

NO. 4100 PAYMENT OF TUITION AND STUDENT FEES

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4101. Incoming Undergraduate Students

- 1.1. Incoming undergraduate students are required to pay a non-refundable deposit by the deadline set by the Admission Office. The deadline for the deposit payment cannot be later than August 30. Said deposit is equivalent to 100 percent of the first semester's tuition and student fees.
- 1.2. The deposit amount paid by incoming undergraduate students who take voluntary separation or being involuntarily separated from ADA University will be considered as non-refundable. Such students' deposit amount will be frozen in their accounts for 2 years available for their use. Deposit amounts will be considered forfeited and/or donated to ADA University in case of no readmission within 2 years.
- 1.3. The deposit amount paid by incoming undergraduate students who take an academic leave will be frozen on the student account for the period of academic leave for maximum 2 years. The deposit amount will be applied to the first term of study when the student returns to register for the classes.

4102. Incoming Graduate Students

- 2.1. Incoming graduate students are required to pay a non-refundable deposit by the deadlines set by the Admission Office to secure their seat in a program. The deadline for the deposit payment cannot be later than August 30. Said deposit is equivalent to 100 percent of the first semester's tuition fee and student fee.
- 2.2. The deposit amount paid by incoming graduate students who take voluntary separation or being involuntarily separated from ADA University will be considered as non-refundable. Such students' deposit amount will be frozen in their accounts for 2 years available for their use. Deposit amounts will be considered forfeited and/or donated to ADA University in case of no readmission within 2 years.
- 2.3. The deposit amount paid by incoming graduate students who take an academic leave will be frozen on the student account for the period of academic leave for maximum 2 years. The deposit amount will be applied to the first term of study when the student returns to register for the classes.

4103. Returning Undergraduate Students

- 3.1. Returning undergraduate students pay 50 percent of the annual tuition fee and 50 percent of the annual student fee per semester.
- 3.2. Returning undergraduate students must pay 50 percent of the annual tuition fee and 50 percent of the annual student fee by the third Monday of September in Fall semester and by the third Monday of February in Spring semester.

- 3.3. Readmitted undergraduate students pay the tuition and student fees that are in effect in the year in which they are readmitted.
- 3.4. One course beyond the full-time registration is permitted during the Fall and Spring semesters based on academic performance, upon the confirmation from relevant School without any additional charge.
- 3.5. Last year undergraduate students (classification 40) are charged per course. In such a circumstance, each course costs 10 percent of the annual tuition fee. Students are charged full tuition fee for a term for 5 and more courses. Student fee of the term must be paid fully.

4104. Returning Graduate Students

- 4.1. Returning graduate students pay 50 percent of the annual tuition fee and 50 percent of the annual student fee per semester.
- 4.2. Returning graduate students must pay 50 percent of the annual tuition fee and 50 percent of the annual student fee by the third Monday of September in Fall semester and by the third Monday of February in Spring semester.
- 4.3. Readmitted graduate students pay the tuition and student fees that are in effect in the year in which they are readmitted.
- 4.4. Part-time graduate student's annual tuition fee equals some two-thirds of the annual tuition fee of a full-time student for a relevant academic year. A graduate student's fee status as part-time¹ or full-time² is determined based on the number of credit hours registered for at the end of the add/drop period and will not be affected by any changes in credit hours thereafter.
- 4.5. If a graduate student prolongs the study over the normative study period, the student will be charged according to the credit hours registered. In such a circumstance, the student's part-time and full-time status will be determined by the credit hours indicated in accordance with the last academic year's Program of Study for the relevant term.
- 4.6. If a graduate student prolongs the thesis submission for more than 2 terms, in accordance to academic catalogue, that student must be registered to the course one more time which means the charge according to the credit hours registered will be applied to the student account.

¹ Part-time graduate students are those who have a term credit-load equal or less than the half of the full credit load for a term indicated in their Program of Studies

² Full-time graduate students are those who have a term credit-load more than the half of the full credit load for a term indicated in their Program of Studies

4105. Summer Term (Undergraduate, Graduate, and EAPP Students)

- 5.1. All students are charged additional tuition fee per course taken in Summer Term.
- 5.2. Regardless of the credit load students take, they are charged a tuition per below rates:
 - 5.2.1. Undergraduate students 10 percent of the annual tuition rate per course
 - 5.2.2. Graduate students 12.5 percent of the annual tuition rate per course
 - 5.2.3. EAPP students 1500 AZN per level or 650 AZN per course
- 5.3. All tuition payments are due by the first day of the classes and must be paid in full.
- 5.4. There are no Student Fee charged for the Summer Term.
- 5.5. Students are not charged in summer term for the relevant courses that are indicated in their Program of Studies.

4106. Non-Degree Students

- 6.1. Non-degree students are required to pay 1500 AZN per course. They can register for no more than 30 credits in total and no more than 12 credits in one semester.
- 6.2. All fees must be paid in full by the set deadlines in a given academic term. Otherwise, they will not be able to attend the classes and use the facilities of ADA University.
- 6.3. Paid tuition and student fees are considered as non-refundable.