Welcome to the The Hebrew University of Jerusalem
2016-2017 Academic Year
Dear Students,

We wish to welcome you, both new students who are joining us this year and our veteran students who are continuing their studies, and wish you a productive, enjoyable and successful year.

This Code of Conduct provides you with updated comprehensive information on tuition regulations for the 2016-2017 academic year. We are putting in every effort to give you as much information as possible in a clear and concise manner and act according to the rules and regulations presented herein, as well as being attentive to any problems, comments and requests you may have. We commit to dealing with each in the best way possible.

**Tuition fees are a complex field, so please:**

- Read the regulations and explanations carefully – knowing your rights and obligations will prevent unnecessary problems.
- Contact us in the case of any problem and we will help you in the best way we can.

Please follow these instructions precisely.

At your service, the Hebrew University of Jerusalem

Information is written in masculine form for convenience purposes only, but the information obviously refers to both genders.
# Table of Contents

Chapter 1 – Methods of Communication with the Department of Tuition Fees and Payments ......................................................................................................................... 4
Chapter 2 – General Regulations Concerning Tuition Fees ................................................................................................................................. 5
Chapter 3 – Scale of Tuition Fees ........................................................................................................................................ 6
Chapter 4 – Calculation of Tuition Fees ........................................................................................................................................ 9
Chapter 5 – Special Programs ........................................................................................................................................ 13
Chapter 6 – Methods of Tuition Fee Payments ............................................................................................................. 16
Chapter 7 – Additional Payments ........................................................................................................................................ 20
Chapter 8 – Tuition Bursaries ........................................................................................................................................ 22
Chapter 9 – Exemptions from Payment of Tuition Fees ............................................................................................................. 23
Chapter 10 – Miscellaneous ........................................................................................................................................ 26
Chapter 11 – Regulations of Cancellation / Termination of Studies ............................................................................. 29
Chapter 12 – Office of the Dean of Students .......................................................................................................................... 33
Chapter 13 – Hebrew University Computerization Services .......................................................................................... 37
Chapter 14 – Student Union at the Hebrew University .......................................................................................................................... 39
Chapter 15 - Mechina - Preparatory Program .................................................................................................................. 40
Chapter 16 – Hebrew University Student Sports Facilities ......................................................................................... 41
Chapter 1 – Methods of Communication with the Department of Tuition Fees and Payments

Regarding tuition fees, you must contact the Department of Tuition Fees and Payments. Teaching and learning regulations can be obtained at Faculty offices or in the Code of Conduct at: http://info.huji.ac.il/university-services/central_students_unit/nahal.

There are several ways to obtain information and make contact:

- For personal information on payments/credits, calculation of tuition fees and making payments see: https://www.huji.ac.il/dataj/controller/stu.
- Telephone center for information and services: 02-588-2888, Sunday-Thursday, 08:30-16:30.
- Applications system: http://pnyot.huji.ac.il/mador_scl.
- Written applications: in every correspondence please mention your ID number, updated address and zip code. We recommend sending all applications by registered mail to the following address: Department of Tuition Fees and Payments, Goldschmidt Building, Mount Scopus, Jerusalem 9190500.
- Open hours: services will be available for all students at the Goldschmidt Building, Mount Scopus, on Sundays, Mondays, Wednesdays and Thursdays, at 11:00-13:00 and on Tuesdays at 14:00-16:00. Students studying at the Edmond J. Safra Campus at Givat Ram or the Ein Kerem Campus can receive payment vouchers at the faculty offices. Students studying at the Robert H. Smith Faculty of Agriculture, Food and Environment can receive payment vouchers at the Teaching Affairs Office. Open hours: Sundays-Thursdays, 10:00-12:00; 13:00-15:00. Telephone: 08-5889190.

Offices are closed, including by telephone, on the eve of Jewish Holidays, the intermediate days of Passover and Sukkot, and in the summer during the collective vacation.
Chapter 2 – General Regulations Concerning Tuition Fees

1. The University's scale of tuition fees is set by a public committee for the determination of tuition fees. This committee has determined the level of tuition to be charged, the schedule of payment dates, and the percentage of fees due on each of those dates. In recent years, the Israel Ministry for Education and the Council for Higher Education in Israel (CHE) have held responsibility for setting tuition fees. Any modification in the scale of tuition is conditional upon the receipt of state subsidies and the agreement of the Israel Ministry of Finance. Should the government not fund the entire sum to which it committed therein for the purpose of subsidizing and reducing tuition fees, payment in full of said tuition fees shall fall upon the individual student.

2. Any student receiving total or partial subsidy from a public body external to the University, as well as students not holding Israeli citizenship, shall be charged tuition fees at the level of 25% of the regular tuition fee.

3. The student's signature of approval for the program of academic study, whether electronic or on the printed form, constitutes an obligation to pay tuition fees in accordance with the regulations, regardless of whether the student attended lectures and/or sat for exams, or not.

6. All sums and regulations in this booklet are subject to modification in accordance with the instructions of the public committee, government announcements, or decisions of the institution, should these occur. The relevant updates will be sent to students.
Chapter 3 – Scale of Tuition Fees

The basic level of tuition fees for the 2016-2017 academic year shall be determined according to the Cost of Living Index from July 2016.

Following are the rates of tuition fees:

- Tuition fees for a “graduate” degree – NIS 10,137
- Tuition fees for all other degrees – NIS 13,698

These rates refer to a full study program (100%). Actual charges will be made according to each student’s personal study program.

- Security fees – NIS 550 is a set amount and not dependent on the scope, program or duration of studies, and cannot be cancelled.
- Hebrew and English studies as a foreign language – basic level (level 3) at a cost of NIS 1,542. Advanced A (level 2) at a cost of NIS 1,028.
- Welfare fees and membership to the Student Union – please note that the following services will be provided only to students who have chosen to pay the welfare and membership fees:
  - Free entrance to swimming pools at the sports centers.
  - Discounted membership to on-campus sports centers.
  - Free subscription to view scanned notebooks.

Welfare Fees

Welfare fees in the amount of NIS 120 (NIS 38 for Ph.D. students) provide welfare services to all students. These fees apply to all students and are not dependent on the scope, program or duration of studies.

Details of Services Provided to Students Paying Welfare Fees

- Raffle for parking spaces within the campuses (for vehicle owners whose vehicle is registered in their name).
- Free shuttle services between campuses.
- Cellular phone notification services (cancellation of lessons, grades, etc.).
- Modems for students on IDF reserve duty (*miluim*).
- Free initial treatment (Intec) at psychological services and at the unit for learning disabilities.
- Participation in the University’s sports team in the framework of the ASA league.
- Internet provider services throughout Israel, excluding MIRS users.

Notification of Welfare Fees Cancellation

Students are permitted to waive payment of the welfare fees and forfeit these services. In such a case, the student must notify the Department of Tuition Fees and Payments by the end of the period of changes during the first semester (for Ph.D.
students, one month from the date of registration), by sending a computerized application through the “Contact” system of the “Personal Information” site (student administration, cancellation of welfare and membership fees), or by sending a scanned form via the “Contact” system of the “Personal Information” site. Students accepted to studies in the second semester may inform the University of their cancellation by the end of the period of changes during the second semester.

**Student Union Membership Fees**
Student Union members’ fee of NIS 230 (NIS 89 for Ph.D. students) enables the Student Union to provide a list of services and benefits for the welfare of all students. Membership fees must be paid by all students and are not dependent on the scope, program or duration of studies. Students are requested to complete the membership form found in the “Personal Information” section.

**Details of Services Provided to Students Paying Membership Fees**
1. Free access from home to all test notebooks! (Dependent on payment of welfare fees and Student Union membership).
2. Free entrance (!!!) to swimming pools at the Cosell Centers and a discounted membership to use the gym at the center to which the student registered (dependent on payment of welfare fees and Student Union membership).
3. Free bureaucratic services: lawyers, accountants, city taxes, National Insurance, municipality and income tax are available for students right on campus.
4. Significant discounts to performances and parties on Student Day.
5. Subsidies on missions abroad.
6. Discounted prices on vacations in Eilat – FUNJOYA.
7. Discounted vouchers for purchases in the supermarket, at a value much higher than the price paid by the student.
8. Academic bank – massive database of class summaries, exam questions and answers for free download.
9. Group purchasing options for a variety of popular products at unprecedented prices.
10. Emun Café, with coffee facilities and microwaves, located around campus.
11. Stars Program offering a wide range of attractive benefits to students serving in the IDF reserves (*miluim*) and to women after giving birth.
12. Discounts on marathons and auxiliary courses.
13. Renting and purchasing educational software at minimal prices.
14. Discounts on exam samples from previous years, which have been solved by top students at the University.
15. Assistance in appearance before the disciplinary committee.
16. Discount vouchers to cafeterias on campus.
17. List of private Hebrew teachers, chosen specifically for students at the Hebrew University, offering extra lessons at attractive prices.
18. Free entrance to a variety of cultural and enrichment events on campus and in the city.
19. Library membership – borrowing books for a full semester or for the entire year for a minimal fee.
20. Learning stations around the city during exam periods.
21. Exclusive programs for developing social and commercial enterprises.
22. Various services on campus for bicycle-riders – lockers, showers, bicycle paths, etc.
23. Discounted prices at First Class enrichment programs.
24. Special benefits at a selection of businesses.
25. Sports activities and events.
26. Advisory services and assistance in academic issues.
27. Promoting public transportation that is adapted to students’ needs and improving the process of issuing Rav Kav travel cards for students.
28. Supervision over prices at campus cafeterias.
29. On campus pubs and clubs for students.
30. Variety of social and voluntary projects.
31. Recycling services and development of sustainability on campus.

