Socio-Economic Scholarships Committee according to the criteria that shall be established by it.

An application to receive a Scholarship due to socio-economic reasons shall be submitted online only, via the InfoNet. Procedures and directions for submitting the application, as stated in this section, and the schedules for its submission, will be published by the College. An application to receive a scholarship due to socio-economic reasons that shall not be submitted according to the instructions, the existing requirements for filling out the forms, and the schedules published by the College, shall be rejected out of hand.

It is made clear that it is impossible to submit applications for a scholarship due to socio-economic reasons for an Extended Term of studies, as defined in section 6.1 above.

## 1.2. Awarding Scholarships

- 1.2.1 An Excellence Scholarship or a Scholarship due to Socio-Economic Reasons shall be offset from the annual tuition that is paid by the entitled student. In a case where the student has finished paying the annual tuition prior to receiving the scholarship, they will be awarded the scholarship on account of the annual tuition for the subsequent academic year. A student for whom receiving a scholarship has been approved, and who has completed studies and has settled the full tuition for the degree, will receive a refund at the amount of the scholarship awarded to them.

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1.2.2 Double scholarships on behalf of the Academic College during an academic year shall not be possible. Nevertheless, the Academic College reserves the right to award partial Scholarships due to Socio-Economic Reasons to students who are entitled to a Scholarship based on Social Activity and under the conditions it will set.

1.2.3 An Excellence Scholarship or a Scholarship due to Socio-Economic Reasons which shall be awarded to a student who is not paying full (100%) tuition, will be calculated proportionately to the annual tuition that the student is paying in practice (the calculation will be done in percent of the tuition which the student is paying in practice).

1.2.4 Conviction in a disciplinary procedure shall lead to the cancellation of an Excellence Scholarship or a Scholarship due to Socio-Economic Reasons in that academic year unless determined otherwise in the Disciplinary Committee's decision. A student whose scholarship has been canceled for this reason, or other reasons, will be obliged to return the full amount of the scholarship to the Academic College immediately.

### 1.3. Discounts

#### Family Relative Discounts

Two or more first-degree relatives will be entitled to a relatives' discount at a rate of 8% of the full tuition for each academic year in which they study at the same time. The discount shall be given proportionally to the balance of the tuition payment (remaining after all other discounts have been deducted), which the relatives will be required to pay for that academic year, or proportionately to the tuition in the following academic year. A student who has enjoyed a discount on the tuition as per this section, and they or their relative have not completed all or some of the academic years for the degree, will be obliged to make full payment of the tuition according to these regulations.

In this section, "first-degree relatives" – father, mother, son, daughter, sister, married spouse or common-law spouse only.

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## **2. Handling Fees and Collection Expenses**

### **2.1 Handling Fees**

2.1.1 Handling fees of the Tuition Department for a payment installment that has not been approved and executed by the bank- ILS 30.

2.1.2 Handling fees of the Tuition Department for replacing or changing a method of payment – ILS 15.

### **2.2 Collection Expenses**

2.2.1 Warning letter before handing over the handling to an attorney- ILS 50.

2.2.2 Handling fees of the Tuition Department when handing over the case to an attorney – ILS 150.

2.2.3 Handling of tuition debt collection by an attorney– attorney's commission.

## **3. Various Certificates of Confirmation**

3.1 Certificate of Confirmation of Tuition Amount- every student is entitled to receive a breakdown of the Tuition and the executed installments. This certificate of confirmation can be printed at no cost from the Academic College website via the InfoNet.

3.2 Certificate of Confirmation of Studies - every student is entitled to receive one copy of the Certificate of Confirmation of Studies (including confirmation of the specification of courses the student is studying) each year, at no cost. Such a certificate, as stated, can be produced independently from the Academic College website via the InfoNet after the end of the changes period in each semester.

3.3 Grade Sheet – every student is entitled to receive one copy of their grade sheet each year, at no cost. A grade sheet can be produced independently from the Academic College website via the InfoNet at the end of each

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academic semester, concerning the academic term that the student has completed.

3.4 Proof of Eligibility for a Degree - every student is entitled to receive two copies of the Proof of Eligibility for an academic Degree. Such a certificate of confirmation, as stated, shall be produced for the student by the Students Secretariat only after de -facto payment of the student's full debts to the Academic College.

3.5 Confirmation of Internship for LL.B Students – a student is entitled to receive a Certificate of Confirmation for Internship. Such a certificate of confirmation, as stated, shall be produced for the student by the Students' Secretariat only after de-facto payment of the student's full debts to the Academic College.

3.6 Degree Completion Certificate - every student is entitled to receive one original Degree Completion Certificate at no cost. Issuing each additional Degree Completion Certificate entails a payment of ILS 100.