Welcome to Hebrew U
2018/9
Dear students!

We warmly welcome our new and returning students, and wish you a productive, enjoyable, and successful year.

In this booklet we have assembled information from various university regulations in order to provide you with current information about all tuition matters and student services for the academic year 2018/9.

We have done our best to provide you with clear and accurate information, and comply with the rules regulations listed in this booklet. We are also anxious to hear about any difficulty, comments or requests you may have, and promise to give them our full attention.

Tuition is a complex topic so we kindly request that you:
- Read the guidelines carefully; knowing your rights and obligations will prevent unnecessary problems.
- Talk to us when you have a problem and we will be happy to assist in any way we can.

Please be sure to follow the procedures in this booklet.

We are at your service, the Hebrew University.
### Table of Contents

1. Welcome to Hebrew U
2. Dear students!
3. Table of Contents

#### Chapter 1: Student Information and Services

6. Updating Personal Information
7. Student Card
8. Personal Information Website and App
9. Digital Information Holds
10. National Insurance and Health Insurance

#### Chapter 2: Teaching Policies and Procedures

9. Introduction
10. The Unit for Scholarships and Financial Assistance
11. Students Coping with Psychological Difficulties

#### Chapter 3: The Dean of Students Office

10. The Unit for Equal Opportunities
11. Arab Students

12. The Learning Disability Diagnosis and Assistance Unit

Counseling Services
The Counseling Services offer assistance in crisis situations and various personal problems. The unit offers: short term crisis intervention (6-8 sessions), learning disability and exam anxiety counseling, long-term individual therapy, and group therapy. The unit also offers a variety of workshops. The unit employs a team of psychologists. All requests and applications are kept in strict confidence.

13. Study Center for Blind and Visually Impaired Students
14. The Unit for Equal Opportunities

Graduates of ultra-orthodox schools, students from periphery areas, Ethiopian community, new immigrants, and dropout prevention

14. Gender and Parenthood
14. Military reserve duty
14. Tuition Appeal Committee
15. Religion coordinator
15. Public Activities Coordinator
15. The Social Initiatives Unit
15. Dormitories
16. Sexual Harassment Prevention Commissioner
16. Hebrew University Ombudsman:
Tuition is a complex topic so we kindly request that you read the guidelines carefully.

You can make general inquiries and get in touch in several ways:

How to communicate with the Tuition and Fees Unit

Chapter 4: Computer Services at the University

Chapter 5: Hebrew University Libraries

Chapter 6: Calculating Tuition
An email will be sent approximately two weeks prior to the payment date notifying students of the amount they will be charged.

For example:

- Paying by Credit Card
- Paying Tuition in Full
- Payment Using a Discharged Soldier’s Deposit
- Paying by postal bank voucher
- Paying Tuition from General Student Loans
- For New Immigrant students (Olim) and Overhead fee
- Confirmation of Tuition Payment
- Cost of English as Foreign Language Courses
- Cost of Hebrew Language Courses
- Health Insurance for Foreign Students
- Interest
- Cost of repeating courses and late submission of papers
- Refund for credit transfer

Tuition Grants To ease the financial burden on students who wish to broaden their academic education, the University's Board of Administration resolved to instate tuition bursaries which are
factored into the calculation of annual tuition. This decision is unique to the Hebrew University and
40.............................................................. grants are awarded based on the following criteria:
40........................................................................ Enrichment Grant
40........................................................................ Graduation grant
40........................................................................... Hebrew University Employees
41........................................................................ For your information:
41........................................................................... External Tuition Waiver
41........................................................................ For your information:
42........................................................................... Teaching Aides, Instructors, and Assistants
43........................................................................ Chapter 7: Disciplinary code of conduct
43........................................................................ Handling sexual harassment
44........................................................................ Chapter 8: Terminating or Canceling your Studies
46........................................................................ Research students: Cancelation/ Termination Procedure
46........................................................................ Tuition Appeal Committee
47........................................................................ Reimbursement for Overpayments
48........................................................................ Chapter 9: Pre-Academic Preparatory Program (Mechina)
48........................................................................ Pre-Academic Preparatory Program
48........................................................................ Scholarships for Pre-Academic Preparatory Program Students
48........................................................................ Students will be given their schedule and curriculum on their first day of studies.
49........................................................................ Chapter 10: The Hebrew University Student Association
49...... The following information is provided by the Student Association and under its responsibility
49........................................................................ Additional information
49........................................................................ Five Simple Steps to Joining the Hebrew University Student Association:
49........................................................................ *SA membership requires payment of SA fees as outlined in the tuition procedures
50........................................................................ Chapter 11: Hebrew University Sports Centers
50........................................................................ Lerner Family Student Sports Center on Mount Scopus
50........................................................................ Edmond J. Safra Sports Center (Givat Ram)
51.. Elsa Bunem Sports & Recreation Center, Faculty of Agriculture, Food and Environment, Rehovot
51 Additional Rules and Guidelines This arrangement is only available to bachelor, master, preparatory
51 program, medicine, and dentistry students. Membership for bachelor and master’s students who
52 have not paid wellness and SA fees is NIS 1,600 a year, membership valid until September 30, 2019.
52 Membership can be paid in up to eight installments.
53........................................................................ Chapter 12: Unit for Office Services
Chapter 1: Student Information and Services

Updating Personal Information
To change your personal information, such as address, telephone, etc., log in to the Personal Information site.
To change your first or last name or ID number, send a scanned copy of your ID card to the Tuition and Fees Unit via the Contact system on the Personal Information site.

Student Card
New students who have paid Installment No. 1 or filed a class schedule and have uploaded a photograph will receive a student card in the mail either to the address listed in Personal Information or at the Tuition and Fees Unit, as they prefer. Please upload a photo for your student card to the Personal Information website or use the University app. Your student card grants you an entry permit to the University grounds, entitles you to borrow books from the University libraries, and other services. If your card is lost or stolen, contact the Tuition and Fees Unit via the Contact system on the Personal Information website.
Veteran students will receive a validation sticker at the start of every academic year which they must attach to their student card.
Until your class schedule has been filed and you have a permanent certificate of enrollment and student card, you may download a temporary certificate of enrollment and student card from the Personal Information website.

Personal Information Website and App
The Hebrew University site and HUJIapp were designed to make it easier for you to obtain information from the University. Once admitted and until you graduate, you will be given access to the website and HUJIapp.
Information available on this site includes: notice of admission, curriculum and grades, tuition, scholarships, loans, and the option to view graded exam papers. The site's homepage displays important messages and we recommend logging in frequently.
The information on HUJIapp includes: personal information, courses and grades, class schedule, exam schedules, and tuition information. Students can also contact various University services through the Contact system, from the site and through HUJIapp.
You can download HUJIapp for your mobile phone or tablet at: http://new.huji.ac.il/huiiapp.
Access the site and HUJIapp using your ID number (8 digits, without the check digit) and PIN code.
Digital Information Holds
Holds will be applied in the following cases:

• Student has not made payment in full for that month (according to the payment plan listed here).
• A standing order was not honored by the bank and there is an outstanding debt later than August 20, 2019.
• There is an outstanding library debt.
• There is an outstanding debt for rent at the dormitories.
• There is an unpaid fine.
• There is an outstanding debt in the Division of Human Resources' salary system.

Note that once the hold is in place, students will not have access to information about grades, and will not be able to obtain a certificate of enrollment, file a class schedule, or make changes to their class schedule. The hold will be activated after a 10-day notice by text message to the student’s mobile phone or to the student’s Personal Information website.

• Students who have incurred a tuition debt higher than NIS 1,500 will be barred from filing a class schedule for 2018/9.

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

National Insurance and Health Insurance
Students are responsible for paying National Insurance and National Health Insurance themselves. The University submits a list of all students (name, ID number, and address) to the National Insurance Institute so that National Insurance and National Health Insurance fees can be collected on the dates and at the reduced student rate established by law.
Chapter 2: Teaching Policies and Procedures

Introduction
The Teaching Policies and Procedures (NAHAL) are designed to regulate most administrative-academic matters that are common to all University undergraduate and graduate students. The procedures were established by the NAHAL committee which is the University Committee for Teaching Affairs. Other procedures affecting individual faculties are established and published by the faculties.

The complete University Code of Regulations is available on the University website: http://info.huji.ac.il/university-services/central_students_unit/nahal

The NAHAL Committee chairperson, appointed by the rector, also serves as the appeal authority on instruction and study related decisions made by the faculties.
Chapter 3: The Dean of Students Office

The Dean of Students Office (DSO) is a core institution of the University and is responsible for students’ wellbeing. The DSO's role is to provide a response to students' needs and create conditions that will allow any student to realize their potential.

The DSO staff is ready to reach out to students and help resolve personal, social, and financial problems, and assist with academic difficulties in cooperation with the academic and administrative units at the University. In 2018/9, the DSO will be running local support centers on the campuses.

Dean of students: Prof. Guy Harpaz, Assistant dean: Ms. Irit Harat
Frank Sinatra Building, Mount Scopus, tel. 02-588-2355, fax 02-581-2738
Contact via DSO website: Requests and Complaints>Write to the Dean
studean@huji.ac.il
We urge you to turn to the coordinators and make use of the support services that have been developed for our students:

The Unit for Scholarships and Financial Assistance

General information
The Unit for Financial Assistance is responsible for granting scholarships to students who are experiencing difficulty financing their university expenses. These scholarships are intended for undergraduate and advanced degree students: graduate, teaching certificate, medicine and dentistry in their clinical years (4-6), veterinary medicine, teaching certificate.

