

# Payment Policy

#### HISTORY OF CHANGES

Version	Publication date	Changes
1.0	21.05.2025	Initial version

#### APPROVAL

Version	Approving Body/Person	Date Approved
1.0	CFO	21.05.2025

## Contents

Payment Policy .....	4
UoL Programs invoice dates .....	5
Due date for Payment of Tuition Fees for MBA.....	5
September intake.....	5
January intake.....	5
Due date for Payment of Tuition Fees for MSc Shipping Operations & Management.....	5
September intake.....	5
March intake .....	5
Due date for Payment of Tuition Fees for Distance Learning programs except for MSc Shipping Operations & Management.....	6
September intake.....	6
February intake .....	6
Due date for Payment of Tuition Fees for ALL Other Conventional MSc Programs and MPSM .....	6
September intake.....	6
January intake.....	6
April intake .....	6
BBA and BSc Students.....	6
Year 1 .....	6
Year 2.....	7
Year 3.....	7
Year 4.....	7
DBA & PhD .....	7
Administration Fees.....	7
Other Costs .....	8
CONTACT US .....	9

## Payment Policy

1. Invoices are issued at the beginning of the month in accordance to the invoice dates and are due by the end of the month.
2. Upon registration, students must pay the registration fee and the first instalment in full.
3. Registration and application fees are not refundable.
4. Subscription fees where applicable are equally apportioned over the invoices issued as per invoice dates.
5. Fees are not refunded after the payment has been completed unless a notice of withdrawal has been formally given in writing before the invoice date. For example, if the first invoice is to be paid by 30/09 then as of 1/10 of the same year these tuition fees are not refundable. See 'Refund policy'.
6. If students decide to terminate their studies, they must inform the school in writing of their decision before their next invoice date. Otherwise, the invoice for that period is payable and non-refundable. See [Refund Policy](#).
7. Scholarships and other fee waivers for all conventional programs are excluded from the first invoice and equally distributed over the remaining invoices. For Distance Learning and online programs are equally apportioned over all invoices including the first one.
8. Low grades or failure to complete the programme, will result to the withdrawal of any scholarship awarded, as per UoL rules and regulations. In this case, students are obligated to pay their instalments or credits attended at the full rate provided the students give us advance notice for withdrawal. Students with scholarships will pay the first instalment in full. Students who drop out of the program and are on scholarship, their scholarship will be withdrawn, and they will be required to reimburse UoL.
9. Students that fail to settle their accounts as per the below schedule will not be permitted to attend classes or use any other UoL facilities, including access to the student Intranet and Moodle. This will be strictly enforced by the University.
10. Students from abroad of all conventional programs should pay their fees in advance via a single instalment.

## UoL Programs invoice dates

### Due date for Payment of Tuition Fees for MBA

#### September intake

##### *Full time students*

Registration Fees	Registration day
1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By December 31 <sup>st</sup>
3 <sup>rd</sup> Installment	By March 31 <sup>st</sup>
4 <sup>th</sup> Installment	By June 30 <sup>th</sup>

##### *Part time students (Day and Evening hours)*

Registration Fees	Registration day
1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By January 31 <sup>st</sup>
3 <sup>rd</sup> Installment	By June 30 <sup>th</sup>
4 <sup>th</sup> Installment	By January 31 <sup>st</sup>

#### January intake

##### *Full time students*

Registration Fees	Registration day
1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By April 30 <sup>th</sup>
3 <sup>rd</sup> Installment	By July 31 <sup>st</sup>
4 <sup>th</sup> Installment	By October 31 <sup>st</sup>

##### *Part time students (Day and Evening hours)*

Registration Fees	Registration day
1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By July 31 <sup>st</sup>
3 <sup>rd</sup> Installment	By January 31 <sup>st</sup>
4 <sup>th</sup> Installment	By July 31 <sup>st</sup>

### Due date for Payment of Tuition Fees for MSc Shipping Operations & Management.

#### September intake

1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By February 28 <sup>th</sup>
3 <sup>rd</sup> Installment	By September 30 <sup>th</sup>

#### March intake

1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By September 30 <sup>th</sup>
3 <sup>rd</sup> Installment	By February 28 <sup>th</sup>

## Due date for Payment of Tuition Fees for Distance Learning programs except for MSc Shipping Operations & Management.

### September intake

1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By February 28 <sup>th</sup>
3 <sup>rd</sup> Installment	By September 30 <sup>th</sup>

