

WAIVER AND RELEASE

This form must be submitted along with the application for admission

Mandatory to be filled by the applicant

Know all persons by these presents:

I, the undersigned, for and in consideration of the award to me of a William Jefferson Clinton Scholarship by the American University in Dubai, in consultation with the William J. Clinton Presidential Foundation, hereby release and forever discharge the William J. Clinton Presidential Foundation and the American University in Dubai and all of their agents, officers, directors and employees from any and all manner of claims, causes of action, losses, or liability which I now have or may ever have at any time in the future against the William J. Clinton Presidential Foundation, its agents, officers, directors or employees, arising out of or pertaining to any injury, loss, damage or harm or any kind which has, will, or may happen to me while I am enrolled in programs at the American University in Dubai whether or not on the property of the American University in Dubai.

And I hereby assume all risks of any damage, loss, injury, or harm which may occur to me in going to or from the American University in Dubai or any traveling which I may engage in while enrolled at the American University in Dubai.

In addition to the above, and for the same consideration previously stated, I hereby agree to indemnify, defend, protect and hold harmless the AUD and the William J. Clinton Presidential Foundation and its agents, officers, directors and employees from and against any and all manner of claims, causes of action, losses or liability arising out of any accident, injury or damage to me occurring while I am enrolled in programs at the American University in Dubai or traveling to or from the university.

This *Waiver and Release* shall remain in full force and effect so long as I am enrolled in programs at AUD or during travels to or from AUD.

In witness whereof, I have executed this *Waiver and Release* and have agreed to the terms of this instrument having carefully read it in full, this _____ day of _____ 20 ____ .

Name of Applicant & Signature

Date (dd/mm/yy)

First Witness Name & Signature

Date (dd/mm/yy)

CONSENT TO RELEASE "EDUCATION RECORDS"

Mandatory to be filled by the applicant

The American University in Dubai classifies **Directory Information** as the following:

Student name, address(es), telephone number(s), e-mail address, birth date and place, program of study, dates of attendance and credentials awarded. Any other education record is classified as non-directory information and can not be disclosed to any party without the student's consent.

Choose One

__ I **AUTHORIZE** to release my education records (e.g., grades, GPA, ID, schedule, statement of fees etc.) to the following:

__ Parent(s)

Father's Name _____

Mother's Name _____

__ Financial Sponsor

__ Guardian

__ University

Address _____

Tel _____ - _____

__ I **DO NOT AUTHORIZE** the release of non-directory education records.

Signature

DECLARATION

Mandatory to be signed by the applicant

If I am accepted by The American University in Dubai (AUD), I agree to abide by the regulations and policies set forth in the *University's Undergraduate Catalog, Student Handbook, Schedule of Tuition Fees, and Enrollment Agreement* and as stated in this application and online.

I certify that the information that I have provided in this application is true and complete to the best of my knowledge. I fully realize that omissions or falsifications of information will be sufficient reason for rejection or dismissal.

Important Notices

Students should be aware that all records, letters and other documents provided in the original to AUD as part of the admissions process will remain university property. The university reserves the right to evaluate the adequacy to all credentials submitted for admissions.

Students who are not granted admission to AUD or who withdrew their application should collect their documents within two (2) years; otherwise, their physical records will be destroyed.

Name (please write your full name here)

Signature

Date (dd/mm/yy)

ACKNOWLEDGEMENT

Mandatory to be signed by the applicant

Insurance Coverage while at AUD

Private health insurance covering care in the U.A.E. is mandatory for all AUD students. Visiting students are required to provide the Finance Office with evidence of valid private health insurance applicable in the UAE, during the Admissions process. This requirement is mandatory and required prior to class registration once the Admissions file is cleared. Proof of health insurance coverage is to be emailed to finance@aud.edu (please refer to p.9 of this Kit for the form to be filled).

Housing Security Deposit

In order to receive the keys to the shared dorm room for check-in, a housing security deposit payment of AED 1,000 (US\$274) is required prior to check in. This amount is fully refunded once the student returns the keys to the Housing Manager and the dorm room is deemed free of any damage.

Withdrawal from Courses

The Admissions Office reserves the right to inform the home institution, when requested, that the student has withdrawn from courses at AUD.

I, the undersigned, acknowledge the above policies, and accept to make the appropriate payments within the deadlines, as mentioned in the *AUD Academic Calendar* online.

