



**INTERNATIONAL UNIVERSITY OF MONACO**

**ACADEMIC CATALOG 2008-2009**

# PART III – TUITION, FEES AND REFUNDS

## 13: 2008-2009 Tuition and Fees

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### **General Tuition and Fees Policy**

Conditions stated in this section may change without notice.

Tuition and fees are payable in advance as described below unless special arrangements are made with the Office of the Registrar.

Students will not be registered for classes until all outstanding tuition and fees have been paid in full.

No transcripts, diplomas, or other official University documents will be released if a student has an outstanding balance owed to the University.

### **In-State and Out-of State Tuition**

#### *Definition and Qualification*

#### In-State Students

The definition of an in-state student is a Monegasque national or resident; or a French national or resident.

To qualify as a Monegasque or French national a student must hold Monegasque or French nationality on the first day of the first term of his or her studies at IUM.

To qualify as a Monegasque or French resident a student must have been a resident of Monaco or France for at least one year prior to the first day of the first term of his or her studies at IUM.

In-state students as defined above pay in-state tuition as applicable.

#### Out-of-State Students

All other students are designated out-of-state.

Out-of-state students pay out-of-state tuition.

#### *General*

In-state and out-of-state tuition applies only to undergraduate students.

In-state and out-of-state tuition applies only to students who enrolled in the BSBA or BeCOM programs before fall 2006 (134-credit program).

In-state and out-of-state tuition does not apply to students who enrolled in the BSBA program after fall 2006. These students pay the same tuition regardless of nationality or country of residence.

In-state or out-of-state status at the beginning of studies applies throughout the student's enrolment and registration at IUM.

Please see the tuition and fees table below.

### **Tuition and Fees Schedule**

#### *General*

The following tuition and fees schedule will become effective September 1, 2008.

IUM reserves the right to add or change any of the tuition, fees, or charges listed below at any time without prior notice.

Tuition is for entire programs unless otherwise stated.

Books, supplies, and living expenses are not included in the tuition and fees amount.

#### TUITION: DEGREES

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Doctoral Program	€30,000
Master of Business Administration	€19,900
Executive Master of Business Administration	€22,700
Master's in Finance	€14,500
Master in Luxury Goods and Services	€14,500
Bachelor of Science in Business Administration:	
– per credit (excluding TRNG 3000, TRNG 4000)	€320
– TRNG 3000 – International Business Internship	€1200
– TRNG 4000 – Final Research Report	€2200
Total for BSBA program:	€38,920

#### TUITION: OTHER PROGRAMS

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International English Language Program – IEP, EAP	€3,750
International English Language Program – SEP	€1,450
Pre-MBA Session	€3,600
Undergraduate Exchange Program	€4800 per term

#### FEES

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##### *Academic Transcript*

Unofficial	No Charge
Official	One per Term: No Charge
Additional Official	€5 each

##### *Application Fee*

Master of Business Administration, Executive Master of Business Administration, Master's in Finance, Master in Luxury Goods and Services	€100
Doctoral Program	€150

Bachelor of Science in Business Administration	€125
Undergraduate Transfer	€125
Undergraduate Study Abroad	≠€200
Pre-MBA Session	§€30
Students-at-Large	€30
<b>Course in Excess of Graduation Requirements</b>	
Graduate	**€150 per course
Undergraduate	€320 per credit
<b>Course Repeat Fee</b>	
Graduate	€1125 per course
Undergraduate	€320 per credit
 <i>Enrollment Fee</i>	
Graduate	€1,900
Undergraduate – Freshman	€1,500
Undergraduate - Transfer	€550
Intensive English Language Program	€300
 <i>Late Registration Fee</i>	€125
 <i>Student Association Fee</i>	
Graduate	€150 annually
Undergraduate	€50 per term
 <i>IT and Online Learning Fee</i>	
Graduate	€150 annually
Undergraduate	€50 per term
 <b>OTHER STUDENT CHARGES</b>	

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‡ The undergraduate study abroad application fee is waived for students from institutions that signed a partnership agreement with IUM.

§ Pre-MBA application fee applies only to applicants who have not already applied to an IUM graduate program.

\*\* Doctoral Program students may audit up to four (4) IUM courses free of charge.

Global Test for Major Studies Fee – BSBA program	€55
Global Test for Major Studies Fee – MBA program	€55

### **Obligation for Payments**

#### TUITION AND FEES DUE DATES

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##### UNDERGRADUATE PROGRAM

Fall 2008 tuition and fees	Due July 31, 2008
Winter 2009 tuition and fees	Due November 15, 2008
Spring 2009 tuition and fees	Due February 15, 2009
Fall 2009 tuition and fees	Due July 31, 2009

##### GRADUATE PROGRAMS

Fall 2008 tuition and fees	Due July 31, 2008
Winter 2009 tuition and fees	Due November 15, 2008
Spring 2009 tuition and fees	Due February 15, 2009
Fall 2009 tuition and fees	Due July 31, 2009

##### Pre-MBA Session

First installment	€1,800 due within two weeks of a student's acceptance of a place in the Pre-MBA
Second installment	€1,800 due July 31, 2009

## Methods of Payment

Payment must be made in EUROS by check, cash, credit card (on-site only), or bank transfer.