For additional information, see the Student Union’s website: www.aguda.org.il or the Hebrew University Student Union’s Facebook page.

Notification of Student Union Fees Cancellation
Students are permitted to waive Student Union membership fees and forfeit these services. In such a case, the student must notify the Department of Tuition Fees and Payments by the end of the period of changes during the first semester (for Ph.D. students, one month from the date of registration), by sending a computerized application through the “Contact” system of the “Personal Information” site (student administration, cancellation of welfare and membership fees), or by sending a scanned form via the “Contact” system of the “Personal Information” site.

Students accepted to studies in the second semester may inform the University of their cancellation by the end of the period of changes during the second semester.
Chapter 4 – Calculation of Tuition Fees

Graduate Degree
A standard graduate degree is completed within 3 years. During these three years, the student must accumulate 300% to be entitled to a degree. Even so, some academic programs deviate from this rule:

<table>
<thead>
<tr>
<th>Faculty/Department</th>
<th>Minimum Required for Degree (%)</th>
<th>Standard Number of Years for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing</td>
<td>400</td>
<td>4</td>
</tr>
<tr>
<td>Engineering</td>
<td>400</td>
<td>4</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>370</td>
<td>3.5</td>
</tr>
<tr>
<td>Law</td>
<td>350</td>
<td>3.5</td>
</tr>
<tr>
<td>Occupational therapy</td>
<td>350</td>
<td>3.5</td>
</tr>
<tr>
<td>Combined law</td>
<td>425</td>
<td>3.5</td>
</tr>
<tr>
<td>Combined social work</td>
<td>400</td>
<td>4</td>
</tr>
<tr>
<td>Law and social work</td>
<td>500</td>
<td>4-5</td>
</tr>
<tr>
<td>Program for qualified nurses</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Retraining to pharmacy</td>
<td>270</td>
<td>3</td>
</tr>
<tr>
<td>Retraining to social work</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Nursing for paramedics</td>
<td>400</td>
<td>3</td>
</tr>
<tr>
<td>Law and preparation for MA in business management (including complementary MA studies*)</td>
<td>580</td>
<td>5</td>
</tr>
<tr>
<td>ATIDIM for teaching</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* It is possible that there are other unique academic programs that do not appear in this table.

** Tuition fees will be calculated accordingly, when starting MA studies.

Tuition fees are calculated by the number of annual hours to which the student has registered, by multiplying the value of a study hour by the number of annual hours. Even so, several academic programs have preset tuition fees, which are not dependent on the number of courses to which the student has registered. The number of hours per course appears in the University’s annual publication.

Hourly Value per Faculty
The value of an academic hour in theoretical faculties (humanities, social sciences, law, social work, education, business management) equals 5% of the full tuition fees for a graduate degree (NIS 10,137 in 2016-2017). The value of an academic hour in experimental faculties (sciences and mathematics, agriculture) equals 4% of the full tuition fees for a graduate degree (NIS 10,137 in 2016-2017).
Examples
A student studying 20 hours a week in the Faculty of Natural Sciences (such as life sciences) – will pay 80% of the tuition fees (20x4%).
A student studying 20 hours a week in the Faculty of Social Sciences (such as education or political science) – will pay 100% of the tuition fees (20x5%).

Irregular Programs
- Agricultural economics – 5%
- Hotel management and food resources – 5%
- Double major in accountancy – 4%

Academic Programs Where Tuition Fees are a Preset Amount
Tuition fees in the following academic programs will be 100% in each of the standard years for a degree:
- Medicine
- Dentistry
- Amirim
- Pharmacy
- Nursing
- Occupational therapy
- Computer science and computational biology
- Cognition
- Retraining to pharmacy
- Revivim program

Revivim Program
Students choosing to study a language during their graduate studies must pay 5% of the full tuition fees for a graduate degree for every academic hour of the language course (100% - NIS 10,137 for 2016-2017).

MEUCHSAN Courses
Students choosing to study MEUCHSAN courses for a master’s degree during their graduate studies must pay 5% of the full tuition fees for a graduate degree for each course (100% - NIS 10,137 for 2016-2017).
This payment is not accrued in the calculation for the graduate degree and these courses will be MEUCHSAN for the master’s degree. If and when the student begins his master’s degree and the MEUCHSAN courses are recognized for this degree, the student will be credited with the amount paid for the accumulated tuition fees for the master’s degree.
Therefore, the student will be required to pay the difference between the hourly value that he was charged as a graduate student and the hourly value that he is being charged as a master’s student.

Supplementary Courses
These courses are defined as supplementary courses towards a Bachelor’s degree and in preparation for a master’s degree. Therefore, the hourly value will be calculated according to a rate of 5% of the full tuition fees for a master’s degree (100% - NIS 13,698 for 2016-2017).
A student studying supplementary courses simultaneously to his master’s degree will pay tuition fees for these hours in addition to the tuition fees required for his master’s degree. These hours are not accrued for tuition fees for a master’s degree. A student studying less than 50% of a full study program will be required to pay an additional 10% for overheads.

**Master’s Degree**

A standard master’s degree is completed within 2 years. During these two years the student must have accrued at least 200% to be entitled to a degree. A student studying more than a 100% program in his first year will be charged only 100% tuition fees and the remainder will be charged in the consecutive year. A student who does not continue his studies will be required to pay the unpaid difference. A student choosing to study at less than 50% of the study program will be charged 50% of tuition fees each year, and for not more than 4 years. A student who has not completed his academic requirements after the full accrued amount for a degree will be charged according to his academic program plus an additional 10% for overheads. A student who notified the University of completing his studies and has not accrued 200% tuition fees will be charged according to his academic program but not less than the amount required to complete 200%.

Tuition fees will be calculated by the number of annual hours to which the student registered by multiplying the hourly value by the number of annual hours. Even so, several academic programs have preset tuition fees, which are not dependent on the number of courses to which the student has registered. The number of hours per course appears in the University’s annual publication.

**Hourly Value According to Academic Program**

- **Master’s without theses:** for students studying in the faculties of humanities, business management, social work and education the value of an academic hour is equal to 8% of the full tuition fees for a master’s degree (100% - NIS 13,698 for 2016-2017).

- For students studying in the faculties of social science, law, science, mathematics and agriculture the value of an academic hour is equal to 10% of the full tuition fees for a master’s degree (100% - NIS 13,698 for 2016-2017).

- **Research master’s:** for students studying in the faculties of humanities, business management, social work and education the value of an academic hour is equal to 10% of the full tuition fees for a master’s degree (100% - NIS 13,698 for 2016-2017). For students studying in the faculties of social science, law, science, mathematics and agriculture the value of an academic hour is equal to 12% of the full tuition fees for a master’s degree (100% - NIS 13,698 for 2016-2017).
Academic Programs where Tuition Fees are Preset
Tuitions fees in the following academic programs will be 100% in each of the standard years for a degree:
- Veterinary medicine
- Brain sciences: computation and information processing in the brain
- Specialization in the study of rationalism
- Psychology (the student will pay 100% in each of the first two years)

Doctoral Degree (Research Students)
A research student commencing his studies in the first semester shall pay 40% of tuition fees for each of the first two years (100% tuition fees for graduate studies – NIS 13,698 for 2016-2017), regardless of the number of courses the student is taking. A research student commencing his studies in the second semester shall pay 25% in the first year, 40% in the second year and 25% again in the third year. After completing four semesters, doctoral students will pay 10% tuition fees for every year, until the completion of their degree. A research student submitting his thesis in the year after the minimal payment and no later than December 31 is not required to pay tuition fees.

Supplemental research student/research intern
A supplemental research student or research intern shall pay tuition fees separately from the charge for his doctoral studies. The study program submitted shall be charged according to the value of a credit hour at the rate of 10% for each hour of study (100% - NIS 13,698). The charge for presentation of a thesis shall be an additional 20%. Courses studied beyond the requirements of said specialization that are recognized as part of the doctoral program do not grant any right to financial credit, since there is a set fee for doctoral studies, regardless of the number of courses taken. All research students are required to register their study program at the beginning of every year.

Doctoral Fast Track
A student on the direct doctoral program shall pay 100% of tuition fees for the master’s program in the first year. If he takes an additional semester of courses, payment shall be made on the basis of hours studied. If he takes courses in an additional year (in other words, he did not meet the academic requirements to transfer to doctoral studies,) the student will pay tuition fees of a master’s program (including retroactive payment of regular fees for courses taken in the first year.)

