

ADA UNIVERSITY
STUDENT ACCOUNTS AND FINANCIAL AID

v1.4
dated June 30, 2018

COST OF EDUCATION

ADA University charges a Flat Fee to underwrite the cost of education. The Flat Fee includes Tuition and Student Fee.

1. **Tuition** is a sum of money charged for teaching and instruction, providing all educational and academic services, as well as the operational costs of the delivery of these programs and services.
2. **Student Fee** underwrites costs associated with library, academic computing and technologies and other necessary services provided to students. All students must pay this fee, regardless of their status and/or scholarship eligibility.

Students are responsible for informing themselves with all the rules and regulations set herein. They are encouraged to consult with the Bursar and Financial Aid offices, should they feel uncertain about any provision set out in this document.

This policy is effective as of September 1, 2018.

TUITION AND FEE

Below tables show a tuition and student fee in AZN annually.

Undergraduate Programs – Flat Fees

	2013	2014	2015	2016	2017	2018	2019	2020
School of Public and International Affairs								
BAIS, BAPA	3400	3650	4950	6000	6000	6000	6300	6600
Tuition	3250	3500	4800	5850	5250	5250	5550	5850
Student Fee	150	150	150	150	750	750	750	750
Bachelor of Law						6500	6800	7100
Tuition						5750	6050	6350
Student fee						750	750	750
School of Business								
BBA, BsE	3650	3900	4950	6500	6500	6500	6800	7100
Tuition	3500	3750	4800	6350	5750	5750	6050	6350
Student Fee	150	150	150	150	750	750	750	750
School of IT and Engineering								
BsCS, BsCE, BsIT	3650	3800	4950	6400	6400	6400	6700	7000
Tuition	3500	3650	4800	6250	5650	5650	5950	6250
Student Fee	150	150	150	150	750	750	750	750

Graduate Programs – Flat Fees

	2016	2017	2018	2019	2020	
School of Public and International Affairs						
MADIA, MPA		6500	6500	6500	6800	7100
Tuition		6250	5750	5750	6050	6350
Student Fee		250	750	750	750	750
School of Business						
MBA		8500	8500	8500	8900	9300
Tuition		8250	7750	7750	8150	8550
Student Fee		250	750	750	750	750
EMBA						
EMBA		28500	28500			
Tuition		28000	27750			
Student Fee		500	750			
School of Education						
MAEM		5500	5500	5500	5900	6300
Tuition		5250	4750	4750	5150	5550
Student Fee		250	750	750	750	750

Fall and Spring Semesters

ADA University charges a flat tuition for full time registration both for undergraduate and graduate studies. Students pay 50 percent of the annual tuition and 50 percent of the annual student fees per semester. For details, see Appendices.

One course beyond the full-time registration is permitted during the Fall and Spring semesters, based on academic performance, without any additional charge. A credit bearing internship, regardless of which semester it is attempted in, is also included in the flat tuition.

- Readmitted students pay the tuition and student fee that are in effect in the year, in which they have been readmitted.
- Part-time graduate student's annual tuition equals some two-thirds of the annual tuition of a full-time student for relevant academic year. A graduate student's fee status as part-time or full-time is determined based on the number of credit hours registered for at the end of the add/drop period and will not be affected by any changes in credit hours thereafter. See Appendix 2.

Summer Term

All students are charged additional tuition per course taken in Summer Term. Regardless of the credit load they take, they will be charged a tuition per below rates:

- Undergraduate students pay 10 percent of their annual tuition rate per course.
- Graduate students pay 12.5 percent of their annual tuition rate per course.
- EAPP students pay 25 percent of the annual tuition fee per level and 6.25% of the minimal annual tuition fee per course.

There are no Student Fee charged for the summer term.

TUITION AND FEE INCREASE

Tuition and student fee are normally adjusted annually, based on an increase in cost of education and changes in inflation. Despite these increases, ADA University has managed to keep the cost of education at affordable rates.