### *Payment by Check*

Checks should be made out to “International University of Monaco.” Returned checks will be charged a fee.

### *Payment by Bank Transfer*

Bank Name:	Société Générale Monaco Fontvieille Bank
Bank Address:	11, avenue des Papalins, MC 98000 MONACO
Account Number:	00020081646
Account Name:	IUM – The International University of Monaco.
Account Holder Address:	2, avenue Albert II; Entrance B, MC 98000 MONACO
Bank Code:	30003
Agency Code:	00952
Key:	41
International Identification:	IBAN FR76 30003 00952 00020081646 41
SWIFT Address:	SOGEFRPP

For transfer payment please:

- Include the name of the student and the term on the transfer order.
- Include the invoice number.
- For new students, include a copy of the transfer confirmation with the application where applicable.

### *Payment by Credit Card*

Credit card payment is available on site only. A 1.5% surcharge will be added for payment by Visa/MasterCard and a 2.75% surcharge will be added for payment by American Express.

## Unpaid Balances

Unpaid balances accrue a penalty charge of 1.5% of the balance per month unless special arrangements are made with the Office of the Registrar for deferred payments.

Returned checks will be charged a €50 fee.

Failure to make payments as due may result in IUM sanctions against the student up to and including suspension from the University.

## 14: Refund Policy and Schedule

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### General Refund Policy

Students requesting a refund must provide written official notification to the Office of the Registrar.

Refunds will only be processed on approval of the relevant program director.

Refunds are calculated from the day of receipt of the notification and made within 30 days of that date.

Refunds will be made only to the person or organization that made the original fee or tuition payment.

No cash refunds will be made.

Accident or sudden and serious illness may be the basis for a partial credit of tuition, even where the normal withdrawal dates have passed. This credit is not refundable but may be used towards future terms.

The general refund policy applies to students who withdraw completely from IUM according to the schedule below.

### Tuition Refund Schedule

The following tuition refund schedule will become effective September 1, 2008.

IUM reserves the right to add to or change any of the conditions or details listed below at any time without prior notice.

#### TUITION: UNDERGRADUATE

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Withdrawal prior to program start date	100% refund of tuition
Withdrawal by end of first week of term	100% refund of tuition
Withdrawal by end of second week of term	75% refund of tuition
Withdrawal after second week of term	No refund of tuition

#### TUITION: GRADUATE

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Withdrawal prior to program start date	100% refund of tuition
Withdrawal by end of first week of term	100% refund of tuition
Withdrawal by end of second week of term	75% refund of tuition
Withdrawal after second week of term	No refund of tuition

#### TUITION: OTHER PROGRAMS

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##### Pre-MBA Session

Withdrawal no later than	75% refund of first installment
Withdrawal after July 31, 2009	No refund

##### Undergraduate Exchange Program

same policy as for undergraduate

International English Language Program:

- IEP, EAP same policy as for undergraduate
- SEP 100% refund of tuition for withdrawal by 3<sup>rd</sup> day of class, no refund after the 3<sup>rd</sup> day of class

Student-at-Large Tuition

Non-refundable

**Fees Refund Schedule**

The following tuition refund schedule will become effective September 1, 2008.

IUM reserves the right to add to or change any of the conditions or details listed below at any time without prior notice.

FEES: UNDERGRADUATE

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Academic Transcript Fee	Non-refundable
Application Fee	Non-refundable
Auditor Fee	Non-refundable

Enrollment Fee

Withdrawal six (6) months or more prior to the start of the term for which the student has applied 75% refund of enrollment fee

Withdrawal between six and three (3) months prior to the start of the term for which the student has applied 50% refund of enrollment fee

Withdrawal less than three (3) months prior to the start of the term for which the student has applied No refund of enrollment fee

Study Abroad/ Exchange Fee

Withdrawal before program start date €50 refund  
Withdrawal after program start date No refund of exchange fee

Student-at-Large Fee	Non-refundable
Student Association Fee	Non-refundable
IT and Online Learning Fee	Non-refundable

Transfer Fee

Withdrawal before program start date	€400 refund
Withdrawal after program start date	No refund of transfer fee

#### FEES: GRADUATE

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Academic Transcript Fee	Non-refundable
Application Fee	Non-refundable
Auditor Fee	Non-refundable

#### Enrollment Fee

- Master of Business Administration, Master's in Finance, Master in Luxury Goods and Services

Withdrawal prior to February 1	75% refund of enrollment fee
Withdrawal prior to April 15	50% refund of enrollment fee
Withdrawal prior to June 1	25% refund of enrollment fee
Withdrawal after June 1	No refund of enrollment fee

- Executive Master of Business Administration

Withdrawal six (6) months or more prior to the start of the term for which the student has applied	75% refund of enrollment fee
Withdrawal between six and three (3) months prior to the start of the term for which the student has applied	50% refund of enrollment fee
Withdrawal less than three (3) months prior to the start of the term for which the student has applied	No refund of enrollment fee

Student Association Fee	Non-refundable
IT and Online Learning Fee	Non-refundable