Post-Doctoral Students
Post-doctoral training does not require payment of a tuition fee and is intended for the sole purpose of research; should a post-doctoral student choose to take simultaneous university courses or another program while so engaged, he will be liable to pay fees at the rate of 10% of a credit hour.
Chapter 5 – Special Programs

Teacher’s Certificate
Studies for a teacher’s certificate last two years, requiring payment of 50% for each year. The condition for receiving the teacher’s certificate is the payment of at least 100% tuition fees. The value of a study hour is 5% of the full tuition fees for a master’s degree (100% - NIS 13,698 for 2016-2017). A student studying for more than two years in the program will be considered as if he is prolonging his studies and will be required to pay tuition fees according to the number of hours he studies plus an additional amount for overheads.

Teacher’s Certificate – Teaching Art in a Joint Program with Bezalel
A Hebrew University student on a joint program with the Bezalel Academy of Arts will be required to pay tuition fees according to the number of hours he studies at the Hebrew University plus security, welfare and Student Union membership fees, according to the tuition fees regulations. The student will pay the Bezalel Academy of Arts for the remaining hours he studies.

Fourth Year Accountancy
Tuition fees for the full academic program in 2016-2017 will be NIS 22,500. Part-time students or those repeating courses will be charged on the basis of 5% of full tuition for each hour of study annually. Students studying in parallel for any other degree at the University will pay the full fee for each of their programs, according to the academic form. A student on this program is not eligible for tuition discounts or any of the awards, nor is he entitled to an exemption as personnel/child of personnel.

Academic Program in Conjunction with the Academy of Music
- Graduate studies: a student studying in this program will be required to pay 50% of tuition fees for a graduate degree (NIS 10,137 for 2016-2017) for each year during the 3 graduate years (150% tuition fees at least). From the fourth year, the student will be charged according to University rules and the program he submits.
- Master’s studies: a student studying in this program will be required to pay 50% of tuition fees for a master’s degree (NIS 13,698 for 2016-2017) for two years. From the third year the student will be charged according to the number of courses to which he registers and University rules.

Studies at Different Universities
A student studying at a different university and taking several courses at the Hebrew University will not be required to pay security, welfare and Student Union membership fees, nor additional overheads.

Hourly Value per Degree
- Graduate degree: value of annual hour is 5%.
- Master’s degree/teacher’s certificate: value of annual hour is 10%.
• Doctoral studies: no charge for up to 2 annual hours. From the third hour a charge of 5% of the regular tuition fees for each additional annual hour.

Supplementary Year for a Master’s Degree in Social Work
Students studying a supplementary year for a master’s degree in social work will be required to participate in professional training at a cost of NIS 9,000 in addition to the study program they submit.

Outstanding high school students
Outstanding high school students will be required to pay tuition fees in accordance with the study program presented. Such students are not required to pay additional charges or defrayment of overhead costs, and will not be entitled to enrichment or completion grants.
Students in this program wishing to convert to the status of regular students in a graduate or master’s program must apply to the teaching committee in the Faculty.

Parallel Studies towards a Dual Degree
Students studying towards two degrees/parallel programs shall be required to pay tuition fees according to the combined charges for each separate program.
Students of medicine and dentistry, conjointly studying on a "Master's Program" will not be required to pay an aggregate of 200% tuition fees for the master's track, but will be required to pay for tuition as calculated on the basis of study hours towards a master's degree, which shall be no less than 100%.
This is on condition that they study for a master’s degree continuously in conjunction with their medical studies and without interruption of their course of study.

Special Status Students
Special status students are students who are not studying for a university degree. Such students shall be charged on the basis of the credit hour at 5% of the standard value (NIS 13,698 for 2016-2017) and will also be charged supplementary payments (security, welfare and Student Union membership fees).
Special students studying less than 50% of the normal program will be charged for overhead costs.
Courses taken on this basis shall not be financially accrued towards an academic degree. Students in this program wishing to convert to the status of regular students in a graduate or master’s program must apply to the teaching committee in the Faculty.

Maaleh Program
Students in the Maaleh program are required to pay tuition fees according to 5% of the standard tuition fees (NIS 13,698 in 2016-2017) and will also be charged supplementary payments (security, welfare and Student Union membership fees).
Maaleh students studying less than 50% of the normal program will be charged for overhead costs. Ma’aleh students over age 60 will pay half the amount of personal tuition fees plus supplementary payments.
Ma’aleh students wishing to convert to the status of regular students in a graduate program can do so after accruing at least 200% by applying to the teaching committee in the Faculty, which will determine the scope of academic credit, and the monetary credit will be calculated accordingly.

**Maaleh students over the age of 60 pay half of the requisite fee.**
A Maaleh student wishing to transfer to regular student status towards a bachelor’s degree shall be able to do so after accruing at least 200% and submitting an application to the Faculty's Academic Committee to determine accrued academic credit. Tuition credit will be calculated accordingly.

**Pre-Academic Preparatory Program (Mechina)**
Tuition fees for the 2016-2017 academic year is NIS 17,000.

**Scholarships for Students on the Pre-Academic Preparatory Program (Mechina)**
Mechina students may apply for a tuition scholarship and subsistence grant from the Ministry of Education and Ministry of Defense via the Mechina offices. The sum of the award to each student is determined on the basis of economic criteria established by the respective ministries.

Details of regulations for scholarship applications and the related confirmations and credits will be available to students at the Mechina's administrative office.
When students notify the University of withdrawal from their studies, any scholarships received will be cancelled and students will be required to pay the balance of tuition in relation to the date of cancellation.

**Timetable for Student Withdrawal from the Mechina Program**

<table>
<thead>
<tr>
<th>Date of Notification of Withdrawal from the Program</th>
<th>Charge for Withdrawal from / Cancelation of Studies</th>
<th>Method of Notification of Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification prior to September 4, 2016</td>
<td>No charge</td>
<td>Registered letter to the Administrative office (Retention of proof of mailing required)</td>
</tr>
<tr>
<td>Notification in the period between:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 5, 2016 – October 5, 2016</td>
<td>Half of the advance application fee</td>
<td></td>
</tr>
<tr>
<td>October 6, 2016 – January 2, 2017</td>
<td>The full advance application fee</td>
<td></td>
</tr>
<tr>
<td>January 3, 2017 – April 2, 2017</td>
<td>50% of tuition fee + security and welfare service charges</td>
<td></td>
</tr>
<tr>
<td>April 3, 2017 until the end of the academic year</td>
<td>Full tuition fee + security and welfare service charges</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 6 – Methods of Tuition Fee Payments

The payment of tuition fees on time will prevent any obstacles to obtaining personal information, as well as interest on arrears and linkage charges. Students who received notification of their eligibility for a bursary, grant or prize for outstanding achievements will make payments on time, regardless of the date of receiving the prize. Bursary/prize money will be taken into account at a later date.

Advance Payment
Tuition fees can be paid in full by credit card through the “Personal Information” system, standing order or “voucher no. 1” in the payment booklet.
This payment includes compulsory fees as well as payments for welfare services and Student Union membership fees, which can be cancelled according to the tuition fees regulations. Charges for English/Hebrew studies will be made only after students register their study program.
Students paying for a full program of at least 100% will be given a discount of 2.5% on tuition fees (excluding fourth-year accounting students and students at the pre-academic preparatory program (mechina).

Paying Tuition Fees in Installments
Tuition fees can be paid in installments by bank authorization or credit card.

Pay by Bank Authorization
In order to pay tuition fees by bank authorization, students must download the authorization form found at the Department of Tuition and Payment’s site: http://www.ksafim.huji.ac.il, have it signed by their bank and return the form to the Department through “contact” on the “Personal Information” system (student administration, transferring a signed bank authorization form).
For continuing students who signed a bank authorization for the previous year (2015-2016) the authorization will be activated automatically in the current school year (2016-2017). It is the students’ responsibility to ensure that the bank authorization is active and in order.

According to Bank of Israel instructions, in the event that a bank authorization has not been active for two years it is automatically cancelled and the student must submit a new authorization.

Advance Payment of Full Tuition Fees
Students who wish to pay the tuition fees in one payment must mark this option on the Personal Information site.
Until the student’s personal study program is uploaded to the site, the default charge is for a full (100%) program.
Student paying for a full program of at least 100%, will be given a discount of 2.5% from tuition fees (excluding fourth-year accounting students and students at the pre-academic preparatory program (mechina).
Paying Tuition Fees in Installments

Following are the installment options for students at the Hebrew University with a bank authorization:

Payment no. 1, in the amount of NIS 4,350, must be paid by September 15, 2016. This payment includes all the supplementary payments for security (compulsory payment), welfare services and Student Union membership fees, which can be cancelled according to tuition fee regulations. Charges for English/Hebrew studies will be made only after students register their study program.