We have managed to discount the total cost of education across all programs. Furthermore, the total fee will not increase during the academic years starting in September 2017 and 2018.

As of September 2017:

- Graduate and undergraduate students, admitted in September 2017 and thereafter, will pay further years' tuition and student fee as per schedule indicated in the Tuition and Fee table.
- Undergraduate students admitted prior to September 2017 will continue paying their tuition and student fees, as defined during their admission year.

Annual increases after September 2020 will be determined in advance and made public no later than the beginning of the calendar year, when a potential increase in tuition rates may occur.

CURRENT PAYMENT TERMS

Incoming Students

Incoming **undergraduate** students are required to pay a non-refundable deposit no later than August 30. Said deposit is equivalent to 100 percent of their first semester's tuition and student fee.

Incoming **graduate** students are required to pay a non-refundable deposit in two installments May 30 and June 30 to secure their seat in a program. Said deposit is equivalent to 100 percent of their first semester's tuition. Incoming graduate students must pay the first semester Student Fee no later than August 30.

Returning Students

As of September 2017, returning students will pay tuition and student fee together. There is no student fee for the summer term. All fees must be paid in full by the first day of classes in a given academic term.

Tuition and Student Fees

- Fall Semester
First Installment – First day of the classes start
Students pay 50 percent of the annual tuition and 50 percent of the annual student fee by this deadline.
- Spring Semester
Second Installment – First day of the classes
Students pay 50 percent of the annual tuition and 50 percent of the annual student fee by this deadline.
- Summer Term
All tuition payments are due by the First day of the classes and must be paid in full. There is no student fee for the summer term.

OPTIONAL PAYMENT TERMS

To assist students with payment of tuition only, ADA University offers optional payment terms. All other fees must be paid in full by the respective deadlines for each semester. Eligible students may pay their tuition in 4 installments.

Tuition

- Fall Semester
 - First Installment – First day of classes
Students pay 25 percent of the annual tuition, that is, 50 percent of the tuition for the semester, by this date.
 - Second Installment – First Monday of November
Students pay 25 percent of the annual tuition, that is, 50 percent of the tuition for the semester, by this date.
- Spring Semester
 - First Installment – First day of classes
Students pay 25 percent of the annual tuition, that is, 50 percent of the tuition for the semester, by this date.
 - Second Installment – First Monday of April
Students pay 25 percent of the annual tuition, that is, 50 percent of the tuition for the semester, by this date.

- Summer Term

All tuition payments are due by the First day of classes and must be paid in full.

Returning students may request optional payment terms by submitting an application as advised by the Bursar and Financial Aid offices no later than August 15th for the Fall Semester and December 15th for the Spring Semester.

Incoming undergraduate and graduate students may not request optional payment terms. They are required to pay the first semester of tuition and student fees before the start of the academic year.

LATE PAYMENT FEE AND PENALTIES

All payments must be made before the due dates, including a disbursement of any loan proceeds by students' bank.

Grace Period: ADA University allows a Grace Period of 10 calendar days, past due dates, to accommodate unforeseen circumstances beyond student's control. During this Grace Period, students are to submit to the Office of Bursar and Financial Aid any missing proof of their payment and try to bring their account to a good standing. Once the Grace Period is over, the University starts enforcing financial and administrative penalties.

Spring and Fall Terms Financial Penalties: Overdue accounts above 50 AZN, including due to loan disbursements received past the Grace Period, are subject to a late fee and interest charges.

- A one-time late payment fee of 50 (fifty) AZN will be charged, immediately after the Grace Period. At the same time, holds will apply.
- 20 days past due dates, interest fee of 5 percent of the debt amount is assessed on the overdue balance.
- 30 days past due dates, interest fee of 5 percent of the debt amount is assessed on the accumulated overdue balance and increased levels of holds apply. Registrar initiates immediate dismissal proceedings, including against outgoing exchange students.
- Summer term: Once the Grade Period is over, overdue accounts above 50 AZN will be placed on hold.

