



OPEN
UNIVERSITY OF
CYPRUS

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**INTERNAL REGULATIONS
GOVERNING TUITION FEES /
ADMINISTRATIVE COST**



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1. Tuition Fees and Administrative Cost

- 1.1. Under Laws of 2002 (L.234(I)/2002) and of 2010 (Amending L.35(I)/2010), Article 22.(1)(a) of the Open University of Cyprus, the amount of tuition fees/administrative cost is set following a decision of the University's Council upon recommendation of the University Senate.
- 1.2. The University's decision is communicated to the University's Accounting Department, the Student and Programme of Studies Support Unit, the Faculties, and it is also posted on the University's website.
- 1.3. Undergraduate students, citizens of the Republic of Cyprus or European Union citizens, shall pay administrative cost in order to enroll in and attend Thematic Units at the University.
- 1.4. Undergraduate students, non-citizens Republic of Cyprus or of a member state of the European Union shall pay tuition fees in order to enroll in and attend Thematic Units at the University.
- 1.5. Postgraduate students at the Master's level shall pay tuition fees in order to enroll in and attend Thematic Units at the University.
- 1.6. Doctoral candidates shall pay tuition fees per academic year of studies.
- 1.7. Tuition fees are set for all Independent Thematic Units.

2. Payment of Tuition Fees / Administrative Cost

- 21.** Students must pre-pay the tuition fees / administrative cost corresponding to the Thematic Units in which they enroll in per academic year / semester.
- 22.** Payment of tuition fees / administrative cost is carried out as per the instructions issued by the Accounting Department of the University.
- 23.** Payment of tuition fees / administrative cost is made in one of the following methods:
 - 2.3.1.** online using a direct or credit card, or
 - 2.3.2.** with remittance/deposit (via any bank or via e-banking services) to a specific University bank account, or
 - 2.3.3.** any other method determined by the University.
- 24.** Any bank charges or fees must be paid by the student.
- 25.** Non-payment in full of the related financial obligations (tuition fees / administrative cost) for a student's enrollment in Thematic Units entails automatic cancellation of the student's registration.
- 26.** Non-payment of the advance payment or non-payment in full of the related financial obligations of any student within the timeframes specified by the University, entails automatic removal from the Student Register.
- 27.** Appendix I lists the tuition fees / administration cost corresponding to each Programme of Study of the University.

3. Refund or Credit of Tuition Fees / Administrative Cost


- 3.1.** The rate of refund or credit of tuition fees / administrative cost is calculated on the amount that should have been deposited by the student (by and including the date of submission of the related student request), based on the specified timeframes of installment payments.
- 3.2.** A table of refund or credit rates of tuition fees / administrative cost, depending on the student's request (i.e. Suspension of Studies, Withdrawal / Drop out of the University, Drop out of a Thematic Unit, Recognition of a Thematic Unit), and the corresponding deadlines for the students' requests, is annexed in Appendix II.
- 3.3.** Administrative cost (paid for enrollment in Undergraduate Level Thematic Units) may not be refunded or credited after the final repayment date.
- 3.4.** In case a student is removed from the Student Register, the advance payment shall be withheld by the University as operating costs, and the rest of the amount paid by the student during its last year of studies, shall be refunded.
- 3.5.** In cases where tuition fees / administrative cost are not refunded to the student based on the above regulations, such amounts are withheld by the University as operating costs.

4. Failure in a Thematic Unit

- 4.1.** If a student fails to meet the right to attend to the final examination, he/she may re-enroll in the same Thematic Unit paying 100% of the corresponding tuition fees / administrative cost.
- 4.2.** If a student fails or does not attend the final examination, regardless of the fact that he/she had the right to do so, he/she may re-enroll in the same Thematic Unit and attend to the final examination of the next academic year paying 25% of the corresponding tuition fees / administrative cost.
- 4.3.** If a student fails to successfully complete Part A or Part B of the Master's Dissertation, he/she re-enrolls paying 25% of the corresponding tuition fees.

5. Tuition discounts, exceptions, financial aids

- 5.1. The Open University of Cyprus provides, under certain conditions, discounts on tuition fees. Specifically, the following discounts are provided:
- To Students with large families (with more than three (3) dependent children)
 - To Single parents
 - To First degree relatives
 - To OUC alumni
 - To Recipients of minimum guaranteed income of the Republic of Cyprus
 - To Students with special needs
 - To Unemployed students
- 5.2. Details for each discount are presented in the table below.
- 5.3. In order to take advantage of any of the above-mentioned discounts, the student must submit a timely written request to the Students and Programmes of Study Support Unit, accompanied by the necessary supporting documents, as listed in the table below.
- 5.4. A student is entitled to claim only one category of discount.
- 5.5. The deadline for submitting the relevant request is at least ten (10) days before the start of the registration period in the Thematic Units.
- 5.6. Any discount will be granted to the student only if his/her request has been submitted on time and after the verification of the required certificates.
- 5.7. In case a student withdraws from the Thematic Units in which he/she has already enrolled in or in case that due to chronic or serious health issues, which prevent the student from attending the Programme of Study in which he/she has enrolled and needs to suspend his/her studies, he/she is entitled to receive credit of 100% of the tuition fees/administrative cost paid, if the student sends his/her request at the beginning of the academic year/semester or until:
- September 30th for the Thematic Units of the Fall Semester and the Annual Thematic Units.
 - On February 15th for the Thematic Units of the Spring Semester.
- 5.8. For the provisions of paragraph 5.5 to apply, the student must submit to the Students and Programmes of Study Support Unit medical certificates stating the chronic or serious health care problems faced by the student.