Payment by bank authorization is not automatic and students wishing to pay by this method must mark this option on the Personal Information site.

The remaining payments will be automatically charged through the bank authorization on the following dates:

- Payment 2: by November 15, 2016, completion to 35% of the full tuition fees.
- Payment 3: by December 15, 2016, completion to 45% of the full tuition fees.
- Payment 4: by January 15, 2017, completion to 55% of the full tuition fees.
- Payment 5: by February 15, 2017, completion to 65% of the full tuition fees.
- Payment 6: by March 15, 2017, completion to 80% of the full tuition fees.
- Payment 7: by April 15, 2017, completion to 90% of the full tuition fees.
- Payment 8 (last payment): by May 15, 2017, completion to 100% of the full tuition fees.

An email will be sent about two weeks prior to the payment date, notifying students of the amount to be charged.

For students required to pay tuition fees that are higher than 100%, payments will be calculated according to the same percentages (as stated above) of the full tuition fees.

For students required to pay tuition fees that are lower than 100%, payments will be calculated according to the same percentages (as stated above) of the full tuition fees and will be completed by an earlier date.

For example:

- Students studying at a scope of 65% will complete their payments by February 15, 2017.
- Students studying at a scope of 89% will complete their payments by April 15, 2017.
- Students who commenced their studies in the second semester will pay tuition fees in three payments – an advance payment and supplementary payments by March 15, 2017 and the balance in two equal payments on April 15, 2017 and May 15, 2017.

Students with bank authorizations will receive notification on future charges on the University site, under “Students>Personal Information>Student Accounts>Tuition Vouchers” about two weeks prior to the actual charge and an email, both stating the amount and date of payment. Students who submit a bank authorization late will not receive an email regarding the first payment by bank authorization. Non-delivery of the email does not detract from the students’ responsibility to make payments on the set dates.
If students notify the University of an error in calculation, this will be checked and amended, as needed, before payment. Notification of an error in calculation will be accepted until the 9th of the month, unless otherwise noted in the notification of payment sent to students. If any complaint was accepted after payment was made, students will receive a refund to their account. If, for any reason, the bank does not approve the payment, students will be required to pay linkage and interest on arrears on a late payment, in addition to a NIS 30 administrative charge.

If the bank does not approve a bank authorization twice, the student will receive notification from the Department and will have to issue a new bank authorization. Students are responsible for ensuring payment on time, otherwise they will be required to pay interest on arrears and linkage fees.

Bank account details that are provided for the bank authorization are valid for tuition fee payments and refunds for excess charges. The bank account number will not be provided to other University authorities that require bank details, such as student dormitories and living allowances.

**Payment by Credit Card**
In order to pay by credit card students must enter “Personal Information>Payment by Credit Card.” Tuition fees can be paid in one payment or many installments.

**Payment of Tuition Fees in Full**
Until the personal study program is registered, the default charge is for a full (100%) program. Charges for English/Hebrew studies will be made only after students register their study program.

Students paying for a full program of at least 100% will be given a discount of 2.5% from tuition fees (excluding fourth-year accounting students and students at the pre-academic preparatory program (mechina).

**Payment by Installments**
Students wishing to pay tuition fees by installments must pay the first payment and then enter the system every month (November 2016 until May 2017) and pay the relevant amount required for that month.

As of the 2016-2017 academic year payments can be made individually in full or by credit (3-18 payments, including interest as set by the credit card company).

**Following is the possible distribution of installments by credit card:**
- Payment 1: by September 15, 2016, in the amount of NIS 4,350.
- Payment 2: by November 15, 2016, completion to 35% of the full tuition fees.
- Payment 3: by December 15, 2016, completion to 45% of the full tuition fees.
- Payment 4: by January 15, 2017, completion to 55% of the full tuition fees.
- Payment 5: by February 15, 2017, completion to 65% of the full tuition fees.
- Payment 6: by March 15, 2017, completion to 80% of the full tuition fees.
- Payment 7: by April 15, 2017, completion to 90% of the full tuition fees.
- Payment 8: by May 15, 2017, completion to 100% of the full tuition fees.
- Payment by credit card entails an administrative charge of 1.1%.
Rules for the Payment of Tuition Fees by Students who begin Studying during the Second Semester

All procedures detailed in this booklet also apply to students beginning their studies in the second semester, except for the option of advance payment with a discount. Students will input their study program at the time indicated by their faculty and no later than March 12, 2017 (end of second semester changes). A "Student Card" will be sent to the student’s home after the study program has been input.

Charges for tuition fees using the bank authorization will be applied commencing March 15, 2017. The third (and last) payment will be implemented on May 15, 2017. Students who postpone payment beyond this date will be charged with interest on arrears on the entire balance of their debt.

Payment Using a Discharged Soldier’s Deposit

The only way to pay tuition fees using a discharged soldier’s deposit is with a payment voucher.

If the deposit covers 100% of tuition fees, payment can be made with voucher no. 1 that is included in the deposit arrangements.

If the remaining amount in the deposit does not cover 100% of tuition fees, the amount from the deposit must be paid with voucher no. 4 and the balance can be paid in one of the following ways:

- Voucher no. 5 in the payment booklet or credit card on the Personal Information site (after making payment from deposit) or by bank authorization.
- Alternatively, students may request a voucher at the post office via the call center or “contact” option on the Personal Information site (academic unit: student administration, addressee>field: tuition fees).

Students paying for a full program of at least 100% will be given a discount of 2.5% from tuition fees (excluding fourth-year accounting students and students at the pre-academic preparatory program (mechina) if they pay in full by September 15, 2016.

Payment from Loans for all Students from University Funds

The University administration allocates many and generous financial resources in order to help students finance their learning expenses. The University also enable students to take a loan once a year, which is interest and linkage free. The University pays the interest to the bank.

Students may receive a NIS 20,000 loan once a year.

The bank retains the right, at its sole discretion, to refuse a loan to any student.

After completing procedures at the bank, the loan amount is deposited into the student’s bank account.
Students may request a loan on the Personal Information site > student accounts > request a loan.

Chapter 7 – Additional Payments

Supplement for Overheads

In accordance with a resolution of the Public Council, an overhead supplement shall be charged at the level of 10% of the tuition fees:

- If the student extends his or her studies beyond the standard term of years towards a degree.
- If tuition is calculated as being below 50%.

For example: A humanities student on a Bachelor's program will pay:

For 7 weekly hours of study: 7 hours/week x 5% = 35% + 10% (overheads) = 45%;

For 10 weekly hours of study: 10 hours/week x 5% = 50% (no overheads supplement).

A student whose tuition fees are calculated in the range between 41% and 50% shall be charged 50% (including an overheads supplement)

A student submitting two separate applications (two separate programs) shall be charged overheads separately on each application, if the conditions detailed above apply.

The overheads charge is not factored into the calculation of the accruing aggregate towards a degree over the course of the years of study.

Confirmation of Tuition Payments

Students can print confirmation of tuition payments for the current academic year on the Personal Information site. Printing tuition confirmations for previous years costs NIS 30 and cannot be done from the site, but via a form obtained at the Department of Tuition Fees and Payments.

Cost of English as Foreign Language Courses

Students studying English at Level 2 or 3 are required to pay an additional amount over and above tuition fees.

Level 3: the cost for a 6 hour semester course in the 2016-2017 academic year is NIS 1,542.

Level 2: the cost for a 4 hour semester course in the 2016-2017 academic year is NIS 1,028.
Students required to study Level 1 are exempt from payment only in their first year of graduate studies.

Students in their second year and upwards of graduate studies who are studying in this course will be required to pay tuition fees that include payment for this course, according to a rate of 5% of an academic hour.

**Cost of Hebrew Language Courses**

Students (for any degree) in their first year of studies towards a degree at the University, who are required to study Hebrew language, are exempt from payment for this course. Students not studying on degree programs are not eligible for the exemption from tuition for Hebrew language studies and will therefore be required to pay for them from their first year.

Students from their second year and upwards, who are required to study Hebrew language, will be required to pay tuition fees for this course.

The cost for a Hebrew course (up to 4 study hours) is NIS 1,028 and for a course of more than 4 study hours is NIS 1,542. Each course will be charged separately.

**Health Insurance for Foreign Students**

The University pays for the health insurance of all students who are not Israeli citizens and the students must complete a health declaration form. Students’ tuition fees will be charged with an insurance premium for an entire year or a single semester, in the event that they have only registered for one semester. Should students have private health insurance, they are requested to sign a declaration that they have health insurance and their account will be credited accordingly. The declaration should be submitted to the Department of Tuition Fees and Payments. Contents of the medical insurance will be published within the policy that will be sent to the student.

