

# LETTER OF AGREEMENT

Tel Aviv University, Tel Aviv University International, American Friends of TAU, Canadian Friends of TAU

---

## DEFINITIONS

For the purposes of this Agreement, the following terms shall have the following meanings:

"TAU"	Tel Aviv University
"TAUi"	Tel Aviv University International
"AFTAU"	American Friends of Tel Aviv University
"CFTAU"	Canadian Friends of Tel Aviv University
"PROGRAM"	Any program of studies at Tel Aviv University e.g. graduate degree, undergraduate degree, study abroad semester, summer <i>Ulpan</i> , etc.
"STUDENT"	An individual accepted, confirmed and enrolled in Tel Aviv University as full time participant in either a degree granting program or a full time study abroad program.

This letter sets forth the terms and conditions, other than academic, for enrollment during the academic program at TAU.

## 1. GENERAL

- 1.1 The regulations governing the Program may be found on the website of the Program and in the Student Handbook and are incorporated by reference as fully set forth herein. By signing this letter, the Student confirms that s/he read them and will comply with them. All candidates and Students are bound by TAU's Rules and Regulations in terms of acceptance and conduct.
- 1.2 Academic Obligations: Students have a duty to fulfill all of their academic obligations as stipulated through TAU, and the Program.

## 2. TUITION FEE

- 2.1 The tuition fee has to be paid in its entirety before the beginning of the first semester of studies with the following two exceptions: Students may sign a deferment payment plan (tuition fee in installments), in which case they will pay an additional one-time USD100 administrative fee. Degree Students who take U.S. federal financial aid loans will be granted an extension until the funds have been received by TAUi New York office and applied to the Student's account. Such funds will be disbursed in two payments: fall and winter, as per U.S. federal law.
- 2.2 The tuition fee covers academic studies of the program, basic health insurance, and the social and extracurricular activities organized by the Program that are indicated as covered. Certain other activities may be organized by TAU and/or third parties at an additional cost.
- 2.3 Language courses are not covered by the tuition fee unless explicitly indicated otherwise by the Program.
- 2.4 Students who receive financial support from third parties (e.g. scholarships) are required to inform TAUi in writing before the beginning of the first semester of studies. However, as the third party will not be given access to the Student account, appropriate arrangements for payment of such funds to TAUi must be completed prior to the beginning of the academic term.
- 2.5 Regulation concerning the tuition fee for Students extending their degree beyond the intended Program's duration of studies.
  - 2.5.1 Each additional semester costs 5% of the Program's tuition.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

- 2.5.2 Each additional or repetitive course has an extra fee. Credit point fee is calculated proportionally to the Program's tuition [Course credit points\*(Total tuition/Total Program's credit point)].
- 2.5.3 Students on U.S. federal financial aid loans cannot ask to hold their loan reimbursements unless they are enrolled as a half time Student, or more, after the Program's official end date.

### **3. TERMINATION OF STUDIES INITIATED BY TEL AVIV UNIVERSITY (TAUI)**

TAU is entitled to terminate a Student's studies in the following cases:

- 3.1 Non-compliance with Program academic obligations.
- 3.2 Non-payment of TAU fees (e.g. tuition, dormitory, library, Student services, etc) in accordance with payment deadline(s).
- 3.3 A decision of the Disciplinary Committee of TAU to terminate the Student's studies.
- 3.4 In cases of termination based on 3.1 and 3.2, please refer to articles 5 - 7 hereunder regarding the terms of payment. In case of termination based on 3.3, the Student is obliged to settle all TAU fees.

### **4. TERMINATION OF STUDIES INITIATED BY THE STUDENT**

- 4.1 Termination of studies and withdrawal initiated by the Student on any grounds will be submitted to the administration of the Program and TAU in writing.
- 4.2 It is the Student's responsibility to assure that the letter of termination has been received by the administration. The Student cannot assume the receipt of the document unless s/he receives a reply confirmation in writing.
- 4.3 Refunds are determined by the date of receipt of the notice.