Scholarship terms
Eligibility is determined by socioeconomic status which is evaluated based on monthly income per capita in the student's home, and based on compliance with academic requirements (university admission requirements, and compliance with passing requirements for each year).

Bachelor scholarships
General aid scholarships - are awarded from the University Directors’ budget. In 2018/9 these scholarships amount to ILS 4,500-5,000.
Special Purpose Scholarships - Scholarships from earmarked funds and donations that are awarded based on the specific requirements of each fund/donor, such as study discipline, ethnicity, place of residence, etc. Scholarships can amount to ILS 1,000 to 30,000.
Advanced degree scholarships

**Special Purpose Scholarships** - Scholarships are awarded by internal and external funds that collaborate with the University, based on specific requirements of the foundations and donors, such as study discipline, ethnicity, place of residence, etc. Scholarship amounts are decided by the funds.

Scholarships/awards/tuition waivers from other parties will be taken into account when determining scholarship eligibility.

**Applying for a scholarship**
To apply for a scholarship log in to Personal Information > Scholarships on the Hebrew University website.

**Scholarship Application Deadlines**
New admissions: within 30 days of admission.
Returning students: during March-July of present year for the following scholarship year.

**Contact**
Dean of Students, Unit for Financial Assistance, Frank Sinatra Building, ground floor.
Tel. 02-5882881; open office and phone hours: Sun.-Thu. 9:00am-1:00pm.

Online application system: [http://pnyot.huii.ac.il/mador_siua](http://pnyot.huii.ac.il/mador_siua)
Detailed information about scholarships, loans, and awards granted to Hebrew University students is available on the University website: [www.huji.ac.il](http://www.huji.ac.il) > Students > Scholarships, Awards, Loans.

**The Learning Disability Diagnosis and Assistance Unit**
This unit provides counseling, support, diagnosis, and ongoing assistance services related to exam accommodations. Through this unit, students may obtain guidance, assistance, individual support, and mentoring while they are studying at university.
This unit operates support centers on the university campuses. Contact information for these centers is available on the Dean of Students website.
Unit director: Dr. Liat Zarfati
Maiersdorf Dormitories (Resnik), Building 10, Mount Scopus. Tel. 02-588-1342.
For counseling and inquiries please write to: [ldsupport@savion.huji.ac.il](mailto:ldsupport@savion.huji.ac.il)
For diagnosis please write to the diagnostic clinic: [ldd@savion.huji.ac.il](mailto:ldd@savion.huji.ac.il)
**Accessibility**
The Accessibility Unit provides assistance and counseling to students with physical, sensory, mental, and cognitive disabilities. Areas of care include advising students about their rights, recommending accommodations, testing accessibility of structures, etc.

**Accessibility coordinator:** Ms. Moriah Dahan Weiss  
email: negishut@savion.huji.ac.il

**Accessibility Unit Offices:** Mount Scopus Campus, Frank Sinatra Building, Floor 4, Room 420  
tel. 02-588-0178/18

Edmond J. Safra Campus, the new Support Center counter (near the synagogue), tel. 02-5494982

In the Ein Kerem Campus and Rehovot campus, services are provided at the support centers.

**Students Coping with Psychological Difficulties**
Support program for students coping with psychological difficulties. The program offers a mentoring program with 4 hours a week of academic and personal coaching.

Maiersdorf Dormitories (Resnik), Building 10, Mount Scopus,  
tel. 050-682-2234  
email: nathan.huji@gmail.com
Counseling Services

The Counseling Services offer assistance to students in crisis situations and coping with various personal problems. The unit offers: short term crisis intervention (6-8 sessions), learning disability and exam-anxiety counseling, long-term individual therapy, and group therapy. The unit also offers a variety of workshops. The unit employs a team of psychologists. All requests and applications are kept in strict confidence.

Director of Counseling Services: Dr. Eyal Eliash, Resnik Dormitories, Building 10, Mount Scopus, tel. 02-588-2685 email: psyserv@mail.huii.ac.il

Study Center for Blind and Visually Impaired Students

This study center provides blind and visually-impaired students with technological assistance and individual counseling in various areas. The center has individual study rooms, accessible technological equipment, custom-designed study programs, read-aloud assistance, and offers a variety of courses.
Center director: Moshe Oved, Mount Scopus Campus, lower access forum, tel. 02-588-2155 email: lcb@savion.huii.ac.il

The Unit for Equal Opportunities

The Unit for Equal Opportunities encourages students to fulfil their personal and academic potential on the road to academic excellence. The Unit’s coordinators can provide personal, group, social, and cultural context assistance, individually adjusted to student needs. The Unit’s goal is to allow every student to successfully graduate the Hebrew University, and encourage every graduate to continue to advanced degree programs.

The unit offers comprehensive supportive programs that provide: individual counseling, summer prep programs (One Step Ahead and an English course), academic mentoring, social mentoring, workshops fostering master’s degrees, cultural events, employment workshops, hi-tech employment opportunity programs, dropout prevention program for struggling undergraduates, and more.
Unit director: Ms. Dakar Shimshon
Arab Students
Support programs for students from the Arab community: Mount Scopus, Frank Sinatra Building, Room 460 tel. 02-588-0263, email: asep@savion.hui.ac.il

Dropout prevention
Support programs for graduates of ultra-orthodox schools, students from periphery areas, Ethiopian community, new immigrants, and dropout prevention
Mount Scopus, Frank Sinatra Building, Room 458
tel. 02-5880067, equality.hui@gmail.com

Gender and Parenthood
Students are invited to obtain individual assistance and information about affirmative-action for female students, facilities and services for students who are parents, and the rights of parents and new mothers.
Mount Scopus, Frank Sinatra Building, Room 436
Contact via DSO website: Contact>Gender and Parenthood student@huji.ac.il

Military reserve duty
The reserve-duty coordinator advises students absent on reserve duty about their rights and benefits, assists with submitting applications to the reserve-duty coordination committee and appealing committee decisions if necessary. Modems are available on loan through the libraries to facilitate internet access during reserve-duty. Photocopying vouchers are available to help with catching up on missed material.
Coordinator: Ms. Maya Gonen
Mount Scopus, Frank Sinatra Building, Room 3035, tel. 02-588-1833

Tuition Appeal Committee
The committee coordinator advises students on tuition related matters and addresses requests for extenuations in cases of canceled courses, health-related problems or other extenuating circumstances.
Applications must be submitted on a form that specifies the reasons for the application. Please include substantiating documents with the application. The application will not be considered without the substantiating documentation.
Information is available on DSO website: studean@huji.ac.il
Requests and Complaints>Tuition Appeal Committee
Please address further questions to: Ms. Maya Gonen, tel. 02-588-1833

Religion coordinator
The religion coordinator assists members of all persuasions with obtaining counseling, guidance, and religious services at the University.
Mr. Arie Salomon, Hecht House, Mount Scopus, tel. 02-588 3886, email: il.ac.huji.savion@aries

Public Activities Coordinator
Students interested in holding regular public activity on campus during the academic year may register as a cell. A large number of student cells with political or social agendas operate at the University every year.
Mount Scopus, Frank Sinatra Building, Room 436
tel. 02-588-1578, email: com.gmail@taeystudentim

The Social Initiatives Unit
The Unit serves as a home for thinking about, discussing, and engaging in activity that promotes equal opportunity and solidarity among all members of society.
Students form small study groups and engage in various community projects.
Unit director: Ms. Yifat Cohen-Hadad, Mount Scopus, Frank Sinatra Building,
tel. 02-5882366

Dormitories
There are a number of dormitory options on Hebrew University campuses. The dorms offer single-occupancy, family, and shared rooms, giving students a choice of dorm based on their preferences and financial circumstances. Students living in the dorms are offered maintenance and operational services, as well as laundry services, study halls, computer stations, clubs, etc.
Dorm administrator: Mr. Adrian Kramer, Frank Sinatra Building, Mount Scopus, tel. 02-675-8784, fax 02-642 9019.

**Shuttles**
The University runs a shuttle service between the campuses and some of the dorms. Travel is free with a student card.
Shuttle supervisor: Itizik Cohen
tel. 02-675-8784, fax 02-642-9019
studean.huji.ac.il>Shuttles

**Sexual Harassment Prevention Commissioner**
Students wishing to file a sexual harassment complaint must contact the commissioner or her assistants on campus.
The code of conduct for preventing sexual harassment is available at faculty and department offices.
For additional information: il.ac.huji.hatrada://http
Sexual Harassment Prevention Commissioner: Prof. Lili Anglister,
Ms. Esti Zeligman tel. 02-588 0407
email: hatrada@savion.huji.ac.il

**Hebrew University Ombudsman:**
The student ombudsman has the independent authority to address complaints submitted by students and applicants over academic, administrative, and personal matters.
The complete code of practice for the student ombudsman is available on the university website:
https://academic-secretary.huji.ac.il/?cmd=regulations.638

Student ombudsman: Prof. Udi Shavit
e-mail: kvilot@savion.huji.ac.il
Please coordinate an appointment by email only.
Chapter 4: Computer Services at the University

PIN code
At the start of your registration process, you will receive a PIN code that the various university systems use to identify you throughout your studies. You can reset or change your PIN yourself on the Personal Information site. You can get assistance from the computer farm support teams, or from the technical help desk at: 02-588-3450. Some students are given a one-time password (OTP) card. The password generated by this card replaces the PIN code.