Name (please write your full name here)

Signature

Date (dd/mm/yy)

AMERICAN UNIVERSITY IN DUBAI RESERVATION AND ENROLLMENT AGREEMENT & TERMS

- I agree to accept the rules, regulations and fees of the American University in Dubai as stated in the current *Catalog* (which may be modified from time to time) and on the website, and agree to the terms and conditions as stated in the *Undergraduate Application for Admission*, which I acknowledge receiving.
- I understand that the academic year consists of two semesters – Fall and Spring – and is defined as the period of time beginning with the Fall semester in September and extending through the end of the Spring semester April. In addition to the academic year, the University conducts two summer sessions, which students may choose to attend.
- I understand that fees, as listed in the *Schedule of Tuition, Fees and Expenses*, are payable in advance. I further understand that all fees must be current before students can begin or continue attendance or receive any University services. All financial obligations to the University must be discharged before grades, transcripts, etc., can be issued or a degree conferred.

I understand the refund policy is as follows:

(1) Tuition - All refund requests will be processed within 30 days. Refunds are governed by the following regulations:

Withdrawal/dismissal from <u>all classes</u>		Withdrawal from <u>select classes</u>	
Schedule	Refund	Schedule	Refund
During Drop/Add*	100%	Until end of Drop/Add*	100%
Until the end of the second week**	50%	After Drop/Add	0%
Until the end of the third week	25%		
After the third week	0%		

*For new students in the first semester of attendance 100% refund with the exception of the reservation and enrollment deposit of AED5,000 (for undergraduate) which is non-refundable. See the AUD Academic Calendar for dates of Drop/Add.

** Sunday-Thursday - The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form.

(2) Housing Fees and Charges - The one-time, housing security deposit is refundable at the end of the semester if no housing damage has occurred. The housing reservation fee is non-refundable and non-transferable unless the student's application for admission is denied or the student cancels his/her admission (including conditional) one month prior to the start of the semester for which he or she has paid.

Note: AUD has a Refund Policy specific to legal residents of the U.S. State of Georgia. This Policy has been written to be in compliance with Standard Nine of Georgia's Minimum Standards and Criteria for NPEC Institutions. The existence of this Policy is announced during Student Orientation and referenced at the time of exit from AUD (during the account settlement process) of any Georgia resident who requests a refund. A copy of this Policy is available in the Finance Office, the Registrar's Office, and the Office of Institutional Effectiveness.

- I understand that degrees are conferred by the American University in Dubai as explained in the Catalog and on the website. I understand that as a student, I must fulfill all requirements for academic credit and residency before a degree is awarded. I have read the Catalog online and have reviewed it, and acknowledge that the information is readily available online. I have been given an opportunity or opportunities to ask questions about the Catalog and all other materials I have reviewed. I am satisfied with the information I have received as well as the opportunity to receive additional information as requested.
- As a student of the University, I pledge that all tests taken by me and that all work submitted by me will be original and solely the result of my own efforts.
- I understand that all costs of student supplies are borne by the student, parent and/or guardian and that the supplies will remain the property of the student.
- I understand that all students, while enrolled at AUD are required to have and maintain private health insurance covering all UAE care on a continual basis and are responsible for all charges related to their medical care. AUD-sponsored students are automatically enrolled in the AUD-sponsored health insurance plan, and charged a non-refundable fee on their Fall semester bill covering the period September 1 through August 31. AUD non-sponsored students can join the AUD-sponsored health insurance plan at the beginning of each semester, subject to approval from the insurance company.
- I understand the University makes reasonable efforts to provide a safe and secure environment, including making arrangements for transportation, food, housing, recreation, sightseeing, and other services in connection with all trips organized for students. I acknowledge that the University does not assume any liability nor shall it be liable for any injury, damage, loss, accident, or delay for any reason other than its own gross negligence with regard to the foregoing. Therefore, I hereby waive and release any and all claims against the University, its faculty and staff, and their successors and assign any legal representatives for any injury, loss, accident, damage, delay, or expense for any and all injuries suffered by me arising out of the foregoing.
- I agree that the University may use students' pictures, statements and names for news items, advertising, and publicity for the University.

The UAE Ministry of Higher Education– Higher Education (MOE-HEA) has officially licensed the American University in Dubai and accredited all of its programs. AUD is also accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Bachelor's and Master's degrees.

Name _____

Signature: _____

Date: _____