Students may bring their accounts to a good standing - they provide full payment in the past due amounts of the tuition and student fees, late payment fee and all interest accumulated. In-debt student shall not be allowed to take a leave of absence except due to documented medical emergencies.

HOLDS

Holds are placed to student accounts with outstanding balances to prevent in-debt students from request official transcript, enrollment verification, see grades, registration to the courses, any access to Blackboard, graduation and receive a diploma.

- Student with outstanding balance less than 500 will be prevented from request official transcript, enrollment verification, graduation and receive a diploma.
- Students with outstanding balance more than 500 will be prevented from request official transcript, enrollment verification, see grades, registration to the courses, access to Blackboard, graduation and receive a diploma.

CURRENT PAYMENT METHODS

Students have two options for making payments. They can make a payment through a bank transfer or online gateway. Gateway for online payments is accessible on the University website. Payments can be made through domestic or international banks into AZN, USD and EUR accounts listed below. Bursar may provide students with the signed and stamped invoices upon request. Requests for issuing invoice are processed within 5 working days.

All ADA students have a checking account in Pasha Bank and receive a debit card, which is used for all types of payments made to ADA University. Bank service charges related to the usage of the debit card are set directly by Pasha Bank. See Appendix 4 for their latest rates.

BANK ACCOUNTS OF ADA UNIVERSITY

ADA University bank account details for domestic transfers

AZN ACCOUNT

BENEFICIARY: "ADA" University
TIN: 1301261241
Sett. Acc: AZ65PAHA38090AZNHC0290036279

Bank: Pasha Bank OJSC
Bank TIN: 1700767721
Corr. Acc: AZ82NABZ01350100000000071944
SWIFT: PAHAAZ22
Bank code: 505141

ADA University bank account details for international transfers

EURO ACCOUNT

BENEFICIARY: "ADA" University
TIN: 1301261241
Account of Beneficiary: AZ43PAHA38190EURHC0190036279

Bank: Pasha Bank JSC
Baku, Azerbaijan
SWIFT: PAHAAZ22
Bank TIN: 1700767721
Corr. Acc: Raiffeisen Bank International AG
Am Stadtpark 9, 1030 Vienna
SWIFT BIC: RZBAATWW
Correspondent account: 1-55.081.095

USD ACCOUNT

BENEFICIARY: "ADA" University

TIN: 1301261241

Account of Beneficiary: AZ12PAHA38190USDHC0190036279

Bank: Pasha Bank JSC

Baku, Azerbaijan

SWIFT: PAHAAZ22

Bank TIN: 1700767721

Corr. Acc: Raiffeisen Bank International AG

Am Stadtpark 9, 1030 Vienna

SWIFT BIC: RZBAATWW

Correspondent account: 70-55.081.095

SPECIAL STATUS STUDENTS

Following categories of students may be exempt from tuition:

- Internally Displaced Person (IDP)
- Children of Disabled War Veterans (CDWV)
- Children Deprived of Parental Care (CDPC)
- Children from Families of Martyrs (CFM)

Such categories of students are regulated by ADA University Financial Aid policies in effect at that time. See Scholarship for Students with Special Status.

Employees of ADA University, who are classified as full-time (tenure and term) faculty, professional staff and management, and their children and spouses are eligible for a 50 percent tuition waiver during their first semester of study at ADA University. A confirmation of such employee benefit must be submitted to Bursar and Financial Aid by the Office of Human Resources no later than August 15th. To maintain the scholarship, such students must have a semester GPA of 3.00 and higher.

TUITION REFUND POLICY

Spring and Fall terms: The following policy is in effect with regard to tuition refunds for students withdrawing from the University in Spring or Fall term:

Period	Refund Amount (in percentage)
During Add/Drop period	100% of semester tuition refund, less deposit amount
Before the tenth week of classes	50% of semester tuition refund, less deposit amount
As of the tenth week of classes	no refund

Summer term: The following policy is in effect with regard to tuition refunds for students withdrawing from course(s) in Summer term:

Period	Refund Amount (in percentage)
During Add/Drop period	100% of semester tuition refund, less deposit amount
After Add/drop period	No refund

Moreover, students who have graduated or students in the last semester of their study may request a refund of their overpaid tuition amount within 15 calendar days following their graduation date. Requests made later than this date will be dismissed, while the amount will be considered forfeited and/or donated to ADA University.