**Interest**

Any payment made after the last date stipulated will be charged with interest on arrears at a rate of 7.5% per year, linked to the CPI. The interest will be calculated commencing from December 15, 2016 and will apply to all tuition fee payments, including security and welfare fees, commencing from the first payment. All tuition fee charges arising from changes in the study program after the period of changes will be charged with interest.
Chapter 8 – Tuition Bursaries

For the purpose of easing the financial burden on the student who wishes to broaden his or her academic education, while endeavoring to ensure payment of standard tuition fees towards a degree, the University's Board of Administration resolved to operate a system of tuition bursaries that are factored into the calculation of the annual tuition fee. This decision is unique to the Hebrew University and bursaries are awarded in accordance with the regulations detailed below:

**Enrichment Bursary**

This bursary is awarded to a student requesting to broaden his or her education through the study of courses within the departmental curriculum or external to it, and whose annual tuition fee exceeds 100% on a single application form. The level of the bursary shall be no more than 10% (accrued across all the standard years of study) of the standard tuition fee (100%) in that year.

A student with two application forms is not eligible for the enrichment bursary if the cost for each application separately is less than 100%, even if the combined sum is above 100%.

In any case, the level of accrued tuition towards a degree defrayed by the student shall be no less than the minimum required for the completion of payment of the standard tuition fee.

**Bursary for Completion of Studies**

In order to encourage students to complete their studies in the standard term for that department, a bursary for completion of studies has been instituted solely for bachelor's and master's students who fulfil all requirements for completion. The level of the bursary shall be no more than 10% of the total tuition. The bursary will be granted to students who submit a declaration of completion of degree studies when their curriculum is processed.

Students who receive such an award but nonetheless continued his or her studies for that degree shall have the award canceled and the ensuing debit will be transferred to the account for the ongoing academic year.

This award is granted in addition to the "enrichment bursary"; however, the level of tuition to be paid by the student shall be no less than the minimum required for the completion of payment of the standard tuition fee.

Students of medicine, dental medicine, veterinary medicine, nursing, occupational therapy and pharmacy are not eligible for the bursary for completion of studies.
Chapter 9 – Exemptions from Payment of Tuition Fees

Hebrew University Employees and Their Family Members:
The rules for eligibility for exemption from tuition fees are detailed in Administrative Instruction 05-017.

In order to implement the exemption from payment of tuition fees for the 2016-2017 academic year students in one of the following categories must send Form 4 “Hebrew University Employee Commitment” found on the Department of Tuition Fees and Payments’ site, by the beginning of the academic year:

1. New Students
2. Students accepted to another/new degree
3. Employees/children of employees on temporary appointment

Veteran students who submitted a prior commitment form will continue to enjoy the eligibility for tuition exemption during the current year as well.

The eligibility for exemption from tuition fees will be examined in November/December 2016. Following this examination, there may be changes in tuition fee charges. Students are responsible to ensure that they do not have an additional debt to the University after their registration to courses. If they do have such a debt, payment must be made immediately.

For your information:

1. An exemption from tuition fees does not include payment for English/Hebrew courses and does not include supplementary payments for security, welfare and Student Union membership fees.

2. All students entitled to an exemption from tuition fees must pay the supplementary payment of NIS 900, which includes security (compulsory), welfare and Student Union membership fees. Welfare and Student Union membership fees can be cancelled according to tuition fee regulations.

3. Students who receive a tuition fee scholarship from the University, will not be entitled to receive additional tuition fee exemptions such as an employee/child of employee exemption that will exceed full tuition fees. Those entitled to funding of their (full or partial) tuition fees – must pay first initial supplementary payment of NIS 900 using the blank vouchers 4 or 5 in the booklet.
Recipients of Tuition Fee Exemptions from an extra-University Party

Students eligible for the (full or partial) funding of tuition fees will first pay the tuition fee advance payment using blank vouchers 4 or 5 in the booklet. The commitment form from the funding party must be scanned and sent to the Department of Tuition Fees and Payments by September 15, 2016 (using the “Contact” system on the Personal Information site). The eligibility for exemption from tuition fees will be examined in November/December 2016. Following this examination, there may be changes in tuition fee charges. It is the students’ responsibility to ensure on the Personal Information site that after registration of courses there is no additional tuition fee debt and, if yes, to pay said amount.

For your information:

1. An exemption from tuition fees does not include payment for English/Hebrew courses and does not include supplementary payments for security, welfare and Student Union membership fees.
2. All students entitled to an exemption from tuition fees must pay the supplementary payment of NIS 900, which includes security (compulsory), welfare and Student Union membership fees, which can be cancelled according to tuition fee regulations.
3. Students who receive a tuition fee scholarship from the University, will not be entitled to receive additional tuition fee exemptions such as an employee/child of employee exemption that will exceed full tuition fees.
4. The commitment form must be submitted not later than the start of the academic year. Submitting the form later during the academic year will entail charges of interest and linkage differences.

Teaching Aides, Instructors and Assistants

The rules guiding the exemption from tuition fees for teaching aides, instructors and assistants and their family members are detailed in Administrative Instruction 05-017, including arrangements for imputing income for this exemption. Eligibility for exemption cannot exceed 100% of tuition fees (NIS 10,137 for graduate studies in 2016-2017 and NIS 13,698 for graduate studies in 2016-2017). If the scope of studies exceeds 100% tuition fees, students will be charged for the hours beyond 100%.

The exemption of teaching aides, instructors and assistants from tuition fees will be automatically updated in accordance with the scope of their position in their appointment document only after the first salary is paid, and for this reason the student must make all required payments on time until the exemption is updated. A teaching aide whose appointment only begins in the second semester, is obliged to make payments as usual until the beginning of his or her appointment in the second semester. Should he or she fail to make such payments, the arrears will accumulate interest and linkage on the first semester payments as well.
Teaching aides who are fourth-year accounting students are entitled to an exemption of up to 50% of the tuition fees for a graduate degree. The exemption will correspond to the partiality of their position and they must apply to the Department of Tuition Fees and Payments in order to receive their exemption.

If the exemption is given for the employment of a spouse, the "Employee Commitment" (Attachment 4) must be completed and submitted to the Department of Tuition Fees and Payments by the beginning of the year.

Those entitled to an exemption from tuition fees must pay security fees (compulsory) and welfare and Student Union membership fees, which can be cancelled according to tuition fee regulations.

The commitment form must be submitted not later than the start of the academic year. Submitting the form later during the academic year will entail charges of interest and linkage differences.
Chapter 10 – Miscellaneous

Updating Personal Information
Students must update their personal information, such as address, telephone, etc.,
directly on the “Personal Information” site.

Students changing their first or family names and ID number are required to send a
scanned copy of their ID certificate via the “Contact” system on the Personal
Information site.

Student Card
New students who paid the first payment or submitted a study program and a
photograph will receive a student card in the mail to the address stated at the time
of registration.

Photographs for student cards must be uploaded via the Personal Information site or
the Hebrew University’s app. The student card gives students an entrance permit to
the University, the right to borrow books from the University libraries and to enjoy
other services. In the case of loss/theft of the student card – contact the Department
of Tuition Fees and Payments via the “Contact” system of the “Personal Information”
site.

Veteran students will receive a validation sticker at the start of every academic year
which they must paste onto the student card.

The “Personal Information” Site and App for Students
The Hebrew University site and HUJIapp app facilitate students’ receipt of
information from University systems.

When registering to the Hebrew University, you receive access to the site and the
HUJIapp app, until the completion of your studies.

The site includes information on various topics: acceptance to studies, curriculum
and grades, tuition fees, bursaries, loans and viewing of examination notebooks.

The site’s homepage displays important message and we recommend logging in
frequently.

HUJIapp displays information of: personal details, courses and grades, timetables,
exam dates and tuition fees.

Students can also contact various offices in the University via the “Contact” system,
both from the site and the HUJIapp.

On the Hebrew University website: https://ww.huji.ac.il/dataj/controller/stu.

The HUJIapp can be installed from a cell phone or tablet at:
http://new.huji.ac.il/hujiapp.
Access to site is with the students’ ID number (8 digits, without the reference number) and a personal code.

**Appeals Committee on Tuition Fees**
This committee addresses special requests for modifications of tuition charges due to cancelation of studies, changes in the proportion of tuition due, or cancelation of courses necessitated for reasons of health, or other reasons. The application shall be made in writing and explain the reasons for the request; documents or confirmations substantiating the claims made therein should be appended to the application. The application will not be considered without the required documentation.

Appeals must be sent to: revaha@mail.huji.ac.il.

**Reimbursement of Excess Payments**
Students who have made all tuition fee payments and have a plus balance in their account will be refunded that balance, linked to the last published CPI. The reimbursement will be automatically transferred to the bank account for which the bank authorization has been issued.

Reimbursements are transferred to the bank twice a month, commencing from 15th December, 2016 (once the period of changes for the first semester is over).
A plus balance in the account is not indicative that all accounts have been settled: it is possible that changes may apply during the academic year which will give rise to a new debit balance.

During the period of changes for the second semester, because of the frequent changes in the scope of tuition fees, it is possible that reimbursements will only be made once a month.

The bank details for reimbursement and the date of reimbursement are posted in the "Students/Personal Information/Student Accounts/Balance" webpage. All students are required to make sure that their details are correct.

