Scholarships & Financial Aid
Policies & Procedures

Index:

- Introduction – Page 2
- Achievement Scholarship – Page 3
- Sports Achievement Scholarship – Page 7
- Sports Merit Awards – Page 8
- Cultural Achievement Scholarship – Page 9
- Cultural Merit Awards – Page 10
- Financial Aid – Page 11
- Work Study Program – Page 16
- Deferred Payment – Page 19
- Refund Policy – Page 20
- Medical Insurance – Page 22
- Contact Us – Page 24
Introduction

Education is an investment that lasts a lifetime

The more educated you are, the more choices and opportunities you have in life. The decision to invest in a quality education is one of the most important decisions you and your family may make. The mission of AUC is to provide high quality educational opportunities to students from all segments of Egyptian society as well as from other countries. Aiming to achieve this mission, AUC provides a variety of scholarships and financial aid programs such as the achievement scholarship, sports achievement scholarship, cultural achievement scholarship, sports merit award, cultural merit award, general financial aid program and work study program. Although the cost of AUC tuition may seem high, these programs can make it accessible to students from a wide range of economic backgrounds.

Achievement Scholarship

Achievement scholarships recognize and reward academic excellence among students at AUC. This scholarship program provides financial awards used for reducing tuition costs.

Who can receive this scholarship?
Based on their secondary school academic performance, the top 25 percent of students admitted to AUC starting the 2003-2004 academic year are awarded achievement scholarships. This scholarship is a one-year award that is revised annually after the spring semester exam results.

What are the financial rewards that I can receive?
The achievement scholarship award for Egyptian students and non-Egyptian resident students is LE.
10,085 per semester (or LE 20,170 per year) for the 2003-2004 academic year. The achievement year) for the 2003-2004 academic year. Scholarship award for non-Egyptian, non-resident students is $2000 per semester (or $4000 per year).

Does the achievement scholarship cover summer sessions?
The achievement scholarship is also applied for summer courses. It will be calculated proportionally according to the number of credit hours taken by the student during the summer session.

How can I maintain my scholarship?
In order to maintain your scholarship, you have to maintain the following conditions:
- Your cumulative GPA is not less than 3.00.
- You have completed 24 credit hours excluding remedial English courses (ELI and English 100) during the fall and spring semesters of the previous academic year (not including summer sessions).

What if I could not maintain these requirements?
You will lose your achievement scholarship and pay the full tuition fees for one year.

How can I regain my lost scholarship? Or, how can I get a scholarship if I am admitted with not scholarship?
Students who have lost their scholarship but achieved a GPA of 3.75 or above in subsequent year(s), or students who joined the university with no achievement scholarship but subsequently achieved a cumulative GPA of 3.75 or above for a minimum of 30 credit hours of work at AUC, may be granted the achievement scholarship. In both cases, students must maintain a full-time status during their course of study at AUC.

What about students who joined AUC before 2001 - 2002?
Egyptian students admitted to AUC before 2001-2002 and non-Egyptian students admitted in the year 2000-2001 will continue to receive the achievement scholarship according to policies announced in their year of admission.
## Sports Achievements Scholarship

### Who can receive this scholarship?
The sports achievement scholarship is awarded to a limited number of new students who participated in sports which are listed in the Egyptian championship tournament or by the Olympic committee and achieved a high level of distinction in these sports.

### How much can I receive as a financial reward?
The scholarship is a one-year award that grants the student a tuition reduction equal to 15 percent of the full tuition fees. This includes new students who are admitted on the first tuition level.

### How can I renew my application?
The award will be renewed in case the student represents AUC in the Egyptian Universities National Sports Championship.

## Sports Merit Award

### Who can receive these awards?
Students who were not awarded the sports achievement scholarship at admission but had represented the university in the annual National Universities Sports Championship and achieved high ranks may be granted a cash award.

### What are the criteria for receiving sports merit awards?
- Students should achieve a rank of not less than third place (bronze medal).
- Students should maintain a GPA of not less than 2.5 in the year of granting the award.

### How much can I receive as a financial reward?
The amount of the award is determined based on certain criteria that are issued every year by the university.
Could students who receive the sports achievement scholarship be granted the sports merit awards?
Students who receive the sports achievement scholarship could also be granted the sports merit scholarship if they achieve high ranks in the sports they participate in and meet the sports merit award criteria.

Cultural Achievement Scholarship

Who can receive this scholarship?
The cultural achievement scholarship is awarded each year to a limited number of new students who participated in cultural activities organized by local official government bodies and achieved a high level of distinction in these activities.