MISCELLANEOUS FEES

Prospective and enrolled students pay miscellaneous fees while being enrolled at ADA University. Below is the list and rates of such miscellaneous fees:

- Admission Application Fee - 40 AZN
- Transcript Fee - 10 AZN per transcript
- Parking Fee - 750 AZN per year in building B. Monthly fees are not available
- Printing Fee - as determined by outside vendor

The University charges some fines and penalties due to lateness, misdemeanor and/or reckless behavior of students. Below is the list and rates of such fines and penalties:

- Late Payment Fee - 50 AZN
- Late Return of Books - 50 AZN per book
- Loss of or Damage to Book - 25 AZN flat administrative charge, plus cost of recovery
- Loss of or Damage Student ID card - 30 AZN
- Parking or Traffic Violation - 50 AZN per occurrence
- Damage to Property/Facility - 250 AZN flat fee, plus cost of recovery
- Penalty for Smoking - 250 AZN flat fee is charged for each occurrence of smoking beyond designated areas.

All fines and penalties must be paid in 10 calendar days. Beyond this grace period, late payment fee and interest will be charged.

Students handle payment of the miscellaneous fees through the Office of Bursar and Financial Aid.

FINANCIAL AID POLICY

SCHOLARSHIPS, FELLOWSHIPS, AWARDS and LOANS

At ADA University, students enjoy ownership of their education. We offer various types of financial aid resources. ADA University is committed to making these options available to help students obtain the education and achieve their professional and career goals.

Financial aid resources at ADA University are designed to encourage outstanding academic performance. At ADA University, we strongly believe that today's leaders are men and women who distinguish themselves with their integrity, ethics, outstanding performance and commitment to give back to society.

We value the academic merit and performance of our students, and we tend to reward it through generous scholarships, fellowships, and awards. At ADA, we are committed to provide outstanding education and promote intellectual inquiry; however, we also know that we are a part of a larger society, where we share responsibility towards each other. Hence, we aspire to repay to society and make a positive impact on the world around us.

MERIT BASED SCHOLARSHIPS FOR UNDERGRADUATE STUDENTS

Incoming Students

These scholarships are awarded to incoming undergraduate students for their outstanding academic performance prior to being enrolled at ADA University.

- **Rector's List of Honor**

Incoming undergraduate students who have scored 700 on SEC exams will receive 100% tuition waiver for the duration of their studies provided that they maintain minimum 3.0 semester GPA or successfully pass EAPP year. Such scholars that has failed to meet the above requirements is eligible for consideration for continuation of scholarship in the following term.

Incoming undergraduate students who will have scored 650 or above on SEC exams will receive 100% tuition waiver for first year of their studies. This waiver does not apply to students admitted to Bachelor of Business Administration or Bachelor of Laws programs.

The waiver applies only to the first year of study, whether a student enrolls directly in a degree program or in EAPP.

- **Dean's List of Distinction**

Incoming undergraduate students who will have scored 600 or higher in State Entrance Examination get 50% waiver off their first-year tuition. The waiver applies only to the first year of study, whether a student enrolls directly in a degree program or in EAPP. This waiver does not apply to students admitted to Bachelor of Business Administration or Bachelor of Laws programs.

No merit-based scholarships are offered based on the results of SAT test, unless students submit minimum 600 from relevant SAT Subject Tests. Such student will receive 50% waiver off their first semester tuition.

Returning Students

Office of Student Services announces a list of students who receive honors and distinctions at the end of each semester. Top 20 percent of each undergraduate class gets included on these lists and receives scholarships.

The standard for inclusion in the Honors and Distinctions Lists is the following:

- **Rector's List of Honor**

Students scoring the highest 4.0 GPA are granted 100% waiver off their tuition fee and receive the honor.