Personal University Email Address: HujiMail
When you are admitted, the University provides you with a personal university Gmail account. This email remains available to students throughout their studies and official correspondence from the University will be sent to this address. All electronic communication between the Hebrew University and students will be conducted through this email box. Your email address is also printed on Voucher No. 1 in your payment booklet and on your admission notification from the University. The initial password for your new email account will be listed on the Personal information website. The initial password can be changed by logging in to mail.huji.ac.il://http. In addition to email, this account also provides students with cloud storage (unlimited volume) with the option to create and edit documents, file sharing, survey tools, an online calendar, and more. Students who graduate from Hebrew University can continue using this email account indefinitely. Students who do not complete their degree program will be notified that their email box is about to be closed about one year after they were last registered as students. Additional guidelines and information about your HujiMail are available on the Authority for Computer Services website.

Enrolling in Courses
Students may access the course enrollment systems using their ID number (8 digits, without the check digit) and PIN code at this link: http://new.huji.ac.il/rishum-net
Connecting to a Wireless Network on Campus
Students may connect to two networks on campus: a guest network (HUJI-guest, no identification required and no access to knowledge bases) and eduroam an international university network. You can use your eduroam code to access the secure network remotely (e.g. access knowledge bases and applications on the public computers), and the Wi-Fi in other universities overseas. Open your RA code and connect to the wireless using a login in the form username@huji.ac.il. Read more.

Access to Databases
You are entitled to access knowledge bases that the University is subscribed to for the duration of your studies. This access is granted for one additional year after you graduate.

Access is available with a login from public computers, over the eduram wireless network, or from home over a secure connection (Samba webVPN).

Public Computers
Each campus has public computers and access points for student use. Most of the computer stations and classrooms designed for group instruction are located on the computer farm (at least one on each campus) and in the libraries. All the public computers are installed with the software required for studying, access to a personal drive for storing files, access to knowledge bases, printing and scanning services, and more. You will need an RA code to access the public computers. You are given this code when you enroll and it can be changed or retrieved at https://pm.cc.huji.ac.il

See further information about public computers on the Authority for Computer Services website.

Remote Access to Applications Installed on Campus
Hebrew University students can login remotely at any time to applications that are installed on the public computers and no special installation is required.

Connect to the secure network using Samba webVPN, navigate to https://mydesktop.huji.ac.il

Use the same code and AD password that you use for the public computers, and start working. Read more about remote access to applications installed on the public computers
Office 365
All active students at Hebrew University are entitled to a free and full copy of Office, which they may install on up to five different media (computers, laptops, smartphones).
Read more: http://ca.huii.ac.il/book/office-pro-plus

Microsoft Imagine
The Microsoft Imagine program is designed for active students in the disciplines of natural sciences, brain science, computer science, mathematics, medical sciences, dentistry, veterinary medicine, agriculture, statistics, occupational therapy, and social work.
This program allows you to download a copy and license key of over 200 Microsoft applications free of charge, including operating systems, servers, and development tools. Read more:
http://ca.huii.ac.il/book/microsoft-imagine

Support
In addition to the computer farms' support teams, you may get support at the Computer Services support center.
Support is available over the phone 02-588-3450, by email: Ithuji@savion.huji.ac.il, on Facebook: Hujipsupport or via the http://svsaid.huji.ac.il

Website of the Authority for Computer Services
On the Authority for Computer Services website you will find more information and user-guides:
il.ac.huji.ca/ /http
Chapter 5: Hebrew University Libraries

Most of the University libraries are affiliated with the Library Authority. University libraries encompass all knowledge domains and disciplines taught and researched on Hebrew University campuses. Our modern-design libraries offer study equipment, a wide range of services, individual and group study spaces, rest and lounge areas, and rich collections.

Library services are available to all who enter the Hebrew University, students and researchers at all scheduled class hours. During examination periods the libraries are open for longer hours. Opening hours are listed on the libraries individual homepages. Library services include lending, consulting services, workshops about searching for information, tutorials about using external e-resources. In addition to this, the libraries serve as spaces for discipline-related social activities for the faculty and students. Under this umbrella, libraries host lectures, seminars, conferences, movie screenings, and professional panels.

The libraries are early-adopters of new technology; their activity is based on centralized use of advanced technologies and a significant portion of their procured resources is in digital format. These resources constitute the backbone of academic instruction and research. All students and faculty members are entitled to remote access to library-owned e-resources which means they can tap into library resources from any place at any time.

Special emphasis is given to student workshops at the beginning of the academic year. Workshops are domain-specific and include training to use research authoring tools. Workshops and tutorials at every library are arranged by discipline and adjusted to students’ needs.

University libraries are located on four Hebrew University campuses:

Mount Scopus Campus
- Bloomfield Library for the Humanities and Social Sciences
- The Education and Social Work Library
The Law School Library
- The Library of the Institute of Archaeology
- The Younes and Soraya Nazarian Pre-Academic Library
- The Library of the Rothberg International School for Overseas Students

Edmond J. Safra Campus:
- Harman Science Library
- The Mathematics and Computer Science Library

Ein Kerem Campus:
- The Berman Medical Library

Rehovot Campus:
- The Faculty of Agriculture, Food, and Environment Library
Chapter 6: Tuition

How to communicate with the Tuition and Fees Unit
Please contact the Tuition and Fees Unit about any tuition issues. To find out about academic procedures contact the Faculty Secretariat or read the Teaching Policy and Procedures (NAHAL).

You can make general inquiries and get in touch in several ways:
Personal Information: Under Personal Information you will find information about charges/refunds, calculation of tuition fees due and payments made.
Call-center for information and service: 02-588-2888 Sun.-Thu. 8:30am-4:30pm.
Contact Us under Personal Information: Use this system to submit inquiries in writing.
Mailing address: Tuition and Fees Unit - Goldschmidt Building - Mount Scopus - Jerusalem 9190500

Open hours: at the Mount Scopus campus, Goldschmidt Building, available to all students. Sunday, Monday, Wednesday, Thursday 11:00am-1:00pm, Tuesday 2:00pm-4:00pm.
Students studying at the Edmond J. Safra campus or the Ein Kerem campus can obtain payment vouchers also at their Faculty Secretariat.
Students studying at the Robert H. Smith Faculty of Agriculture, Food and Environment can obtain payment vouchers at the Academic Secretariat.
Open hours: Sun.-Thu. 10:00am-12:00pm, 1:00pm-3:00pm; tel. 02-5889190.

Open hours and over the phone service are unavailable on the eve of holidays, during Passover (Pesach) week, Tabernacles (Succot) week, and during collective vacation.
General tuition regulations
Please read the procedures and explanations carefully - knowing your rights and obligations will prevent unnecessary problems.

A student's signature on the digital certificate of enrollment or the academic registration form constitutes a commitment to pay tuition in accordance with the regulations whether or not the student has attended lectures or exams.

All the amounts and the rules in this booklet are subject to change by order of a public committee, government announcement, or decision of the institution, if these occur. Students will be notified of this.

Dear students
The university has made an effort to provide you with all the correct information you need for this academic year. However, occasionally the regulations, procedures, or other information must be changed. In some cases the changes will apply to some students and in others to all students. University authorities are entitled to decide to operate the university at a partial capacity or close it, cancel a service, department, or unit temporarily or permanently under unexpected circumstances and/or practical constraints and/or special conditions that are outside the control of the university and which prevent the continued operation of the university (e.g. budget cuts), and will not be viewed as having violated the university’s obligation to its students. The university directors reserve the right to make changes to the syllabus and course list, as well as announce that courses are canceled. If such a decision is made, the university will notify the students in question and will specify the ramifications of the decision. The rules and instructions listed in this booklet are binding conditions which apply to Hebrew University students during the academic year 2018/9. These instructions are in addition to other University publications and constitute part of the agreement between the Hebrew University and its students.
Tuition is a complex topic so we kindly request that you read the guidelines carefully.

Standard tuition for this year (2018/9) has been determined based on the cost of living index (CPI) in July 2018.

Tuition rates are:
- Bachelor degree: NIS 10,207
- Other degrees: NIS 13,794

Students receiving full or partial funding from a non-university party and students who are not Israeli citizens are required to pay an additional 25% over the standard tuition.

These rates apply to a full study program (100%). Students are charged according to their individual study program.

Security fee: A NIS 550 mandatory fixed and non-refundable security fee, irrespective of scope, track, or duration.

National Student Association fee: NIS 10, mandatory for bachelor and master’s students.

Hebrew and English language as foreign languages: Basic level (level 3) costs NIS 1,564. Advanced A (level 2) costs NIS 1,042.

Wellness Services Fee

The NIS 120 wellness services fee (NIS 38 for Ph.D. students) goes toward student wellness services. This fee applies to all students irrespective of study scope, duration and track.

Services provided to students paying the wellness services fee:

- Participate in raffle for parking spaces within the campuses (for vehicle owners whose vehicle is registered in their own name).
- Free shuttle services between campuses.
- Mobile-phone notifications* (cancelled classes, grades, etc.).
- Modems for students on IDF reserve duty.
- Free intake interview at the Counseling Services.
- Free first session at the Unit for Learning Disabilities.
- Participation in the university's sports team which competes in the ASA league.
- Workshops such as preparing for exams and time management.

Note that students who pay the wellness services fee and the Student Association fee are eligible for benefits at the sports centers. Visit this link to read more about sports services offered to students.
Cancelling your Wellness Services Fee
You are entitled to waive the wellness services fee and forfeit the wellness services. In such a case, notify the Tuition and Fees Unit by the first semester’s changes deadline (for Ph.D. students, one month from the date of registration), by sending a digital request form through the Contact system in the Personal Information site (Student Administration, cancelling wellness and SA fees), or by sending a scanned form via the Contact system in the Personal Information site. Students admitted in the second semester may submit their cancellation by the changes deadline for the second semester.