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- 5.9.** Students who face other serious problems but not the ones mentioned in paragraph 5.5 have the right to submit an exceptional student request to the Students and Programmes of Study Support Unit.
- 5.10.** In the event of a student's death, the amount of tuition fees paid by the student for the academic semester / year during which he/she died, as well as any advances or instalments for subsequent semesters, shall be reimbursed to his/her legal heirs.

Category	Conditions	Tuition discount rate / management costs	Required documents	Other relevant provisions
Large families	<ul style="list-style-type: none"> - Postgraduate (Master) or doctoral students with more than 3 dependent children. 	<ul style="list-style-type: none"> - 3 dependent children: 20% - 4 dependent children: 40% - 5 dependent children: 60% - 6 or more dependent children: 100% 	<ul style="list-style-type: none"> - Birth Certificates of dependent children 	<ul style="list-style-type: none"> - Dependent children are the ones under 18 years of age
Single parent families	<ul style="list-style-type: none"> - Postgraduate (Master) or Doctoral students with dependent children. 	<ul style="list-style-type: none"> - - 20% 	<ul style="list-style-type: none"> - Birth Certificates of dependent children or - Recent Single Parent Certificate or - Divorce or Court Order for Parental Care or Alimony (issued within the current year) or other relevant supporting documents (recently issued). 	<ul style="list-style-type: none"> - Dependent children are the ones under 18 years of age

Category	Conditions	Tuition discount rate / management costs	Required Documents	Other relevant provisions
First degree relatives	<ul style="list-style-type: none"> - Postgraduate (Master) or doctoral students belonging to the same family (first degree relatives) and studying at the same time in University Programmes of Study. 	<ul style="list-style-type: none"> - 10% to each student provided that he/she does not receive any other discount or scholarship. 	<ul style="list-style-type: none"> - Certificate of birth or marital status - ID card 	
OUC Alumni (Graduates)	<ul style="list-style-type: none"> - Open University of Cyprus graduates who continue their studies at the OUC in Postgraduate Programmes or Doctoral Programmes. 	<ul style="list-style-type: none"> - 2nd Degree Programme of Study: 25% - 3rd Degree Programme of Study: 50% 	<ul style="list-style-type: none"> - No support documentation is required 	<ul style="list-style-type: none"> - In case of failure in a Thematic Unit the discount continues to apply.

Category	Conditions	Tuition discount rate / management costs	Required documents	Other relevant provisions
Recipients of minimum guaranteed income	<ul style="list-style-type: none"> - Postgraduate or Doctoral Students who are Recipients of "Minimum Guaranteed Income" as defined under the Minimum Guaranteed Income and General Social Benefits Law of 2014 (109 (I) / 2014). 	<ul style="list-style-type: none"> - 100% tuition / administrative cost exemption 	<ul style="list-style-type: none"> - Relevant official certificate, with a date of issue within the last six (6) months,. 	<ul style="list-style-type: none"> - The certificate must be submitted during the enrolment period of each academic year /semester. - In case of submission of the certificate after the end of the registration period of each academic year / semester, the said exemption will not be granted.
Students with special needs	<ul style="list-style-type: none"> - Postgraduate or doctoral students. 	<ul style="list-style-type: none"> - 10% 	<ul style="list-style-type: none"> - Recently issued special needs allowance certificate. - For non-chronic diseases the certificates must have been issued by a recognized doctor during the last two (2) years. 	

Category	Conditions	Tuition discount rate / management costs	Required documents	Other relevant provisions
Unemployed	<ul style="list-style-type: none"> - Postgraduate or doctoral students 	<ul style="list-style-type: none"> - 10% 	<ul style="list-style-type: none"> - Relevant certificate from the competent state service with the date of issue within the last three (3) months. 	

The initial “Internal Regulations governing Tuition Fees / Administrative Cost” were approved during the 28th Meeting of the University’s Governing Board held on April 19th, 2013.

The revised “Internal Regulations governing Tuition Fees / Administrative Cost” were approved during the 13th Meeting of the University’s Governing Board held on March 13th, 2015.

The revised “Internal Regulations governing Tuition Fees / Administrative Cost” were approved during the 33th Meeting of the University’s Governing Board held on December 2, 2016.

The revised “Internal Regulations governing Tuition Fees / Administrative Cost” were approved during the 4th Meeting of the University’s Senate held on May 4, 2018.

The revised “Internal Regulations governing Tuition Fees / Administrative Cost” were approved during the 27th Meeting of the University’s Senate held on July 6, 2020, and ratified at the 31st Meeting of the Council, held on July 7, 2020.

The revised “Internal Regulations governing Tuition Fees / Administrative Cost” were approved during the 9th Meeting of the Senate held on July 5, 2021, and ratified at the 46th Meeting of the Council, held on July 14, 2021.