



Schedule of Fees (SF) Touro College Berlin gGmbH MBA Program (US degree)

Section 1 Tuition and Fees

The tuition fee applicable for all MBA courses is as follows:
For 3 to 12 credits (1-4 courses) the per credit charge is € 400.

Touro College Berlin Bachelor Graduates will receive a 10% reduction on their MBA fees if the following criteria are met.

The candidates must:

1. Enroll in the MBA program immediately after completing their bachelor's degree.
2. Enroll in the MBA program full time.*
3. Have attained a cumulative GPA in their bachelor program of at least 3.0

*Full-time status starts with 9 credits per semester.

Section 2 Additional Administrative Fees

- Mandatory Administrative Fee each semester: € 200
- Graduation and MBA Diploma Release fee (transcript and certificate): € 250
This is due upon registration for the final semester.
- Late Payment Fee: € 50 (applies after 1st February in Spring semester, 1st August in Fall semester)
- Leave of absence: the Administrative Fee must be paid
- Transcript request fee (Touro College Berlin): € 10
- Transcript request fee (official transcript from Touro College New York): € 30
- Bad Check Fee: € 30
- Fee for replacement ID-Card: € 20
- Fee for additional copy of Matriculation certificate: € 10
- Fee for additional copy of Ex-matriculation certificate: € 30
- Fee for replacement copy of the MBA diploma: € 100
- Fees for the library (copy card privileges, late fee, etc) are posted in the library.
- Handling fee for payment confirmation: € 35 per semester
- Handling fee for reimbursement of a dropped course: € 10

Section 3 Semester Public Transportation Ticket

As of Fall Semester 2011/2012 all students are obliged to purchase the "Semesterticket" (as voted by the Student Government on March 17, 2011). This fee will be charged on top of the tuition and administrative fees. The amount is set by the VBB (Verkehrsverbund Berlin-Brandenburg) and fluctuates according to their guidelines. This amount will be reflected in each semester's invoice.

Section 4 Enrollment Fee

Upon signing the Study Agreement a non-refundable Enrollment Fee must be paid immediately to secure a place at Touro College Berlin. The Study Agreement is effective only upon receipt of the Enrollment Fee. For EU citizens the Enrollment Fee is € 250, and for non-EU citizens the fee is € 350. Payment can be made either by bank transfer to the Touro College Berlin account detailed in Section 9 of the Schedule of Fees, or in cash on campus. The Enrollment Fee will be deducted from the first semester's tuition.

Section 5 Due Dates

Tuition is due on the first day of a semester (February 1st or August 1st). The semester public transportation ticket and administrative fees must also be paid in full by these dates.

Section 6 Late Payment

If the tuition and administrative fees have not been paid by the first day of the semester a late fee of € 50 will be charged. If the tuition fee plus the late fee have not been received within 14 days after the first day of classes, the matter will be referred to Touro College Berlin legal counsel without further notification being required. Default interest and the legal charges will be applied.

Section 7 Refunding of Fees

Tuition fees can be refunded only if all requirements of the Study Agreement have been met. Refunds are subject to the following conditions:

- Up to the first day of the semester: **100%** of the tuition fee is refundable.*
Between the first day of the semester and the first day of classes: **75%** of the tuition fee is refundable.*
During the first week of classes: **50%** of the tuition fee is refundable.*
- During the second week of classes: **25%** of the tuition fee is refundable.*
- Thereafter: No portion of the tuition fee is longer refundable.
- Summer School: No refunds possible following registration.

The date on which the Administration Office receives written notification of the student's intention to withdraw from Touro College Berlin is deemed the date of withdrawal.

*Reimbursement charges of € 30 will be applicable.

Section 8 Increase in Fees

Upon enrollment, tuition fees will not increase during the period of study.

Please note that all students who have U.S. citizenship will receive invoices in both US Dollar (\$) and Euro (€) amounts for VA and FAFSA purposes. US Dollar amounts will be calculated using the currency exchange rate for the official first day of the relevant semester (August 1st for Fall semester invoices, February 1st for Spring invoices).

Section 9 Bank Details

Touro College Berlin gGmbH
Commerzbank Berlin
BLZ 100 400 00
Account no. 270 034 202
IBAN DE45 1004 0000 0270 0342 02
BIC/SWIFT COBADEFFXXX
[Tuition NAME OF THE STUDENT]

Any bank fees levied for payments from abroad are the responsibility of the student.

Date, Student's Signature