**Computerized Information Blocks**
Computerized information blocks are imposed on students who have not settled their payments in accordance with the required procedures.

Information blocks will be applied in the following situations:

- Students did not submit a bank authorization and have an outstanding tuition fee debt.
- A bank authorization was not honored by the bank and there is an outstanding debt later than August 20, 2016.
- There is an outstanding library debt.
- There is an outstanding debt for rent at the student dormitories.
- There is an outstanding debt for a fine.
There is an outstanding debt in the salaries system of the human resources division.

Students will not be able to receive information, such as examination grades and study certificates until they have settled their debt.

Information blocks will be applied following an advance warning of about 10 days, given in the Personal Information webpage.

Students who have incurred tuition fee debts that are higher than NIS 1,500 will be barred from inputting a study program for the 2016-2017 academic year.

The University is entitled to prevent a student with an outstanding debt from using University facilities, including the library and the student dormitories, as well as participating in an exam.

**Olim Students (New Immigrants)**

Olim students subsidized by the Ministry of Immigrant Absorption shall pay fees according to the regulations governing tuition and the tuition schedule for Israeli students.

Olim students for whom the Ministry of Immigrant Absorption or any other body wishes to make a direct transfer to the University for tuition payment, shall be charged a supplement of 25%, in accordance with regulations.

Olim students are requested to submit the direct standing order from the bank to the Department for Student Accounts to arrange the installment schedule, in accordance with instructions received from the University and the Student Union in the Ministry for Immigrant Absorption.

After each payment students will submit the confirmation of payment to the Ministry for Immigrant Absorption in order to receive the subsequent payment.
Chapter 11 – Regulations of Cancellation / Termination of Studies

- Hebrew University students who have decided to cancel/terminate their studies, must notify the Student Accounts Department via the “Contact” system in the “Personal Information” site (student administration > tuition fees) or by submitting a letter in person.

- A letter to the faculty does not constitute a legal notice of termination of study.

- Students must return their student cards to the Department of Tuition Fees and Payments.

- Students who have not given notice of termination of study in accordance with the required dates will be charged with the full tuition fees, even if they did not actually participate in lessons and/or examinations.

- The notification of termination of study at any date entails an automatic cancellation of the grants credited to the student's account that year (grants for outstanding achievements, aid grants etc.). A cancellation may therefore create a financial debt to the University.

- Students who registered for the academic year and submitted an exceptions application to a teaching committee at the faculty and/or received a special dispensation to commence studies as "a conditional student" and have failed to meet the condition, will be subject to the termination of their studies by the faculty and will be charged with the tuition fees in accordance with the termination of studies procedure. The determining date for such students will be the date on which the faculty decision to terminate the studies was made.

- Students whose studies have been terminated in accordance with the instruction of a disciplinary committee will be charged in accordance with the date of termination of study, which will be the date on which the disciplinary committee gave its verdict or the date on which the students’ suspension/disqualification commenced, the later of the two.

- Students who submitted two study programs for two faculties or two degrees and wish to cancel their registration for only one of the programs will explicitly note in their application which of the two programs they wish to cancel, and will be charged for such cancellation in accordance with the cancellation rules of the study program so cancelled. Students who cancelled the registration to one of two study programs before the end of the first semester changes period will not be charged for the cancellation.

- Students who were accepted and/or registered late will be subject to the cancellation rules detailed in the above tables.

- Students canceling all courses registered in their study program will be considered to have terminated their studies and will be charged with the amount of NIS 4,350.
- Students canceling studies who have also studied English as a foreign language and/or Hebrew will be charged with the full tuition fees for each semester for English and Hebrew studies, in addition to the charge due on account of study cancellation.

- Rules regarding cancellation of studies apply also to students with an employee/employee offspring exemption, and they will receive an income imputation according to the procedures and the dates of study cancellation.

**Termination of Study Table for Students Commencing their Studies in the First Semester**

<table>
<thead>
<tr>
<th>Date of Cancellation/Termination of Studies</th>
<th>Charge for Cancellation/Termination</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Until August 15, 2016</td>
<td>No charge</td>
<td>New students must notify cancellation to the Department of Registration and Acceptance via the Internet: <a href="http://info.huji.ac.il/registration-process/cancel-registration">http://info.huji.ac.il/registration-process/cancel-registration</a></td>
</tr>
<tr>
<td>August 16, 2016 – September 15, 2016</td>
<td>NIS 1,725, if payment was made or study program registered</td>
<td>Veteran students must notify the Department of Tuition Fees and Payments through the applications system</td>
</tr>
<tr>
<td>September 16, 2016 – October 29, 2016</td>
<td>NIS 3,450, if payment was made or study program registered</td>
<td>Including all supplementary payments and not less than NIS 3,450</td>
</tr>
<tr>
<td>October 30, 2016 – December 1, 2016</td>
<td>40% of tuition fees</td>
<td>Students whose study program was less than 50% will be charged at least NIS 3,450, including all supplementary payments.</td>
</tr>
<tr>
<td>December 2, 2016 – January 28, 2017</td>
<td>45% of tuition fees</td>
<td>Students whose study program was more than 50% will be charged at least 50% of full tuition fees, including all supplementary payments.</td>
</tr>
<tr>
<td>January 29, 2017 – February 28, 2017</td>
<td>50% of tuition fees</td>
<td></td>
</tr>
<tr>
<td>March 1, 2017 – April 25, 2017</td>
<td>75% of tuition fees</td>
<td></td>
</tr>
<tr>
<td>From April 25, 2017 to the end of the academic year</td>
<td>100% tuition fees (no refund is given)</td>
<td>Including all supplementary payments and not less than NIS 3,450</td>
</tr>
</tbody>
</table>
Termination of Study Table for Students Commencing their Studies in the Second Semester*

<table>
<thead>
<tr>
<th>Date of Cancellation/Termination of Studies</th>
<th>Charge for Cancellation/Termination</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Until January 7, 2017</td>
<td>No charge</td>
<td>New students must notify cancellation to the Department of Registration and Acceptance via the Internet.</td>
</tr>
<tr>
<td>January 8, 2017 – February 7, 2017</td>
<td>NIS 1,725</td>
<td>veteran students must notify the Department of Tuition Fees and Payments through the applications system.</td>
</tr>
<tr>
<td>February 8, 2017 – February 27, 2017</td>
<td>NIS 3,450</td>
<td></td>
</tr>
<tr>
<td>December 2, 2016 – January 28, 2017</td>
<td>45% of tuition fees</td>
<td>Veteran students must notify the Department of Tuition Fees and Payments through the applications system.</td>
</tr>
<tr>
<td>February 28, 2017 – March 26, 2017</td>
<td>50% of tuition fees</td>
<td>Students whose study program was less than 50% will be charged at least NIS 3,450, including all supplementary payments.</td>
</tr>
<tr>
<td>March 27, 2017 – April 25, 2017</td>
<td>75% of tuition fees</td>
<td>Students whose study program was more than 50% will be charged at least 50% of full tuition fees, including all supplementary payments.</td>
</tr>
<tr>
<td>From April 26, 2017 to the end of the academic year</td>
<td>100% tuition fees (no refund is given)</td>
<td>Including all supplementary payments and not less than NIS 3,450.</td>
</tr>
</tbody>
</table>

Research Students – Cancellation/Termination of Studies

Research students wishing to terminate their studies must notify the Research Students Authority and the Student Accounts Department. Students giving notice of cancellation within one month of registering for studies will not be charged with tuition fees. Cancellation at a later date will be charged full personal tuition fees, but no more than the realization advance payment (25% of full tuition fees) with the
addition of security and welfare fees. Students approved a vacation (break) from studies will not be charged with payment for the vacation period.

Research students wishing to renew their studies after a break will be charged tuition fees in accordance with the academic decision regarding the renewal of their studies.

Research students who will apply for renewal of studies after years during which the research progressed without them having been registered and whose studies will be renewed in retrospect for a relevant past year, will have to register in retrospect and pay tuition fees from that year.
Chapter 12 – Office of the Dean of Students

The Office of the Dean of Students is the office responsible for ensuring the welfare of all Hebrew University students, responding to all students’ needs and creating conditions that will enable all students to realize their academic potential. The staff at the Office of the Dean of Students handles student requests regarding academic, personal and economic issues and helps them with academic difficulties, through cooperation with academic and administrative units at the University.

Dean of Students: Prof. Udi Shavit
Deputy Dean: Suzie Seligman
Address: Frank Sinatra Building, Mount Scopus, Tel: 02-588-1833
Fax: 02-581-2738, email: dstudents@savion.huji.ac.il
Website: http://www.studean.huji.ac.il.