Student Association (SA) Fee
The NIS 252 (NIS 98 for PhD students) Student Association fee allows the Student Association (SA) to provide students with services and benefits. This fee applies to all students irrespective of study scope, duration and track.

Services Provided to Students Paying the SA Fee:
1. Free access from home to all scanned exam notebooks (limited to students who have paid both wellness and SA membership fees).
2. Free entry to swimming pools at the Cosell sports centers and a discounted subscription to the gym at the center (limited to students who have both paid wellness and SA membership fees).
3. Free on-campus legal aid and administrative services: lawyer, CPA, municipal tax, National Insurance, municipality, income tax.
4. Discounts to performances and parties on Student Day.
5. Subsidies for missions abroad.
6. Discounted prices on vacations in Eilat - FUNJOYA.
7. Supermarket vouchers at a value much higher than the price paid by the student.
8. Study bank - free download from a massive database of class summaries, exam questions and answers.
9. Group purchasing options for a variety of popular products at unprecedented prices
10. Coffee funds and microwaves for student use located around campus.
11. Superstar Program offers a wide selection of attractive benefits to students called to IDF reserve duty and new mothers.
12. Discounts on study marathons and auxiliary courses.
13. Renting and purchasing educational software at nominal prices.
14. Discounts on past exam collections with solutions by top students at the University.
15. Assistance at disciplinary committee hearings.
16. Discount vouchers to cafeterias on campus.
17. Tutor board that lists tutors selected specifically for students at the Hebrew University, at excellent prices per session.
18. Free entrance to a variety of cultural and enrichment events on campus and in the city.
19. Lending library - Borrow books for an entire semester or year for a nominal fee.
20. Study spaces around the city during exam periods.
21. First-class programs for developing social and commercial enterprises.
22. On-campus services for cyclists: lockers, showers, bicycle routes, etc.
23. Discounted prices for extracurricular enrichment classes at First Class.
24. Special benefits at a selection of businesses.
25. Sports activities and events.
26. Counseling and assistance with academic-related issues.
27. Promoting student-friendly public transportation and streamlining the process of issuing bus passes (Rav Kav).
28. Supervising prices at campus cafeterias.
29. On-campus pubs and student clubs.
30. Variety of social projects and volunteer opportunities.
31. Recycling services and developing sustainability on campus.

For additional information: For additional information, see the SA website: http://www.aguda.org.il/ or Facebook page.

Cancelling your SA Fee:
Students are entitled to waive their SA fee and forfeit these services. In such a case, notify the Tuition and Fees Unit by the first semester’s changes deadline (for Ph.D. students, one month from the date of registration), by sending a digital request form through the Contact system in the Personal Information site (Student Administration, cancelling wellness and SA fees), or by sending a scanned form via the Contact system in the Personal Information site. Students admitted in the second semester may submit their cancellation by the changes deadline for the second semester.
Calculating Tuition

Bachelor Degree
The standard number of years for completing a bachelor’s degree is 3 years. The minimum cumulative tuition for a bachelor degree is 300%. However, some academic programs deviate from this rule:

<table>
<thead>
<tr>
<th>Department/ Discipline</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>Pharmacology</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>Law combined track</td>
<td>425</td>
<td>3.5</td>
</tr>
<tr>
<td>Social-work combined track</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>Registered nurses track</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacology retraining</td>
<td>270</td>
<td>3</td>
</tr>
<tr>
<td>Social work retraining</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 MBA (including completing the MA program*)</td>
<td>580</td>
<td>5</td>
</tr>
<tr>
<td>ATIDIM Program for Science and English Instruction</td>
<td>400</td>
<td>3</td>
</tr>
</tbody>
</table>

*When transferring to the master's program tuition will be calculated accordingly.
*Some specialized tracks may be unrepresented in this table.

In general, students who have accrued the standard number of credits during a standard duration of study will not be charged more than the required minimum cumulative tuition. Tuition is calculated according to the number of annual hours the student has enrolled in by multiplying hour value by the number of annual hours. However, several academic programs have fixed tuition fees which are not determined by the number of courses in which a student is enrolled.
**Academic Programs with Preset Tuition:**
Tuition in the following academic programs is 100% for each of the standard years:
- Medicine
- Dentistry
- AMIRIM program
- Pharmacology
- Nursing
- Occupational therapy
- Computer science and computational biology
- Cognition
- Pharmacology retraining
- REVIVIM program

**Hour-value by faculty:**
In the non-experimental disciplines (faculties of humanities, social sciences, law, social work, education, business administration) one academic hour equals 5% of the full bachelor degree tuition (NIS 10,207 in 2018/9).
In the empirical disciplines (sciences and mathematics, agriculture) one academic hour equals 4% of the full bachelor degree tuition (NIS 10,207 in 2018/9).

**Examples:**
A student in the Faculty of Natural Sciences (e.g. life sciences) who is taking 20 hours a week will pay 80% of the standard tuition (20X4%).
A student in the Faculty of Social Sciences (e.g. department of education or political science) who is taking 20 hours a week will pay 100% of the standard tuition (20X5%).

**Hour-Value in Irregular Tracks:**
- Agricultural economics - 5%
- Hotel management and food resources - 5%
- Dual-major in accounting - 4%

**Language skills courses**
The hour-value of one academic hour in a bachelor's language skills course is 5% of the standard bachelor tuition (100%, NIS 10,207 in 2018/9)
Banked Courses
A bachelor's student who is taking banked master's courses will be charged an hour-value of 5% of the standard bachelor tuition (100%, 10,207 in 2018/9).
This payment will not count toward the bachelor degree tuition, and these courses will be banked toward a master's degree. Should the student begin a master's degree, if the banked courses are recognized for this degree, the student will be credited with the relative amount paid for these banked courses and this amount will count toward the cumulative master's tuition fee.
Consequently, the student will be required to pay the difference between the bachelor hour-value paid for the banked courses and the required master's hour-value.

Supplementary courses
These programs supplement bachelor programs and are preparatory to master's programs.
Hour-value is calculated as 5% of standard master's tuition (100% - 13,794 in 2018/9).
A student taking supplementary courses concurrently with a master’s program is required to pay tuition for these hours in addition to the master's tuition fees.
These hours do not count toward the master’s cumulative tuition. A student studying less than 50% of a full-time program will be required to pay an additional overhead fee (10%).

Master's degree
The standard number of years for completing a master's degree is 2 years. The minimum cumulative tuition for a master's degree is 200%.
A first-year student studying more than a 100% program will be charged only 100% tuition and the remainder will be charged the following year.
If such a student decides to discontinue studying, he or she will be required to pay the unpaid balance.
A student studying less than 50% of a full-time program will be charged 50% standard tuition for every year of study (at least 4 years) up to an accrued 200%. After this, the student will be charged by number of hours +10% overhead.
A student who has not completed his or her academic obligations and has already accrued the full standard tuition, is required to pay based on his or her filed program plus an additional 10% overhead (see Chapter 7).
Students who have notified the University of completing their studies but have not accrued 200% of the standard tuition will be charged according to their course program but not less than the amount required to accrue 200%.
In general, students who have accrued the standard number of credits during a standard duration of study will not be charged more than the required minimum cumulative tuition.
Tuition is calculated according to the number of annual hours the student has enrolled in by multiplying the hour value by the number of annual hours.
However, several academic programs have preset tuition fees, which are not dependent on the number of courses in which a student is enrolled.

**Academic Programs with Preset Tuition:**

Tuition in the following academic programs is 100% for each of the standard years:

- Veterinary medicine
- Brain sciences: computation and information processing
- Specialization in the study of rationality
- Psychology (students pay 100% for each of the first two years).

**Hour-Value by Track:**

- **Non-thesis master's degree:** For students studying in the faculties of humanities, business administration, social work, and education the value of an academic hour is 8% of the full master's tuition fee (100% - NIS 13,794 in 2018/9).
- For students studying in the faculties of social sciences, law, natural sciences, mathematics, and agriculture the value of an academic hour is 10% of the full master's tuition fee (100% is NIS 13,794 in 2018/9).

- **Thesis master's degree:** For students studying in the faculties of humanities, business administration, social work, and education the value of an academic hour is 10% of standard master's tuition (100% is NIS 13,794 in 2018/9).
- For students studying in the faculties of social sciences, law, natural sciences, mathematics, and agriculture the value of an academic hour is 12% of the full master's tuition fee (100% is NIS 13,794 in 2018/9).

**Final examinations and papers**

Students are entitled to take their final exams only once they have completed all payments and have accrued at least 200% of standard tuition. Students who have completed their studies and payments and have only a final examination and/or final paper remaining must file a class schedule and pay 10% of standard tuition every year. Students who will submit a final paper (final revised version) and/or a final exam by December 31, 2018 should not file a class schedule for 2018/9 and are not required to make any additional payment over what was paid in 2017/8.

**PhD Degree (Research Students)**

PhD students are charged fixed tuition irrespective of actual scope of courses. A research student commencing studies in the first semester is required to pay 40% of standard tuition in each of the first two years (100% of standard master's tuition – NIS 13,794 in 2018/9) regardless of the number of courses the student is enrolled in. A research student commencing studies in the second semester is required to pay 25% in the first year, 40% in the second year, and 25% in the third year. After completing four semesters, students are charged 10% tuition for every additional year, until they have completed their degree.
A research student submitting his or her thesis in the year after completing payment of the full minimal accrued tuition and no later than December 31, 2018 is not required to pay tuition for that year.