How much can I receive as a financial reward?
The cultural achievement scholarship gives the student a tuition reduction equal to 15 percent of full tuition fees.

Cultural Merit Awards

Who can receive this awards?
The cultural achievement scholarship is provided annually to a limited number of students who meet the following conditions:
  · Students should have spent at least one academic year at AUC. Recipients of the award should be ranked first in one of the national cultural contests organized by an official government recognized body.
  · Students should maintain a GPA of not less than 2.5.
How much can I receive as a financial reward?
The amount of the award is determined based on certain criteria that are issued every year by the university.

What is financial aid?
Financial aid is a grant offered by AUC to provide partial tuition reduction for students who need it to attend AUC or who joined AUC and face some financial difficulties in paying tuition fees.

Who can apply for financial aid?
To be eligible for applying for financial aid you must meet the following conditions:
- You have been offered admission to AUC.
- You demonstrate your financial need through the financial aid application form.
- You are a degree-seeking student.
- You are not on probation (GPA not less than 2.00 for returning undergraduate students or 3.00 for graduate students).
- You maintain a full-time status (not less than 12 credit hours per semester). This condition is for undergraduate students only. Graduate students can maintain a part-time status.

How can I apply for financial aid?
If you wish to apply for financial aid, you can pick up a financial aid application form from the Office of Student Financial Affairs, Main Campus, Room 228. You should fill out the form and submit it with the required supporting documents to the office.
**What documents do I have to attach?**
You must submit official documents concerning your family's income or our income if you are financing your education yourself. Also, if you have siblings who study in other universities or schools, you must submit receipts or certificates of the cost of their tuition fees. In case your family has expensive medical costs, you should attach supporting documents of these expenses.

**Who decides on the recipients of the financial aid awards?**
A special committee on financial aid and scholarships decides on the recipients of the awards. The recipients are determined according to the students' financial needs that are demonstrated through the financial aid application form, professional judgment and internal budget limitations.

**Do I need to renew my financial aid application?**
Undergraduate students who are awarded financial aid do not need to renew their financial aid applications. They will continue to receive the same financial aid awards for subsequent semesters till graduation as long as they meet the criteria of receiving the financial aid awards.

Students who failed to meet the criteria and lost their award, can submit a financial aid regaining form after achieving the required criteria during the deadline for applying. Graduate students who receive financial aid have to submit a financial aid renewal form every semester.

**When can I apply for financial aid?**
Below are the deadlines for applying for financial aid. These deadlines are the last day for applying: No applications will be accepted after these dates. It is better for you to submit your financial aid application before the deadline date to ensure that you have submit all the required supporting documents:

<table>
<thead>
<tr>
<th>Category</th>
<th>Period of Support</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>New students</td>
<td>Academic year</td>
<td>Sep. 15</td>
</tr>
<tr>
<td>Returning students</td>
<td>Academic year</td>
<td>May 15</td>
</tr>
<tr>
<td>New students</td>
<td>Second semester</td>
<td>Dec. 31</td>
</tr>
<tr>
<td>Returning students</td>
<td>Second semester</td>
<td>Dec. 15</td>
</tr>
</tbody>
</table>
Is there financial aid for the summer session?
Limited financial assistance is provided for the summer session pending budget availability. Applicants should be already on financial aid and with a GPA not less than 2.00.

I heard about something called "named scholarships." What are they?
Named scholarships are a type of financial aid award. These scholarships are funded by individual donors or corporations.

Do I need to apply for named scholarship?
No, you do not need to apply. The selection for the awardees is made from the students who apply for financial aid according to the criteria set by the donors.

Do named scholarship cover full tuition fees?
No, these awards usually cover a partial tuition reduction that could be equal to the financial aid awards.

Work Study Program

Who can work?
Full-time undergraduate students who meet the following criteria:
- Their GPA is not less than 2.00.
- They are not on a full scholarship (public schools scholarship, faculty / staff scholarship, etc.).

What can I do to obtain a job?
You should fill out an application form from the Office of Student Financial Affairs, Main Campus, Room 241. The form should be signed from the department or unit of work and returned to the Office of Student Financial Affairs for the approval of the Director of Student Financial Affairs.
When can I submit my work application form?
The deadlines for submitting the applications are as follows:
- Fall semester: Sept. 30
- Spring semester: Feb. 15
- Summer session: June 30

What can I do in my assigned job?
The type of work might vary from one office to another depending on the functions performed by the department or unit. Your responsibilities may include basic office work such as typing, data entry using a computer, filing, handling phone calls, shelving and scheduling appointments if required.