The following bodies provide services within the Dean of Students office:

- Center for Diagnosis and Support of Students with Learning Disabilities – idsupport@savion.huji.ac.il.
- The Psychological Service – psyserv@mail.huji.ac.il.
- Student Dormitories – hujidorms@savion.huji.ac.il.
- Center for Support of Blind and Visually Impaired Students – lcd@savion.huji.ac.il.
- Coordinator of the Unit for Support of Disabled Students – negishut@savion.huji.ac.il.
- Coordinator of Equal Opportunity Unit for Arabic-speaking Students – asep@savion.huji.ac.il.
- Coordinator of Equal Opportunity Unit for Students from the Periphery, New Immigrants and Haredi students – equality.huji@gmail.com.
- Coordinator of Ethiopian Students – Feuerstein.huji@gmail.com.
- Coordinator of Students with Mental Difficulties – natan.huji@gmail.com.
- Coordinator of Gender and Parenthood – hujiparentpluse@gmail.com
- Coordinator of Army Reserve Service – miluim@savion.huji.ac.il.
- Coordinator for Prevention of University Dropouts – equality.huji@gmail.com.
- Welfare Coordinator – revaha@mail.huji.ac.il.
- Religion and Tradition Coordinator – aries@savion.huji.ac.il.
- Public Activities Coordinator – taeystudentim@gmail.com.
- Unit for Social Involvement – sociali@savion.huji.ac.il.
Appeals Committee for Tuition Fees (Under the auspices of the Office of the Dean of Students)
This committee addresses special requests for modifications of tuition charges due to cancelation of studies or courses, cancelation of overheads and submitting assignments late, for reasons of health, and irregular or other unforeseen reasons. The application shall be made in writing (can be downloaded on the Office of the Dean of Students’ site) explaining the reasons for the request. Documents or confirmations substantiating the claims made therein must be appended to the application. The application will not be considered without the required documentation. Requests must be sent to revaha@mail.huji.ac.il.

Financial Aid Division – Grants Based on Financial Causes
The University administration allocates many financial resources in order to help students who encounter difficulties in financing their learning expenses. The Division deals with grants awarded to needy students studying for graduate and advanced degrees: masters, teacher’s certificate, medicine and dentistry in the clinical years (their fourth to sixth year of study) and veterinarian medicine.

Eligibility for a grant is determined by a combination of two criteria: the students’ economic situation and their academic achievements. The grants are awarded from University budgets and range from NIS 1,500 to NIS 5000.

Grants are awarded also from funds and from internal and external donations that work together with the Aid Division, depending on the students’ economic situation and specific requirements of the funds and foundations, such as education, social background, place of residence, etc. Grant amounts vary depending on the source of donation.

Submitting a Request for a Grant
Requests for grants are submitted on the University’s website, in the “Personal Information” section: www.huji.ac.il > students > personal information.

Dates for Submitting Applications
- New students: within 30 days of acceptance to University.
- Veteran students: March-July of the current academic year.

Contact
Dean of Students, Financial Aid Division, Frank Sinatra Building, ground floor.
Telephone: 02-588-2881, open to public and telephone calls: Sunday-Thursday, 11:00-13:00.
University applications system: http://pnyot.huji.ac.il/mador_siua.
Detailed information on grants, loans and awards given to Hebrew University students appear on the University’s website: www.huji.ac.il > students > grants, loans and awards.

Social Programs and Grants

The Social Involvement Unit
The Social Involvement Unit was established at the Dean of Students Office in response to the need of students to become active and involved in the community. The activities of the unit are integrated within educational and social organizations and institutions, with the aim of making a serious contribution to the promotion of disadvantaged populations and make it possible for communities to become familiar with the students and the University. The Unit serves as a home for thinking, discussion and action for an egalitarian society that displays solidarity with all of its citizens. To this end, the students meet in small study groups, usually at a frequency of a biweekly encounter and action taking up 4 weekly hours in one of the following frameworks:

- Leadership Program
- Peer Program
- Programs for Promoting Youth Education

Students are awarded grants in varying amounts, according to specific requirements. For more information, contact call 02-588-2364/6 or email: sociali@savion.huji.ac.il.

Perach (Tutoring Project)
In the context of the Perach project, students provide personal tutoring for a child or for a group of pupils at a school twice weekly, two hours each session throughout the academic year. The tutoring student receives a tutoring grant that is paid (in three installments) directly to the student. This tutoring grant does not prejudice the student’s right to receive additional grants. Registration takes place during October-November at the Perach office in the Student Association building, Mount Scopus, Tel. 02-5322-651 and at the Rehovot campus - Student Association building, Tel. 08-948-1115. Students may also register for the program via the internet at the address: http://www.perach.org.il

Volunteering with the Civil Guard
Students volunteering to serve on the Civil Guard (through the University’s Security Department), at a scope of 4 hours per month throughout the course of the year, will be exempt from payment of security fees. The University’s Security Department will transfer a list of the volunteers eligible for the security fee exemption to the Student Accounts Department, and students will be credited with this sum at the end of the year.
Student Ombudsman

The student ombudsman is an independent authority that handles complaints submitted by students and by candidates for University studies in academic, administrative and personal matters. The ombudsman is entitled to examine and change decisions made by the Exceptions Committee in matters of tuition fees.

The Full Code of Conduct of the Student Ombudsman on the Hebrew University Site

http://academic-secretary.huji.ac.il/?cmd=regulations.638.

Hebrew University Ombudsman

Prof. Esti Shamami, 02-588-2911. Please leave a message or email: kvilot@savion.huji.ac.il. Open hours on Tuesdays, prior arrangement required (preferably by email).
Chapter 13 – Hebrew University Computerization Services

**Personal Password for Identification**
Students receive a personal password during registration that will be used for identification on the University’s various systems throughout their studies. The password can be reset or changed independently through a link in the Personal Information site.
Link to Personal Information: [http://www.huji.ac.il > students > personal information](http://www.huji.ac.il > students > personal information).
Students can contact the Hebrew University’s technical support team at: 02-658-5555 or 02-588-3450.
Some students are given a one-time password (OTP) card, instead of a personal password.

**Personal University Email Address**
From the time of registration, the Hebrew University provides all its students with a personal university gmail address, which will be used throughout studies and where students will receive their official correspondence from the University.
All electronic communication between the Hebrew University and the students will be conducted through this mail box only.
The email address is also printed on voucher 1 in the payment booklet and in the acceptance notification from the University.
The initial password for the new email box appears in “Personal Information” at [http://www.huji.ac.il > students > personal information](http://www.huji.ac.il > students > personal information).
The initial password given to students during registration can be changed on [http://mail.huji.ac.il](http://mail.huji.ac.il).
This mail service provides students with a mailbox, Cloud storage (unlimited size, enabling students to create and edit documents), a calendar and other services.
Students who complete their degree and become Hebrew University graduates can continue using this email box indefinitely.
Students who did not complete their degree will receive a letter to close their email box without two years after the last year in which they were registered as students.
Additional guidelines and information can be found on the Hebrew University’s site: [http://www.huji.ac.il > students > email for students](http://www.huji.ac.il > students > email for students).

**Course Registration**
Access to the course registrations systems is done using the students’ ID number (8 digits, without a reference number) and a personal password.
Link: [http://www.huji.ac.il > students > course registration](http://www.huji.ac.il > students > course registration).

**Public Computation Services and Computer Farms**
There is at least one computer farm on every Hebrew University campus, enabling students to study in a computerized environment that includes all software required for their studies, such as a personal drive for saving files and printing and scanning services.
The computer farms also contain online classes where courses are taught requiring computation equipment as part of regular classes. Also, there are public computer stations in various faculties, libraries and open spaces, for use by all students. An accessory service in some computer farms enables students to connect to a remote farm and use software installed on the farm’s working stations (remote access). For more information: [http://ca.huji.ac.il/services/labs.shtml](http://ca.huji.ac.il/services/labs.shtml).

**Remote Access to Databases**

All students receive remote access to the University’s databases throughout their studies and are eligible for this for an additional year after the completion of their studies. For this purpose, students must open an Active Directory account (user%ra) using a personal password. For additional information: [http://ca.huji.ac.il/vpn](http://ca.huji.ac.il/vpn).

**Connecting to a Wireless Network on Campus**

Students can connect to two networks on campuses: HUJI-guest (without identification and no access to databases) and HUJI-netX, requiring identification using an Active Directory account (user%ra) and enabling access also to University databases. For additional information: [http://wireless.huji.ac.il](http://wireless.huji.ac.il).

**Technical Support**

In addition to the computer farms’ support team, students can use additional support services. For additional information: [http://ca.huji.ac.il/helpdesk/helpdesk.shtml](http://ca.huji.ac.il/helpdesk/helpdesk.shtml).

**Website of the Authority for Computation**

Students can find additional information on services and user-guides on the website of the Authority for Computation: [http://ca.huji.ac.il](http://ca.huji.ac.il).
Chapter 14 – Student Union at the Hebrew University

The Student Union is the official body representing all the students at the Hebrew University. It is the students’ voice and a significant part of each and every student’s life. The Student Union provides academic support, fights for and protects students’ rights, ensures their welfare and promotes social issues.