**Supplementary research students / research interns**

Supplementary-research students and research interns are required to pay tuition separately from the charges for their doctoral studies. These students’ class schedule will be charged at an hour-value of 10% of the standard master's tuition (100% - NIS 13,794 in 2018/9). Students will be charged an additional 20% for submitting a final paper. Courses that students take beyond the requirements of their specialization and that are recognized as part of their doctoral program will not count toward accrued tuition. All research students are required to file a class schedule at the beginning of every year.

**Doctoral Direct Track**

Direct-track students are required to pay 100% of the master's program tuition in their first year. Direct-track students who take courses during an additional semester are required to pay for these courses by the hour. Direct-track students who take courses for an additional year (i.e. have not transferred to the post-graduate program) must pay tuition as master’s students (including regular payment for first-year courses).

**Post-Doctoral Researchers**

Post-doctoral training does not entail tuition and is intended solely for research; however, if a post-doctoral student chooses to take university courses or some other program, he or she will be required to pay tuition at a rate of 10% per credit hour.
**Tuition for Special Programs**

**Teacher Certificate**
Studies for a teacher’s certificate last two years, requiring payment of 50% for each year. Payment of at least 100% tuition is a prerequisite for receiving the teacher’s certificate. Hour-value is calculated as 5% of standard master’s tuition (100% - NIS 13,794 in 2018/9). Students who take longer than two years to complete the program will be classified as time-limit extenders and will be charged by number of hours with an additional overhead (10%).

**Teacher Certificate - Art Instruction jointly with Bezalel**
Students of the Hebrew University and Bezalel Academy of Arts joint art-instruction program will be charged by the number of hours studied at the Hebrew University plus security, wellness services, and SA fees, based on a credit hour value of 5% of standard master’s tuition. The remaining hours will be paid to the Bezalel Academy of Arts.

**Fourth Year Accountancy**
Tuition for a full-time program in 2018/9 is NIS 22,500. Part-time students or those repeating courses will be charged 5% of full program tuition for per annual credit hour. Students studying in parallel for another degree at the University must pay separately for each of their programs, according to the course registration form. A student in this program is not eligible for tuition discounts or grants, and is not entitled to an employee/child of employee waiver.

**Joint Programs with the Jerusalem Academy of Music and Dance**
Undergraduate degree (bachelor) students in this program are required to pay 50% of bachelor tuition fees (NIS 10,207 in 2018/9) for each of the program’s 3 years (150% tuition at least). From their fourth year, students will be charged according to University rules and their filed class schedules.
Graduate degree (master): Students in this program will be required to pay 50% of standard tuition (NIS 13,794 in 2018/9) for two years. From their third year, students will be charged according to the number of courses in which they are enrolled and according to University rules.

**Visiting Students**
A student studying at a different university who is taking a small number of courses at the Hebrew University will not be required to pay security, wellness services, SA membership, or overhead fees.
Credit hour value by degree:
Bachelor: annual credit hour is 5%.
Master's degree/certificate: annual credit hour is 10%. PhD: no charge for first 2 credit hours, any additional credits from the third and up are charged 5% of standard tuition.

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 their filed class schedule.

Outstanding high school students
Outstanding high school students are required to pay tuition in accordance with the class schedule they submit. These students are exempt from security, wellness, and SA membership fees, and overhead charges. These students will not be eligible for enrichment or graduation grants.
Students in this program wishing to change their status to that of regular bachelor or master's students must apply to the Academic Secretariat of their faculty.

Studying for Two Concomitant Degrees
Students studying towards two degrees or two parallel programs are required to pay tuition according to the combined charges for each separate program.
Students of medicine and dentistry, who are conjointly studying for a master's degree and who will continue studying without a break are not required to accrue 200% of the master's tuition fees, but will be required to pay the master's program's hourly rate, and no less than 100%.

Special Status Students
Special status students are students who are not studying for a university degree. Such students will be charged per credit hour at 5% of standard tuition (NIS 13,794 in 2018/9) and additional fees (security, wellness services, and SA membership fees).
Special status students studying less than 50% of a full-time program will be charged the overhead fee.
Courses taken on this basis do not count financially toward an academic degree. Students wishing to change their status to that of regular bachelor or master’s students must apply to the Committee for Teaching Affairs at their faculty.
MALEH Program

MALEH is designed for people over 35 who are interested in a bachelor's degree from the Faculty of Humanities or the Faculty of Social Sciences.

Special status students studying less than 50% of a full-time program will be charged the overhead fee. MALEH students over age 60 will be charged half the individual tuition plus security, wellness services, and SA membership fees.

MALEH students wishing to transfer to regular bachelor status can do so after accruing at least 200% in tuition, by applying to the Committee for Teaching Affairs in their faculty. The committee will determine the extent of their academic credits and their accrued tuition will be credited accordingly.
**How to pay tuition**

**Paying Tuition in Advance**
Tuition can be paid in full by credit card on the Personal Information system, by standing order, or with Voucher No. 2 in your payment booklet. This payment includes the security fee which is compulsory, as well as wellness services and SA fees (which can be cancelled according to tuition fee regulations). Charges for English/Hebrew language courses will be collected only after students file their class schedule. Students paying in advance for a full-time program of at least 100% by September 15, 2018 will receive a 2.5% discount (excluding fourth-year accounting students and students of the pre-academic preparatory program). Following is the extended payment plan available to Hebrew University students:

- **Installment No. 1:** by 15 Sep. 2018, NIS 4,312, NIS 4,322 (bachelor and master).
- **Installment No. 2:** due by November 15, 2018; making up to 35% of total tuition.
- **Installment No. 3:** due by December 15, 2018; making up to 45% of total tuition.
- **Installment No. 4:** due by January 15, 2019; making up to 55% of total tuition.
- **Installment No. 5:** due by February 15, 2019; making up to 65% of total tuition.
- **Installment No. 6:** due by March 15, 2019; making up to 80% of total tuition.
- **Installment No. 7:** due by April 15, 2019; making up to 90% of total tuition.
- **Installment No. 8:** due by May 15, 2019; making up to 100% of total tuition.

**Paying by Standing Order**
Pay by standing order: To pay tuition by standing order, students must download the **standing order form** from the Tuition and Fees Unit website, get it signed by their bank, and return the signed form to the Tuition and Fees Unit using the Contact form on the Personal Information system (Student Administration, Submit a signed standing order form).

Veteran students who have an existing standing order for their tuition account: The standing order will be activated automatically at the start of the present year (2018/9) starting with the second installment. It is the students’ responsibility to ensure that the standing order is active and in order. Students who wish to pay tuition in one lump sum or Installment No. 1 by direct debit must check this option on the Personal Information site. According to Bank of Israel instructions, standing orders that have been inactive for two years are automatically cancelled, so students must arrange a new one.

An email will be sent approximately two weeks prior to the payment date notifying students of the amount they will be charged. Non-delivery of the email does not detract from students' responsibility to make payments on the set dates.
If you find an error in the information listed in the email, such as in bank account information or the amount to be charged please contact the Tuition and Fees Unit no later than the 9th of that month unless the collection notification sent by email says otherwise. If your complaint is accepted after your account was charged, a refund will be transferred to your bank account. Students required to pay tuition fees that are higher than 100%, will have their installments calculated by the same percentages (as specified above) of their individual tuition. Students required to pay less than 100% will be charged according to the table above, until they have paid their tuition in full. This means that these students will be finished paying earlier.

For example:
Students studying part-time at 65% will complete payment by Feb. 15, 2019.
Students studying part-time at 89% will complete payment by April 15, 2019.
Students who commenced their studies in the second semester will pay tuition in three installments, on March 15, 2019, April 15, 2019, and May 15, 2019.
If, for any reason, the bank does not honor a payment, students will be required to pay linkage and interest on arrears, in addition to a NIS 30 administrative charge.
If the bank rejects a standing order twice, the student will be notified and will have to provide a new standing order from the bank.
The bank account number provided in the standing order is valid for tuition payments and for refunding tuition overpayment.

Paying by Credit Card
In order to pay by credit card students must log in to Personal Information>Credit Card Payments. Tuition can be paid in one lump sum or in several interest-free installments. Students may also pay by credit-card company payment plan.
Students who choose to pay tuition by credit-card payment plan, must pay Installment No. 1. After that, students must log in every month (November 2018 to May 2019) and pay the portion for that month.

Paying Full Tuition
Until the student’s personal class schedule is recorded in the system, the default charge is for a full (100%) program. Charges for English/Hebrew language courses will be made separately only after students file their class schedule.
Students paying for a program of at least 100% by Sep. 15, 2018 will be given a 2.5% discount on tuition (excluding fourth-year accounting students and students at the pre-academic preparatory program).
Payment Using a Discharged Soldier’s Deposit
The only way to pay tuition using a discharged soldier’s Deposit is using a payment voucher (will be sent by mail).
To request the voucher, please log in to Personal Information and request the voucher. Select Installement No. 1 / Pay tuition in full / enter another sum, according to the balance in your Deposit. Your voucher will be sent by regular mail to the address listed under Personal Information. After November 2018, you may request this voucher via Contact Us under Personal Information.

Paying by postal bank voucher
Students may pay tuition using a postal bank voucher. Log in to Personal Information>Payment by voucher.
Your voucher will be emailed to your University email address only.
Tuition can be paid in one lump sum or in several installments (linked to Consumer Price Index).
Students who choose to use the payment plan, must request the voucher for Installment No. 1.
After that, students must log in every month (November 2018 to May 2019) and request a voucher for the following payment.
Students may request a voucher for the entire remaining balance at any time.