How much I can earn?
You may work up to 120 hours during the regular semesters and 60 hours during the summer session for an hourly rate of LE 6.00.

Are there any other benefits that I can get?
In addition to the financial rewards, students can learn a lot of work values such as understanding and accepting responsibility, interacting with people in a professional environment, being creative, being punctual, solving problems, helping others, acquiring new knowledge and gaining recognition.

How can I receive my compensation?
You must submit an evaluation sheet to the Office of Student Financial Affairs at the end of the work period. The compensation money will be either credited to your account as a deduction from your fees of the same or the following semester or given to you in cash upon your request.

When can I submit my evaluation sheet?
The deadlines for submitting the evaluation sheets are as follows:
- Fall semester: Dec. 30
- Spring semester: May 30
- Summer session: July 30
Deferred Payment

What if I could not pay my tuition fees in full at the time of registration?
If you are a returning student and could not pay the entire amount at the time of registration, the director of student financial affairs may approve payment in two installments as follows:
· 50 percent to be paid at the time of registration.
· The balance to be paid by November 25 for deferment of payment granted for the fall semester and April 5 for deferment of payment granted for the spring semester.
· The student should pay an administrative fee that will be set each year.

What if I am a new student?
Normally, no deferred payments are allowed for the first semester of registration. However, under certain conditions, deferred payment may be approved on a case-by-case basis provided that the student pays at least 70 percent of the fees at the time of registration, and pays the remaining 30 percent within three months of paying the first installment.

Refund Policy

How can I get my money back if I am a new student and have already paid my fees but did not attend AUC before the beginning of classes?
Unfortunately, new students cannot get a refund if they have already paid their tuition fees.
Why can I not get a refund?
Because the admissions office needs to know which new students will be attending Ave in order to admit alternate candidates by the beginning of classes.

Can I withdraw from AUC and get a refund if I am a returning student?
Yes, you can get a refund. The amount of the refund depends on the number of weeks which have lapsed since the beginning of classes according to the following schedule:
• First week of classes: full tuition refund.
• Second week: 80 percent tuition refund.
• Third week: 60 percent tuition refund.
• Fourth week: 40 percent tuition refund.
• Fifth week: 20 percent tuition refund.

After the end of the fifth week no refunds will be made.

What if I withdraw from a summer semester?
Students who withdraw one day after registration can be refunded the full amount paid. Students who withdraw more than one day after registration will receive a partial refund according to the following schedule:
• By the end of the first week: 75 percent tuition refund.
• By the end of the second week: 50 percent tuition refund.

After the end of the second week no refunds will be made.

What if I did not withdraw completely but drop credit(s)?
You can get a full refund of credit(s) over or less than the normal load of tuition (12-15 credit hours) if you dropped the credit(s) before the end of the late registration period.

Medical Insurance
Who should participate in the medical insurance plan?
All non-Egyptian students are required to enroll in the medical insurance plan offered by AUC, which provides for limited care at a specific hospital in Cairo. Exemptions are made for students who are residing with their families here in Cairo and students who are provided for by their companies, embassies or sponsoring agencies.

Can Egyptian students benefit from this medical insurance plan?
Yes, medical insurance can be extended to Egyptian students on an optional basis.

How do I apply?
Since medical insurance is mandatory for non-Egyptian students, they are automatically charged for coverage upon registration for the period of one academic year. Egyptian students who are interested in medical insurance plan may proceed to the Office of Student Financial Affairs, Room 241, Main Campus and apply for this program. Students can pick up their medical insurance cards directly after the period of the registration from Office of Student Financial Affairs.

How much is medical insurance?
The medical insurance service fee for the 2003-2004 academic year will be $80.00. The fee for the summer session only is $30.00.

What is the period of insurance?
Effective date of insurance will be from September 1 until August 31 each academic year. The summer medical insurance program's effective dates are from June 1 to August 31.

(For details on the types of medical and emergency services offered, please refer to the Medical Insurance Bulletin issued by the Office of Student Financial Affairs.)

For More Information
Please Contact

Financial Aid Office
Rooms 228 & 241, Main Campus
Services Hours: Sunday-Thursday
(9:00 a.m. - 3:00 p.m.)
E-mail: Finaid@aucegypt.edu
Tel: 20.2.797.5506
Fax: 20.2.795.7565
Web: http://aucadmin.aucegypt.edu/stufinance