### February intake

1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By September 30 <sup>th</sup>
3 <sup>rd</sup> Installment	By February 28 <sup>th</sup>

## Due date for Payment of Tuition Fees for ALL Other Conventional MSc Programs and MPSM

### September intake

Registration Fees	Registration day
1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By December 31 <sup>st</sup>
3 <sup>rd</sup> Installment	By March 31 <sup>st</sup>
4 <sup>th</sup> Installment	By June 30 <sup>th</sup>

### January intake

Registration Fees	Registration day
1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By April 30 <sup>th</sup>
3 <sup>rd</sup> Installment	By July 31 <sup>st</sup>
4 <sup>th</sup> Installment	By October 31 <sup>st</sup>

### April intake

Registration Fees	Registration day
1 <sup>st</sup> Installment	Registration day
2 <sup>nd</sup> Installment	By August 31 <sup>st</sup>
3 <sup>rd</sup> Installment	By November 30 <sup>th</sup>
4 <sup>th</sup> Installment	By February 28 <sup>th</sup>

## BBA and BSc Students

### Year 1

#### Semester A

Registration Fees	Registration Day (1-30 Sept)
1 <sup>st</sup> Installment	Registration Day (1-30 Sept)
2 <sup>nd</sup> Installment	By December 1 <sup>st</sup>

#### Semester B

Registration Fees	Registration Day (1-31 Jan)
3 <sup>rd</sup> Installment	Registration Day (1-31 Jan)
4 <sup>th</sup> Installment	By April 1 <sup>st</sup>

## Year 2

### Semester A

Registration Fees	Registration Day (1-30 Sept)
1 <sup>st</sup> Installment	Registration Day (1-30 Sept)
2 <sup>nd</sup> Installment	By December 1 <sup>st</sup>

### Semester B

Registration Fees	Registration Day (1-31 Jan)
3 <sup>rd</sup> Installment	Registration Day (1-31 Jan)
4 <sup>th</sup> Installment	By April 1 <sup>st</sup>

## Year 3

### Semester A

Registration Fees	Registration Day (1-30 Sept)
1 <sup>st</sup> Installment	Registration Day (1-30 Sept)
2 <sup>nd</sup> Installment	By December 1 <sup>st</sup>

### Semester B

Registration Fees	Registration Day (1-31 Jan)
3 <sup>rd</sup> Installment	Registration Day (1-31 Jan)
4 <sup>th</sup> Installment	By April 1 <sup>st</sup>

## Year 4

### Semester A

Registration Fees	Registration Day (1-30 Sept)
1 <sup>st</sup> Installment	Registration Day (1-30 Sept)
2 <sup>nd</sup> Installment	By December 1 <sup>st</sup>

### Semester B

Registration Fees	Registration Day (1-31 Jan)
3 <sup>rd</sup> Installment	Registration Day (1-31 Jan)
4 <sup>th</sup> Installment	By April 1 <sup>st</sup>

## DBA & PhD

Registration Fees	Registration Day (1-31 Jan)
3 <sup>rd</sup> Installment	Registration Day (1-31 Jan)
4 <sup>th</sup> Installment	By April 1 <sup>st</sup>

## Administration Fees

Other	Amount
Application Fee	€50
Subscription Fee	€180 for Graduate Programs €300 for Doctoral Programs
Registration Fee (Graduate Programs)	€200
Registration Fee (Undergraduate Programs)	€500

\*Administration Fees apply only if applicable and may vary depending on program or student status.

## Other Costs

Other	Amount	Payment Period
Late registration fees (core and elective courses)	€15	Fees are charged 30 days prior to the course
Late cancellation fees Core Courses	€35	Fees are charged 7 days prior to the course
Late cancellation fees Elective Courses	€85	Fees are charged 30 days prior to the course
Non-attendance fees-Core Courses*	€35	Upon start of the course
Non-attendance fees-Elective Courses*	€85	Upon start of the course
Issue of a transcript	€5	Upon receipt
Issue of a confirmation letter	€5	Upon receipt
Re-registration fees	€200	Upon re-registration
Improvement of examination grade	€200	Upon request
Resit exam/assignment fee	€65	Upon request
Resit exam/assignment cancellation fee	€50	Upon cancellation
Re-issuance of a degree copy due to loss/damage or name change	€100	Upon request
Graduation Fee	€85	Upon registration to participate in the graduation ceremony

\*The non-attendance fee is enforced in the case where a student does not attend a course for which he/she is registered, or where a student terminates his/her attendance after the first day.

## CONTACT US

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