Paying Tuition from General Student Loans
The Hebrew University grants student loans at preferential terms once a year. Students must repay the loan, but are not charged interest and linkage to cost of living index. The University will defray these costs to the bank.
Students are eligible for one loan every academic year in the amount listed under Personal Information > Request a Loan
The bank retains the right, at its own 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. The student is required to repay it according to the terms established by the bank.
To apply for a loan, log in to Personal Information > Student Accounts > Request a Loan.
Pay tuition on time to avoid holds on your Personal Information account as well as arrears and linkage charges.
Students who receive notification of eligibility for a scholarship, grant, or merit award must make payments on time, regardless of the date of receiving the scholarship/grant/award. Grant/prize money will be taken into account at a later date.
Rules for Paying Tuition for Students Starting their Studies in the Second Semester:
All procedures listed in this booklet also apply to students beginning their studies in the second semester, except for the discount on advance payment.
Students must file their class schedule on the date indicated by their faculty and no later than March 24, 2019 (date of second semester changes deadline).
Standing orders for tuition will start charging on March 15, 2019, provided a class schedule has been filed.
The third (and final) payment will be charged on May 15, 2019. Students who postpone payment beyond this date will be charged with interest on arrears on the entire balance of their debt.

New Immigrant students (Olim)
New immigrants subsidized by the Ministry of Immigrant Absorption pay tuition according to the standard tuition regulations and dates.
New immigrant students for whom the Ministry of Immigrant Absorption, or any other party, wishes to transfer tuition directly to the University will be charged an additional 25%, in accordance with regulations.
In accordance with instructions received from the University and the Student Administration at the Ministry for Immigrant Absorption, new immigrant students are requested to submit a standing order to the Tuition and Fees Unit to arrange a payment plan. After each payment, students will submit the confirmation of payment to the Ministry for Immigrant Absorption in order to receive the subsequent payment.

Additional Payments

Overhead fee
The University charges an overhead fee of 10% of standard tuition in the following cases: A student has over-extended his or her studies beyond the standard number of years for that degree.
A student's calculated tuition fee is less than 50% of the standard tuition. However, students whose calculated tuition falls in the range of 41% to 50% will be charged a reduced overhead, so that their total payment will not exceed 50% of the standard tuition.
For example: A humanities bachelor pays:
For 7 credits: 7 credit hours times 5% + 10% overhead = 45%
For 10 credits: 10 credit hours times 5% = 50% (no overhead).
A student submitting two separate class schedules (two separate programs) is charged overhead fees separately for each application, if the conditions listed above apply. The overhead fee does not count toward the student’s accruing tuition.

**Confirmation of Tuition Payment**
Students can print confirmation of tuition payment for the current academic year from their Personal Information site. Until the class schedule is filed, a temporary certificate of payment can be downloaded from the Personal Information site. Issuing tuition certificates of payment for previous years costs NIS 30. This cannot be done from the site, but must be applied for using a form available on the Tuition and Fees Unit website.

**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.
Level 3: in 2018/9, 1564 for a one-term course of 6 hours.
Level 2: in 2018/9, 1042 for a one-term course of 4 hours.
Students required to take Level 1 are exempt from paying for this course during their first bachelor year. Students in their second bachelor year or later taking this course will be required to pay tuition for this course, at a rate of 5% per credit hour.

**Cost of Hebrew Language Courses**
Students in their first year of studies toward any degree at the University, who are required to study Hebrew language, are exempt from paying for this course. Students not studying toward a degree are not eligible for the exemption from tuition for Hebrew language courses and are therefore required to pay for them from their first year. Students from their second year and onward, who are still required to take a Hebrew language course, will be charged tuition for this course. The cost of a Hebrew course (up to 4 hours) is NIS 1,042 and for a course of more than 4 hours is NIS 1,564. Each course will be charged separately.

**Health Insurance for Foreign Students**
Students who are not Israeli citizens must have health insurance while they are students of the Hebrew University. Health insurance can be arranged through the Hebrew University or independently.
Students who choose to arrange health insurance through the University must fill out a Statement of Health form (women must also complete the pregnancy appendix) and submit it to the Tuition and Fees Unit via the Contact form on the Personal Information website. After completing the health statement form, the student’s account will be charged as appropriate, and the content of the medical insurance will be included in the insurance policy that is sent to the student.

Students who choose to waive health insurance through the University must fill out the waiver form and submit it to the Tuition and Fees Unit via the Contact form on the Personal Information website.

All these forms are available on the Tuition and Fees Unit website.

**Interest**

Any payment made after the last date stipulated will be charged interest on arrears at a rate of 7.5% per year, linked to the CPI (Consumer Price Index). Interest will be calculated from December 15, 2018 and will apply to all tuition payments, including security, wellness, and SA fees, starting with the first installment.

**Cost of repeating courses and late submission of papers**

Repeating a course or exam from a previous year is counted as an addition to your degree program and is charged separately. If you receive academic approval for late submission of a paper from a previous year or for repeating an exam, include the course in your class schedule and your tuition will include this course’s hours. Only papers from a previous year (revised papers) submitted by December 31, 2018 with the approval of the Committee for Teaching Affairs will not be included in the class schedule and will not be charged an additional fee. A paper submitted with the approval of the Committee for Teaching Affairs after this date must be included in the class schedule and will be charged tuition, as appropriate.

**Refund for credit transfer**

Students who have studied at recognized academic institutions in Israel or overseas and are continuing their studies at the Hebrew University toward the same degree in the same discipline may request a tuition refund. Reimbursement may be commensurate with the number of credits recognized by the faculty. Students must apply to their faculty when the academic year begins and obtain written confirmation of the number of recognized and approved transfer credits. Reimbursement will not exceed the number of hours for which they have received credit from the Hebrew University.
**Tuition Grants**

To ease the financial burden on students who wish to broaden their academic education, the University’s Board of Administration resolved to instate tuition bursaries which are factored into the calculation of annual tuition. This decision is unique to the Hebrew University and grants are awarded based on the following criteria:

**Enrichment Grant**
A grant awarded to students wishing to broaden their education by taking courses on their department’s curriculum or other courses, and whose annual tuition fee exceeds 100% for a single class schedule. A grant amounts to up to 10% (accrued throughout the standard degree years) of the standard tuition (100%) for that year.

Students who submit two course registration forms are not eligible for the enrichment grant if the cost of each class schedule is less than 100%, even if their combined total is over 100%. In any case, the total accrued tuition that a student pays for a degree cannot be less than the minimum required to complete the full standard tuition.

**Graduation grant**
In order to encourage students to graduate within the faculty’s standard schedule, bachelor and master’s students only who complete their studies on schedule are awarded a graduation grant. The grant amounts to up to 10% of full tuition.

The grant will be awarded to students who submit a statement of graduation when they file their class schedule.

If a student receives a graduation grant but continues studying for the same degree, the grant will be revoked and the amount debited to the student’s tuition account for the current academic year.

This grant is awarded in addition to the enrichment grant; however, the total tuition that a student will pay cannot be less than the minimum required to complete the standard tuition. Students of medicine, dental medicine, veterinary medicine, nursing, occupational therapy and pharmacy are not eligible for a graduation grant.

**Tuition Waiver**

**Hebrew University Employees**
Employees eligible for tuition waiver are listed in Administrative Directive 05-017.

To apply for a 2018/9 tuition waiver, applicants falling under the following categories must send **Form 4: University Employee Statement** also available on the Tuition and Fees Unit site, by the beginning of the academic year:

- New Students
- Students admitted to another/new degree
- Employees/children of employees on temporary appointment
Tuition waivers granted to veteran students who have submitted a statement form in the past, remain valid the following year.

Eligibility for tuition waiver will be reviewed in November/December 2018. Following this examination, there may be changes in tuition charges. Students are responsible to ensure that they do not have any tuition debt to the University after they have enrolled in courses. If such a debt exists, students are responsible for defraying it immediately.

**For your information:**
Tuition waivers do not include payment for English/Hebrew courses and do not include supplementary payments for security, wellness, and SA membership fees. Any student entitled to this waiver must pay Installment No. 1 which covers supplementary payments of NIS 922/932 (bachelor/master). This includes security (compulsory), national student association (compulsory for bachelor and master students), wellness, and SA fees. Wellness and SA fees can be cancelled according to tuition regulations.

Students who receive a scholarship from the University will not be entitled to additional tuition waivers such as an employee/child of employee waiver that exceeds full tuition.

**External Tuition Waiver**
Please submit a scanned copy of the funding party’s pledge to the Tuition and Fees Unit by September 15, 2018 (via the Contact page on the Personal Information site).

Eligibility for the tuition waiver will be reviewed in November/December 2018. Following this examination, there may be changes in tuition charges.

It is the student’s responsibility to confirm on the Personal Information site that after enrolling in courses there is no remaining tuition debt. If such a debt exists, it must be defrayed immediately.

If the funding party fails to pay tuition for any reason, partly or in full, or if the pledge is delayed, the student is responsible for paying tuition on schedule and for defraying the debt.

**For your information:**
Tuition waivers do not include payment for English/Hebrew courses and do not include supplementary payments for security, wellness, and SA membership fees.

Any student entitled to this waiver must pay Installment No. 1 which covers supplementary payments of NIS 922/932 (bachelor/master) for security (compulsory), wellness services, and SA membership. Wellness and SA fees can be cancelled according to tuition regulations.