### **5. TUITION REFUNDS**

- 5.1 Withdrawal prior to or on the first day of class: 100% of tuition minus confirmation fee and cancellation fee.
- 5.2 Withdrawal after the first day of class, but no later than five days after the beginning of classes: 50% of tuition minus confirmation fee and cancellation fee.
- 5.3 Thereafter (if enrolled for a single semester): no refund
- 5.4 Thereafter, with respect to Students enrolled for the entire academic year and who withdraw during the first semester: second-semester tuition and summer semester tuition minus confirmation and cancellation fee.
- 5.5 Thereafter, with respect to Students enrolled for the entire academic year and who withdraw during the second or summer term: no refund.
- 5.6 Withdrawal on the first day of USA federal loan disbursements or thereafter: no refund.
- 5.7 Tuition assistance, grants, and scholarships provided by the Program and TAU are contingent on successful completion of the course of studies. Early withdrawal cancels the aforementioned funding and makes the Student liable for the full tuition as covered in clauses 5.1 to 5.5

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## 6. DORMITORY

- 6.1 Students who indicated they will be living in the dormitories in their confirmation form will be charged in full.
- 6.2 Students vacating the dormitories after the beginning of the program will be charged the entire fee, unless agreed in writing otherwise with TAUi.
- 6.3 TAUi will not refund Students for early withdrawal from the dorms.

## 7. PENALTIES & MISCELLANEOUS FEES

- 7.1 Bounced checks incur a USD60 fee and cancellation of any payment plan.
- 7.2 Late payment of fees incurs a USD100 fee for every 30 days passed the payment deadline and may lead to the cancellation of the Student's payment plan. Students in debt will be refrained from receiving TAU services (e.g. registration for courses, grades, library access, and/or receiving TAU academic documents).
- 7.3 Cancellation Fee – A USD500 fee is incurred if withdrawing after TAUi has received the Confirmation Form or if withdrawing after the first day of classes, whichever comes first.
- 7.4 Collection Fees – TAU/TAUi may utilize the services of an attorney and/or collection agent to collect any amount previously due, and the Student will be charged for the actual cost of collection (ordinarily 33% of the outstanding balance) as well as any other fees incurred by TAU/TAUi.

## 8. COMPLETION OF STUDIES

- 8.1 A Student who fails to complete her/his academic obligations during the duration of the academic program and receives written authorization from the Program Academic Director/Program Academic Committee to complete her/his studies the following year, can extend her/his degree, provided the program is still offered in the following year. For fees, please refer to section 2.5 above.
- 8.2 The completion of courses after their expected deadline requires written approval from the Program Academic Director/Program Academic Committee.

## 9. LIABILITY

- 9.1 TAU, TAUi, and the Program shall not be responsible for any injury, loss, or damage which Students may sustain, other than such liability imposed by law. The Student hereby waives and releases TAU, TAUi and/or their respective officers, employees, and agents from all claims other than those arising from the gross negligence of the released party.
- 9.2 TAU, TAUi, and the Program do not take any responsibility for any injury, damage, or loss sustained by the Student while participating in activities undertaken on her/his own initiative, such as tours and parties, which are not arranged by the Program.
- 9.3 TAU, TAUi, and the Program shall have no liability whatsoever for any loss or damage to Student property. Prior to departure to Israel, it is recommended that the Student purchase insurance coverage for loss or damage to personal belongings of material value.
- 9.4 International Students of the Program are covered by basic health insurance in Israel. Students are required to read the policy of the insurance provided by TAU and to add more comprehensive policies if necessary. Detailed exclusions from and limitations of health insurance policy coverage (e.g. pre-existing medical conditions, non-emergency dental services, self-inflicted harm, HIV, alcoholism, drug abuse, pregnancy, etc) can be found in the

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

policy (available on TAUi website for download). The Student acknowledges that coverage under the policy of any particular condition, injury, disease, or the treatment thereof does not constitute an admission by TAU of liability for such condition, injury, disease, or treatment.

## 10. MISCELLANEOUS

The Student hereby agrees that all matters pertaining to her/his period of study at TAU shall be governed and implemented according to the laws of the State of Israel, regardless of the place of their execution. Any controversy or claim arising out of or relating to the agreement of the breach thereof shall be settled in Tel Aviv under the exclusive jurisdiction of the Courts sitting in Tel Aviv. All parties waive their right to claim *forum non conveniens* with respect to any matter heard before any such courts.

*Kindly sign this letter, indicating your agreement to the terms stated herein. Be sure to retain a copy for your records.*

FULL NAME:

---

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_