Whether students are bookworms or budding entrepreneurs – the Union’s activities help each and every one get through their studies in the best and most enriching way. Each campus of the Hebrew University (Mount Scopus, Ein Kerem, Givat Ram and Rehovot) has a Union representative and despite the physical distance – all four campuses operate as one body on behalf of all students.

Membership in the Student Union entitles all students to a wide basket of services and benefits.

For additional details
Students can find more information about the activities, services, events and benefits provided by the Hebrew University Student Union in Chapter 3, on the Student Union’s website: www.aguda.org.il, or its Facebook page: Hebrew University Student Union.

Five Simple Steps to Membership in the Hebrew University Student Union
Students can register their membership in the Student Union in five simple steps. The Student Union provides members with many benefits and services.

1. Enter “Personal Information” with your username and password.
2. Click “Student Union.”
3. Mark “∨” in the box to join the Union.
4. Click “Update.”
5. Well done, you are now a member of the Student Union!

* Please note that updating your registration can take up to five working days.
* Students must pay Union membership fees according to tuition fees regulations in order to become Student Union members.
Chapter 15 - Mechina - Preparatory Program

Fees for the 2016-2017 academic year will be NIS 17,000.

1. Scholarships for Students on the Pre-Academic Preparatory Program

Mechina students may apply for a tuition scholarship and subsistence grant from the Ministry of Education and the Defense Ministry via the Mechina offices. The sum of the award to each student is determined on the basis of economic criteria established by the respective ministries.

Details of regulations for scholarship applications and the related confirmations and credits will be available to students at the Mechina's administrative office.

When a student notifies of withdrawal from his or her studies, any scholarships received will be canceled and the student will be liable for the balance of tuition in relation to the date of cancelation.

Timetable for Student Withdrawal from the Mechina Program

<table>
<thead>
<tr>
<th>Date of Notification of Withdrawal from the Program</th>
<th>Charge for Withdrawal from / Cancelation of Studies</th>
<th>Method of Notification of Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification prior to September 4, 2016</td>
<td>No charge</td>
<td>Registered letter to the Mechina offices</td>
</tr>
<tr>
<td>Notification in the period between:</td>
<td></td>
<td>(Retention of proof of mailing required)</td>
</tr>
<tr>
<td>September 5, 2016 – October 5, 2016</td>
<td>Half of the advance application fee</td>
<td></td>
</tr>
<tr>
<td>October 6, 2016 – January 2, 2017</td>
<td>The full advance application fee</td>
<td></td>
</tr>
<tr>
<td>January 3, 2017 – April 2, 2017</td>
<td>50% of Tuition fee + security and welfare fees</td>
<td></td>
</tr>
<tr>
<td>April 3, 2017 – the end of the academic year</td>
<td>Full tuition fee + security and welfare fees</td>
<td></td>
</tr>
</tbody>
</table>

The timetable and curriculum will be given to students on the first day of studies.
Chapter 16 – Hebrew University Student Sports Facilities

The Hebrew University sports facilities are made available only to graduate and masters students who have paid welfare fees and membership fees to the Student Union. Payment for the sports facilities is done with a payment voucher. Students can enroll for sports facilities directly at the sports centers.

Lerner Family Sports Center, Mount Scopus

The Lerner Family Sports Center on Mount Scopus is one of the best-equipped and most advanced sports centers in Israel. The Center includes a state-of-the-art gym with 100 aerobic and muscle-building facilities, a heated indoor half-Olympic swimming pool, with a large nurtured lawn, studios, 10 tennis courts, junior soccer pitches and an indoor basketball field. Students can also enjoy a meal at Churchill, a fancy dairy restaurant, a sports store, clinics for nutrition and sports medicine, physiotherapy, and tennis and swimming schools. There is a large car park available for all members.

Membership to the Lerner Family Sports Center at Mount Scopus:

- Open to all students at the Hebrew University of Jerusalem.
- Students can register to the swimming pool only (included in the welfare and Student Union fees).
- Additional payment for using the gym is NIS 650 a year (includes registration and insurance).
- Available hours: according to the Center’s working hours.
- Telephone: 02-588-1234 (multi-line), fax: 02-588-1006.
- Open hours: Sundays: 11:00-18:00, Mondays-Wednesday: 09:00-18:00, Thursdays: 09:00-17:00.

Edmond J. Safra Sports Center, Givat Ram

The Edmond J. Safra Sports Center at Givat Ram is one of the most advanced sports centers in Israel. Located on an area of just over 10 acres, the Center includes a state-of-the-art gym, with 70 top-quality workout stations, manufactured by Technogym, which are placed in 4 activity compounds, presenting a revolutionary approach to physical fitness, and with a new swimming pool, the largest in Jerusalem.

The sports center also houses the highest-quality tennis courts and squash halls and a studio for movement. An excellent dairy restaurant, Ha’Ivrit, is open to all students as well as a large car park, adjacent to the sports center (unsupervised).
Membership to the Edmond J. Safra Sport Center at Givat Ram:

- Open to students at the Givat Ram campus and medical campus of the Hebrew University of Jerusalem – with a limit of 300 students, on a first come first served basis.
- Entrance to the swimming pool is included in the welfare and Student Union fees.
- Additional payment for using the gym is NIS 650 a year. Includes Sundays-Thursdays: entrance until 15:00 and on Fridays-Saturdays: entrance until 12:00.
- When the sport center is not available for students, they can use the facilities at the Lerner Family Sports Center on Mount Scopus, according to the type of service they choose.
- For students studying at other campuses or in a combined program that includes the Edmond J. Safra Sports Center and another campus – membership to the sports center is NIS 1,210 a year, without a limit on the number of hours, and includes the swimming pool.
- Membership for students wishing to use the supervised car park is NIS 1,410 (with a limit of 4 continuous hours). Other students can use the unsupervised car park only.
- Telephone: 02-658-6611 (multi-line), fax: 02-658-6714.
- Open hours: Sundays: 11:00-18:00, Mondays-Wednesdays: 09:00-18:00, Thursdays: 09:00-17:00.

**Elsa Bunem Sports & Recreation Center, Robert H Smith Faculty of Agriculture, Food and Environment, Rehovot**

Elsa Bunem Sports & Recreation Center in Rehovot provides a sport and recreation experience on a university level. The center has been renovated in recent years and the swimming pool has been upgraded and is open all year round. In addition, the gym at the sports and recreation center has been upgraded and now houses state-of-the-art aerobic facilities, including running tracks, elliptic machines, Technogym stationary bikes, and a station with free-weights and plate-loaded facilities. New and comfortable changing rooms have been built alongside the gym.

The Center also has a grass soccer pitch, a junior soccer field and basketball courts, state-of-the-art tennis courts, sauna, Jacuzzi, children’s swimming pool with water slides, and large lawns that give a unique atmosphere of recreation and leisure.

The Center also offers a clinic for massage treatments, a dance studio (jazz, hip-hop, ballet and breakdance), a tennis school, water aerobics classes for adults and the largest swimming school in the entire region.
Membership to the Sports Center at the Faculty of Agriculture:

- Swimming pool only (under the welfare fees).
- According to the Center’s open hours.
- Additional payment for using the gym is NIS 650 a year.
- The target population will include graduate students at the nursing schools at Kaplan and Assaf Harofeh Hospitals.
- Telephone: 08-948-9850 (multi-line), fax: 08-948-9645.
- Open hours: Sundays: 11:00-18:00, Mondays-Thursdays: 09:00-18:00, Fridays: 08:30-13:00 (during the summer only).
Supplementary Rules and Guidelines

- The arrangement is intended for graduate, masters, mechina, medicine and dentistry students only (not including Ph.D. and post-doctorate).
- Membership fee for graduate and masters students who have not paid welfare and Student Union fees is NIS 1,500 a year. The membership is valid until September 30, 2017 and fees can be paid in up to eight installments.
- Membership is for one chosen center.
- Students cannot freeze or cancel their membership during the year and no partial amounts will be offered throughout the year.
- Other leisure services, provided by the Union, are not included in this arrangement (monthly membership prices, one-time and multiple-entry tickets, memberships to the squash halls, tennis courts and dance studios).
- Membership of students who transfer their membership to another person will be blocked and they will be required to pay the full membership fees of NIS 1,410 in Jerusalem or NIS 1,200 in Rehovot. In addition a complaint will be submitted against them at the Hebrew University disciplinary committee.
- Students who cancel their welfare fees or Student Union members will be required to pay the full membership fees up to the amount of NIS 1,500.
- Membership of students who are permitted to use the swimming pool (welfare arrangement) and make excess use of the gym will be blocked and they will be required to pay the full membership fees of NIS 1,410 in Jerusalem or NIS 1,200 in Rehovot. In addition a complaint will be submitted against them at the Hebrew University disciplinary committee.
- Validation for the swimming pool facilities – will be done at the office of each sports center, after student has completed a registration form.
- Students can choose to use the swimming pool facilities at one campus only, according to the abovementioned details.
- A complementary membership to the sports center costs NIS 650, which can be paid in up to 4 installments.

Details and more information can be found on the website of the Cosell Association: www.cosell.co.il.