Students who receive a scholarship from the University will not be entitled in some cases to additional tuition waivers such as an employee/child of employee waiver that exceeds full tuition.

The funding party’s pledge must be submitted not later than the start of the academic year. Submitting the form later during the academic year will entail charges for interest and linkage differences.
**Teaching Aides, Instructors, and Assistants**

Tuition waivers for teaching aides, instructors, and assistants and their family members are detailed in Administrative Directive 05-017, including arrangements for imputing income for this waiver.

A tuition waiver cannot exceed 100% of standard tuition (NIS 10,207 for bachelor degree and NIS 13,794 for a master’s degree in 2018/9). If a program costs more than 100% tuition, the student will be charged for the extra hours over 100%.

Teaching aides', instructors' and assistants' tuition waivers are automatically updated according to their hours of employment as stated in their letter of appointment, only after their first salary is paid, so the student must make all required payments on time until the waiver is updated.

A teaching aide whose appointment begins in the second semester, is required to make payments as usual until the beginning of his or her employment in the second semester. If failing to pay, interest and linkage charges will apply to first semester payments.

Teaching aides who are fourth-year accounting students are entitled to a waiver of up to 50% of the standard bachelor tuition. The waiver is commensurate with their working hours. These students must apply to the Tuition and Fees Unit to obtain the waiver.

If applying for an employee spouse waiver, complete the University Employee Statement (Form 4) and submit it to the Tuition and Fees Unit by the beginning of the year.

**Students eligible for a tuition waiver are required to pay security fees (compulsory) and wellness and SA fees, which can be cancelled according to tuition regulations.**

Hebrew/English language courses (if required to take them) must be paid for as well. The University Employee Statement must be handed in by the beginning of the academic year. Submitting the form later will entail charges for interest and linkage differences.
Chapter 7: Disciplinary code of conduct

The Hebrew University views probity and trust in academic integrity as the foundation of all academic endeavors. Compromising probity is more than a moral stigma on the individual; it also compromises equality among students and sabotages the effort to ensure coherence between students' abilities and their achievements. Therefore, the Hebrew University views this matter with the utmost gravity. It is our duty to reiterate the University's strict position on disciplinary violations in general, and on study-related violations specifically. The students' disciplinary code of conduct (which we hope we won't need) is available on the website of the Office of Academic Affairs:

https://academic-secretary.huji.ac.il/index.php?cmd=regulations.150

Handling sexual harassment

The Hebrew University strives to be a mutually respectful environment that is egalitarian and appropriate, a fertile ground for studying, for personal, professional, and social growth, for exchange of ideas and knowledge, and for research and work. As in any organization, infractions may occur at the University. The University's goal is to eliminate sexual harassment, and it has adopted a zero-tolerance approach to infractions in this area. Sexual harassment and sexually-related provocation compromise dignity, personal freedom, privacy, and gender equality. Sexual harassment is a criminal offence, a civil injustice, and a severe disciplinary violation. Sexual harassment damages work relations and studies and contravenes University policy.

The website for preventing sexual harassment contains information and ways to contact the Commissioner for Preventing Sexual Harassment. There are female and male University-appointed assistant commissioners and aides on each of the campuses. The University has established a code of conduct and a special court for sexual harassment matters, and has also made it mandatory to pass the tutorial for preventing sexual harassment.
Chapter 8: Terminating or Canceling your Studies

1. Students who have decided to cancel/terminate their studies must notify the Tuition and Fees Unit via the Contact system in the Personal Information site or by registered mail (keep a copy of the dispatch note).
   1.1 A letter to the faculty or any other party does not constitute an official notice of termination.

2. Fees for programs with preset tuition will be calculated according to 50% of the program’s full tuition for the first semester, and 50% of the program’s full tuition for the second semester.

3. Non-attendance at classes or exams does not constitute study cancelation. Study cancelation will be applied from the date that the student has officially notified the Tuition and Fees Unit in the manner described above.

4. Students who registered for the academic year and submitted an exceptions application to a Committee for Teaching Affairs at the faculty and/or were granted conditional admission, but have failed to meet the condition, will be subject to the termination of their studies by the faculty and will be charged tuition according to withdrawal procedures. The determining date for such students will be the date of the faculty decision to terminate their studies.

5. Students whose studies have been terminated by order of a disciplinary committee will be charged according to the date of study termination, which will be the date of the disciplinary committee ruling or the date of suspension/disqualification, the later of the two.

6. Students who filed two class schedules at two faculties or for two degrees and wish to withdraw from only one of the programs must explicitly note in their notification from which of the two programs they wish to withdraw, and they will be charged for the cancelled program according to the withdrawal procedures.

7. Students who cancel a registration to one of two study programs before the end of the first semester’s changes deadline will not be charged for the withdrawal.

8. Late admissions and/or registrations will be subject to the cancellation procedures listed in the tables above.

9. A student who has not enrolled in any courses (except for students exempt from auditing, or who are academically ineligible to enroll) up to the last day of late enrollment for courses in that semester will be considered to have notified the University of cancellation on that date, even if no notification has been submitted. This student will be charged a realization fee.

10. Students canceling studies who have also studied English as a foreign language and/or Hebrew will be charged the full tuition for each semester for English and Hebrew courses, in addition to the charge for withdrawal.

11. Withdrawal procedures also apply to University employees and their family members. Income imputation will be applied according to withdrawal cancelation procedures and cancelation date.

12. Students submitting notice of study termination after the changes deadline for the first semester will be charged an overhead or over-extension fee, depending on the tuition procedures for the degree in question.
The University is entitled to change its withdrawal procedures from time to time. In any event that changes are made, the information on the website will be updated accordingly.

### Charges for students starting in the first semester

<table>
<thead>
<tr>
<th>Payment due</th>
<th>Cancelation date</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Up to Aug. 15 2018</td>
</tr>
<tr>
<td>NIS 1695*</td>
<td>Up to Sep. 15 2018</td>
</tr>
<tr>
<td>NIS 3390*</td>
<td>From Sep. 16-18 2018 until Nov. 4, 2018</td>
</tr>
<tr>
<td>Tuition for the student's first semester courses + half the annual hours + additional payments**</td>
<td>From Nov. 5, 2018 until Mar. 24, 2019</td>
</tr>
<tr>
<td>Tuition for the student's first semester and second semester courses + additional payments**</td>
<td>From Mar. 25 2019 until the end of the academic year</td>
</tr>
</tbody>
</table>
Charges for students starting in the second semester

<table>
<thead>
<tr>
<th>Payment due</th>
<th>Cancelation date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No charge</td>
<td>Up to Jan. 1 2019</td>
</tr>
<tr>
<td>NIS 1700**</td>
<td>Up to Feb. 24 2019</td>
</tr>
<tr>
<td>NIS 3400*</td>
<td>From Feb. 2, 2019 until Mar. 24, 2019</td>
</tr>
<tr>
<td>Full tuition for that student plus additional fees</td>
<td>From Mar. 25, 2019 until the end of the academic year</td>
</tr>
</tbody>
</table>

Despite the above, after Aug. 15, 2018, a new student who notifies the University of cancelation within 14 days from the date of paying the realization advance fee will be charged a handling fee only of NIS 350.

*If the class schedule has been filed, no more than personal tuition will be charged. If the class schedule has not been filed, the charge will be half/full realization fee depending on the date of cancelation.

**If the class schedule has been filed, no more than personal tuition plus additional fees will be charged. If the class schedule has not been filed, the student will be charged the realization fee only.

Research students: Cancelation/ Termination Procedure
Research students wishing to terminate their studies must notify the Authority for Research Students and the Tuition and Fees Unit. Students giving notice of cancellation within one month of registering will not be charged tuition. Cancellation at a later date will be charged full personal tuition, but no more than NIS 3,390 plus security, wellness, and SA membership fees (if not waived in accordance with the procedures). Students on an approved break will not be charged for the break 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 apply to renew their studies after several years during which the research progressed without them having been registered, and whose studies will be retroactively renewed for a pertinent earlier year, will have to register retroactively and pay tuition fees for the previous year.

Tuition Appeal Committee
This committee addresses special requests to modify tuition charges due to study termination, withdrawal from courses, canceling overhead, and late submission of papers due to health-related reasons or other unusual or unexpected circumstances. To appeal, students must submit the designated form (available on the Office of the Dean of Students’ site) explaining the circumstances of the application. Please submit documents to substantiate your statements. The application will not be considered without the substantiating documentation.
Appeals must be sent to: revaha@mail.huji.ac.il
Reimbursement for Overpayments
Students who have finished paying tuition and have a positive balance in their account will be refunded that balance, linked to the latest published CPI. The refund will be automatically transferred to the bank account listed in the system.
Reimbursements are transferred to the bank twice a month, starting 15th December, 2018 (after the changes deadline in the first semester).
A positive balance in the tuition account or a refund do not indicate that all accounts have been settled, because there may be changes later which will give rise to a new debit balance.
Due to repeated changes in tuition during the changes period in the second semester, it is possible that reimbursements will only be made once a month.
The bank details for reimbursement and the date of reimbursement will be posted under Personal Information > Tuition and Payments > Balance. All students are required to make sure that their bank information is correct.
Chapter 9: Pre-Academic Preparatory Program (Mechina)

Pre-Academic Preparatory Program
Tuition in 2018/9 is NIS 17,000.

