

## Tuition Fees

### 1. General Information

The Tuition Fees Code contains information about tuition charges and manner of payment for the 5778 academic year. You are asked to read the explanations and instructions carefully, and to comply with them.

- It is clarified that ignorance of the Code and the rules for the above arrangements does not excuse the student from complying with them.
- Any post sent to him by regular mail at the address appearing on the institution's computer system shall be deemed to have reached its destination. Changes to personal detail must be made directly over the student portal, or through the Academy office, including changes of address and/or telephone number and/or email.
- The Academy may terminate the studies of any student who fails to pay tuition fees.
- Failure to arrange payments on time and/or accumulated debts will lead to the student being blocked from personal information on the website, denial of the option of being tested, and withholding of approvals from the Academy secretariat.

### 2. How to contact the Tuition Fees Section and make payments.

Reception hours are Sunday-Thursday 08:30 to 15:30.

- In writing: in all communications, state the students ID no.
- To Ms. Rima Leibowitz, [rима@jamd.ac.il](mailto:rима@jamd.ac.il), tel. 02-6759938.
- To Ms. Rina Inka, [rinai@jamd.ac.il](mailto:rinai@jamd.ac.il), tel. 02-6759937.
- To fax: 02-6769956.

In the Personal Information area (student portal) on the website you will find the latest information on your debits/ credits, tuition fees owing, and online payment.

### 3. Tuition Fees Tariffs, linked to the July 2018 Index

| Details                                    | Amount due            | Notes   |
|--|-----------------------|---|
| Online registration fee (via the website)  | 400 NIS               | One-time payment which is non-refundable.   |
| Registration by manual form                | 460 NIS               | One-time payment which is non-refundable.   |
| Registration fee for continuing students   | 200 NIS or 230 NIS    | 50% discount on registration fee.   |
| English studies (intermediate level)       | 1,500 NIS             |   |
| Annual tuition fees for bachelor's degree. | 12,759 NIS            | Fees are determined by the Council for Higher Education, calculated by the actual scope of studies and no less than 25% annually. |
| Annual tuition fees for master's degree.   | 17,243 NIS            | Fees are determined by the Council for Higher Education, calculated by the actual scope of studies and no less than 25% annually. |
| Annual tuition fees for 25% studies        | 35% of annual tuition | 25% of annual tuition + 10% overheads.  |
| Security & Services fee                    | 425 NIS               | To be paid with the down payment  |
| JAMD Students' Union                       | 165 NIS               | If registration is cancelled – contact the Students' Union for a refund.  |
| National Students' Union                   | 10 NIS                |   |

## **4. Methods of paying tuition fees**

Spread of tuition payments:

- New students: down-payment to be made on the date stated in the acceptance letter.
  - Continuing students:
    1. 7.18 – down-payment 12.5% of total tuition fee
    - 1.8.18 – down-payment 12.5% of total tuition fee
    - 15.9.18 – complete to 25% of total tuition fee + students' committee.
    - 1.11.18 – complete to 35% of total tuition fee + Security & Services fee
    - 1.12.18 – complete to 40% of total tuition fee
    - 1.1.19 – complete to 50% of total tuition fee
- From 1.1.19 to 1.5.19 – the remaining 50% spread over 5 consecutive monthly payments.

**Please note:** there are three ways of signing a regular order at the bank:

- Download a [form from the Academy's website](#), go to the account holder's bank to obtain confirmation from the Bank.
- **You don't need a form!** Ask the Bank clerk for an authorization to debit your account in favor of Institution no. 1048, the Jerusalem Academy of Music & Dance.
- **Also possible on the Internet!** You can set up your own authorization. Go to your Bank's website, select the option of opening a bank debit authorization, and follow the instructions.

Important: when opening an authorization, the reference or customer number = the student's ID number.

### **Payment of full tuition fees**

- A student who pays the full annual tuition fee in advance, by September 15, 2018 in cash, by bank transfer, with a military deposit voucher, or by check for immediate cashing, will receive a discount of 2.5%.
- Students who pay with a credit card will receive a discount of 1.5% only. Payment does not include the charge for English studies at the Academy.

### **Scholarships/ discounts**

A student who receives notice of eligibility for a scholarship, grant or excellence award, shall arrange his payments on time irrespective of when such notice is received. The money from the scholarship/ award will be taken into account at a later date.

## 5. Procedure for cancelling/ stopping studies

A student who decides to cancel/ stop his studies, must send written notice to the Academic Secretary's Office (**keep a copy of the delivery note**). The effective date for calculating any refunds of tuition fees on this account, is the date when the student's official notice is received by the Academic Secretary and the Tuition Fees Dept.

### Note:

- Verbal notice of cancellation is not lawful notice of stopping studies.
- Stopping studies does give exemption from the obligation to pay tuition fees.
- A student who stops his studies and has taken English as a Foreign Language lessons at the Academy, must pay for them in full.
- Notice of stopping studies at any time results in automatic cancellation of any scholarships credited to the student's account that year.

## Annual Table for Stopping Studies and Resulting Charges

| Date of notice of cancelling/ stopping studies            | Charge for cancellation/ stopping studies   |
|---|---|
| If notified by 15.09.18 (before start of academic year)   | Full refund, including students' union and Security & Services fee.                 |
| From 16.09.18 to 13.10.18 (before start of academic year) | Payment of full down payment + students' union                                      |
| From 14.10.18 to 31.12.18                                 | 40% of annual tuition + English lessons + students' union + Security & Services fee |
| From 01.1.19 to 28. 2.19                                  | 50% of annual tuition + English lessons + students' union + Security & Services fee |
| From 1. 3.19 to 30. 4.19                                  | 80% of annual tuition + English lessons + students' union + Security & Services fee |
| From 1. 5.19 and thereafter                               | 100% of annual tuition (no refund)  |

## 6. Refund for over-payment

A student whose payment card shows a credit balance, will receive refund of the surplus by banker's draught in his name.

Refunds are made once a month, within 90 business days of receiving confirmation, and are not linked to the index.

## 7. Handling fee

| Item   | Handling fee |
|--|--------------|
| Request for confirmation of tuition fees for previous years from the Tuition Fee Dept. <b>(can be printed independently from the Student Portal)</b> | NIS 30       |
|  |              |
| Commission for return of payment by check or standing order (according to Bank commissions)  | NIS 19/ 20   |
| Translation of grade transcripts/ various confirmations into English   | NIS 50       |
| Warning letter by registered mail before the file is transferred to a lawyer   | NIS 50       |
| Handling fee of Tuition Fee Department for transferring a file to a lawyer   | NIS 100      |
| Lawyer's commission for handling collection of a debt  | Legafees     |