



## **Schedule of Fees (SF) Touro College Berlin gGmbH Undergraduate Program (US degree/US degree and German degree)**

### **Section 1 Tuition and Fees**

These tuition fees are for students who apply for both degrees (US degree and German degree) or the US degree only.

The tuition fees applicable in the **first semester of study only** are as follows:

- For 12 - 19 credits (or 4-6 courses\*), a flat fee of **€ 4500**.
- For fewer than 12 credits (1-3 courses\*), the tuition fee is calculated using a per credit charge of **€ 400**.

Beginning the **second semester of study**, the tuition fees are as follows:

- For 12 or more credits, the per credit charge is **€ 350**.
- For fewer than 12 credits (1-3 courses\*), the per credit charge is **€ 400**.
- For directed studies the per credit charge is **€ 350**.

**Summer semester** tuition fees are as follows:

- For 1-7 credits (1-2 courses\*), the per credit charge is **€ 350**.

\*Courses can hold up to 4 credits and tuition fees are charged accordingly. Non-credit-bearing remedial courses are charged on the basis of a 3 credit course.

- In the first semester, if placement exam results permit, a student may register for a maximum of 19 credits (or 6 courses).
- In subsequent semesters, 18 credits (or 6 courses) can be taken only if the student has achieved a grade point average (GPA) of at least 3.0 during the previous semester. In the case of a GPA of less than 3.0, a maximum of 15 credits (or 5 courses) can be taken.
- Students placed on probation for failing to maintain either a 2.0 Cumulative GPA (CGPA) or 2.3 Major GPA are permitted to take a maximum of only 4 courses per semester.

### **Section 2 Additional Administrative Fees**

- Mandatory Administrative Fee if enrolled in only U.S. program: **€ 200**
- Mandatory Administrative Fee if enrolled in both U.S. and German program: **€ 300**
- Fee for transferring to or adding the German program: **€ 4000**
- Graduation and Bachelor Diploma Release fee (transcript and certificate): **€ 200**  
This is due upon registration for the final semester.
- Fee for late courses registration: **€ 100**
- Late Payment Fee: **€ 50** (applies after 1st February in Spring semester, 1st August in Fall semester)
- Challenge Exam: **€ 100** per credit
- 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 American diploma: € 100
- Fee for replacement copy of the German 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 Berlin BVG (Berliner Verkehrsbetriebe) 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 1<sup>st</sup> or August 1<sup>st</sup>). 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.

\*Reimbursement charges of € 30 will be applicable.

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.

## 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 1<sup>st</sup> for Fall invoices, February 1<sup>st</sup> for Spring invoices).

## Section 9 Bank Details

Touro College Berlin gGmbH  
Commerzbank Berlin  
BLZ 100 400 00  
Account no. 270 034 200  
IBAN DE02 1004 0000 0270 0342 00  
BIC/SWIFT COBADEFFXXX  
[Tuition NAME OF THE STUDENT]

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

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*Date, Student's Signature*