Scholarships for Pre-Academic Preparatory Program Students
Prep program students may apply for a tuition scholarship from the Council for Higher Education (CHE) and for a subsistence grant from the Ministry of Defense. Scholarship applications must be submitted to the appropriate parties via the University prep program. Scholarship amount is determined individually based on financial criteria established by the Ministry of Defense and the CHE.

Procedures for applying for a scholarship and information about documentation and credit will be provided to students at the prep program's Office for Student Affairs.

2018/9 Schedule for Withdrawal from the Prep Program

<table>
<thead>
<tr>
<th>How to send a withdrawal notification</th>
<th>Charges for canceling/ withdrawing from the program</th>
<th>Date of Notification of Withdrawal from the Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send an email message to Rina Weiner</td>
<td>No charge</td>
<td>Notification by September 2, 2018</td>
</tr>
<tr>
<td></td>
<td>Half of the advance fee for tuition</td>
<td>Notification in the period between: 3 Sep. 2018 - 3 Oct. 2018</td>
</tr>
<tr>
<td></td>
<td>Full advance fee for tuition</td>
<td>4 Oct. 2018 to 6 Jan. 2019</td>
</tr>
<tr>
<td></td>
<td>50% tuition + security, wellness services, and SA fees</td>
<td>7 Jan. 2019 to 28 Apr. 2019</td>
</tr>
<tr>
<td></td>
<td>Full tuition + wellness services + SA fees If wellness services/Student Association fees are cancelled by October 25, 2018 - there will be no charge for these.</td>
<td>April 24, 2019 to end of academic year</td>
</tr>
</tbody>
</table>

Students will be given their schedule and curriculum on their first day of studies.
When a student notifies the University of withdrawal from studies, any scholarships received will be cancelled and the student will be required to pay the balance of tuition according to the date of cancellation.
Chapter 10: The Hebrew University Student Association

The following information is provided by the Student Association and under its responsibility
The Student Association (SA) at the Hebrew University is the official body representing all students at the University. It is the students’ voice and a significant part of each and every student’s life. The SA provides academic support, stands up for and defends students’ rights, ensures their well-being and promotes social issues. Whether you are a library mouse or a born entrepreneur, SA activity helps everyone make their student years a positive and rewarding experience. Each of the Hebrew University campuses (Mount Scopus, Ein Kerem, Givat Ram, and Rehovot) has a SA representative and despite the physical distance, all four campuses operate as one body on behalf of all students. SA membership entitles you to a large number of services and benefits.

Additional information
To find out more about SA activities, services, events and benefits at the Hebrew U, visit the SA website: www.aguda.org.il or Facebook page: https://www.facebook.com/AgudaHUJ1/?fref=ts

Five Simple Steps to Joining the Hebrew University Student Association:
To join the SA:
Log in to the Personal Information website with your username and password.
Click Student Association
Check the box for Join the SA.
Click Update.
*Please note that updating your registration can take up to five business days.

*SA membership requires payment of SA fees as outlined in the tuition procedures
When a student notifies the University of withdrawal from studies, any scholarships received will be cancelled and the student will be required to pay the balance of tuition according to the date of cancellation.
Chapter 11: Hebrew University Sports Centers

The Hebrew University sports facilities are available only to bachelor and master’s students who have paid the wellness services fee and SA membership and to PhD students as outlined below. Payment for the sports facility services is done electronically. Students can sign up for sports facilities directly at the sports centers.

Lerner Family Student Sports Center on 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 machines, a heated indoor short-course swimming pool, with a large well-maintained lawn, that is open year-round, studios, 10 tennis courts, futsal court, and indoor basketball courts. Students can also enjoy a meal at Churchill, an excellent dairy restaurant, a sports store, nutrition clinic, sports medicine and physiotherapy clinic, and tennis and swimming schools. There is a large car park available to all members.

Membership in the Lerner Family Sports Center at Mount Scopus: available to all students at the Hebrew University of Jerusalem.

- Swimming pool only membership (included in the wellness services and SA fees).
- Additional charge for using the gym is NIS 690 a year (includes registration and insurance).

Course times: Available hours: according to the Center’s opening hours.
Tel. 02-588-1234, Fax 02-588-1006
Open office: Sun. 11:00am-6:00pm; Mon.-Wed. 9:00am-6:00pm; Thu. 9:00am-5:00pm
lerner@savion.huji.ac.il

Edmond J. Safra Sports Center (Givat Ram)
The sports center in Givat Ram is the most advanced center in Israel. It covers 10 acres, and offers a new state-of-the-art gym, with 90 top-quality Technogym workout stations arranged in 4 activity spaces, reflecting a revolutionary approach to physical fitness. The recently renovated swimming pool is the largest in Jerusalem.
The sports center also houses highest-quality tennis courts and squash halls and offers movement classes in the studio. On site is Ha’Ivrit, an excellent dairy restaurant. Membership at the Edmond J. Safra Sports Center at Givat Ram:
Open exclusively to students at the Givat Ram campus and medical school (Ein Kerem)
- Swimming pool services (included in the wellness services and SA fees).
- Additional charge for using the gym is NIS 690
- Available hours: according to the Center’s opening hours.
Bachelor and master’s students studying on other campuses or in a combined program (studying on Edmond J. Safra campus and another campus) must add NIS 1,440 a year for using the gym. Membership terms include unrestricted hours and use of the swimming pool, tennis courts, and parking (up to 4 consecutive hours). Membership for students wishing to use the supervised car park is NIS 1,440 (with a limit of 4 consecutive hours). Other student memberships are entitled to use the unsupervised car park only.

Tel. 02-658-6611, Fax 02-658-6714
Open office: Sun. 11:00am-6:00pm; Mon.-Wed. 9:00am-6:00pm; Thu. 9:00am-5:00pm
cosellcen@savion.huji.ac.il

Elsa Bunem Sports & Recreation Center, Faculty of Agriculture, Food and Environment, Rehovot
The Elsa Bunem Sports & Recreation Center in Rehovot, recently renovated and improved, provides a sport and recreation experience at university level! It now also offers the newly renovated swimming pool. In addition, the gym at the sports and recreation center has been upgraded and now houses state-of-the-art aerobic workout machines, including Technogym treadmills, elliptical trainers, recumbent and upright bikes. Complementing these are more than 20 new Technogym body-building workout machines and a free-weights and plate-loaded area. New well-appointed changing rooms have been built adjacent to the gym. The center also has a grass soccer field, futsal and basketball courts, revamped tennis courts, sauna, Jacuzzi, children’s swimming pool with water slides, and large lawns that create a unique leisure experience. The Center also offers a massage clinic, a dance studio (jazz, hip-hop, ballet and breakdance), a tennis school, water aerobics classes for adults, and the largest swimming school in the area.

Membership in the sports center at the Faculty of Agriculture:
• Swimming pool only membership (included in the wellness services and SA fees).
• According to the center’s opening hours.
• Additional charge for using the gym is NIS 690 a year.

Target population includes bachelor students at the Kaplan and Assaf Harofeh nursing schools.
Tel. 08-948-9850, Fax 08-948-9645
Open office: Sun. 11:00am-6:00pm; Mon.-Thu. 9:00am-6:00pm; Fri. 8:30am-1:00pm (summer only).
nofeshcen@savion.huji.ac.il
Additional Rules and Guidelines

This arrangement is only available to bachelor, master, preparatory program, medicine, and dentistry students. Membership for bachelor and master's students who have not paid wellness and SA fees is NIS 1,600 a year, membership valid until September 30, 2019. Membership can be paid in up to eight installments.

PhD students: The arrangement applies to students in their first three years, as follows:
PhD student who is part of the Authority for Research Students.
PhD student who is included in the theoretical track at the Authority for Research Students who are enrolled in a 40% program or more.
Ph.D. students in the categories listed above will be able to purchase the subscription as a combined subscription only, which includes the swimming pools and fitness center for NIS 690.

Membership is for one specific center, as described in the terms of registration.

Students cannot freeze or cancel their membership during the year and no partial memberships will be offered during the year.

Other leisure services provided by the sports association are not included in this arrangement (monthly membership prices, one-time and multiple-entry tickets, and squash court, tennis courts, and dance studio memberships).

Students who transfer their membership in another person’s name will be blocked and required to pay full membership (NIS 1,410 in Jerusalem or NIS 1,200 in Rehovot). In addition a complaint will be filed against them at the Hebrew University disciplinary committee.

Students who cancel their wellness services or SA fees will be required to pay the full membership up to the amount of NIS 1,600.

Membership of students who are permitted to use the swimming pool (wellness services) and make excess use of the gym facilities will be blocked and required to pay for full membership (NIS 1,410 in Jerusalem or NIS 1,200 in Rehovot). In addition a complaint will be filed 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 the student has filled out a registration form.

A supplementary membership to the gym costs NIS 690, which can be paid in up to four installments.

Additional information can be found on the website of the Cosell Association

Join the Hebrew University Sports Centers
Chapter 12: Unit for Office Services

The Unit for Office Services was established to provide University students and employees with a fast, readily available and economical solution to their graphic design and printing needs.

The Unit has four branches, on the Edmond J. Safra campus, Ein Kerem campus, Rehovot campus, and Mount Scopus campus (central branch).

The unit’s printing services include printing booklets, books, business cards and stationary, brochures, postcards, invitations, signs, and posters. The unit also provides a passport photo service, sells photocopying cards, and more.

It is also possible to order online on the University website. The printed material can be picked up at any of the four branches within 2 hours of ordering (for orders placed before 2:00pm) or the next morning (for orders placed after 2:00pm). Link for online orders: https://www.uprint.huji.ac.il/login.php.

The unit employs graphics artists who are available to assist with producing PR material.