- **Dean's List of Distinction**

Students scoring in the top 10% of each program cohort are granted 50% waiver off their tuition and receive the distinction.

- **List of High Performance**

Students scoring in the next top 10% of each program cohort receive 25% waiver off their tuition.

Students must maintain a full-load coursework by earned hours in order to be eligible for Merit Based Scholarships. Students found in violation of the ADA University Honor Code once will not be eligible for scholarship for the remainder of their tenure at the University. If a student has one failing grade (F, NP) in the given semester, he/she is not eligible for merit-based scholarship.

Cumulative GPA may be referred to when two or more students have the same GPA. Scholarship is awarded by GPA in effect as of the day of award.

Grades of undergraduate students studying in an exchange program at another institution are not calculated in GPA. Therefore, they cannot be considered for a merit-based scholarship.

MERIT BASED SCHOLARSHIPS FOR GRADUATE STUDENTS

Incoming graduate students are not offered merit-based scholarships for their performance prior to being enrolled in ADA University.

However, returning graduate students are eligible for scholarships.

- **List of High Performance**

Students scoring in the top 10% of each program cohort are granted 20% waiver off their tuition and receive the honor.

Students must maintain a full course load by earned hours in order to be eligible for Merit Based Scholarships. Students found in violation of the ADA University Honor Code and Student Code of Conduct once will not be eligible for scholarship for the remainder of their tenure at the university. If a student has one failing grade (F, NP) in the given semester, he/she is not eligible for merit-based scholarship.

Cumulative GPA may be referred to when two or more students have the same GPA. Scholarship is awarded by GPA in effect as of the day of award.

Grades of graduate students studying in an exchange program at another institution are not calculated in GPA. Therefore, they cannot be considered for a merit-based scholarship.

STIPENDS

Students admitted as stipend recipients must have scored a GPA of 3.80 or above and maintained a full-load coursework by earned hours in the preceding academic term in order to be eligible for monthly stipends in a given term. These rules do not apply to such students who are stipend recipients by virtue of their special legal status.

A presidential scholar that has failed to meet the above requirements is eligible for consideration for continuation of stipend payments in the following term.

LOANS

Pasha Bank provides Student Loan for ADA Students with following conditions:

Students should cover 20% of the tuition fee, for the remaining 80%, loan is available with interest rates below:

Duration of the loan		12 months	24 months	36 months
Annual interest rate	GPA \geq 3.5	14%	16%	18%
	GPA $<$ 3.5	16%	18%	20%

Student loan covers only one semester of the tuition fee.

SCHOLARSHIPS FOR STUDENTS WITH A SPECIAL STATUS

At ADA University, we recognize the need of those students who come from a family of refugees, displaced, disabled or deprived persons. Their families have endured hardships. We want to make sure that every child of such family can attend ADA University and receive a quality education. While doing so, we want to ensure that children of those once deprived or disabled do not grow with a mindset of dependency, but stand up, earn their merits and succeed in life on their own. We want to transform this university into a community, where citizens work hard to earn their merits rather than seek entitlements in perpetuity.

Students with IDP status are required to submit stamped confirmation of their status on a yearly basis to maintain their waivers.

Students with a status of refugee, internally displaced, disabled and deprived person are encouraged to excel academically and reach new heights:

- Incoming students receive a 100 percent tuition waiver for the first year of study.
- As of the second year, returning students who accumulate a Grade Point Average (GPA) of 3.00 or higher in undergraduate and 3.00 or higher in graduate programs receive a 100 percent tuition waiver. These standards are for the semester.

Students must maintain a full load coursework. Students found in violation of the ADA University Honor Code and Student Code of Conduct once will not be eligible for scholarship for the remainder of their tenure at the University. ADA University will share the list of those undergraduate and graduate students scoring below 2.50 and 3.00 semester GPA, respectively, with the Government of Azerbaijan for further decision and funding.

HEROES TRIBUTE SCHOLARSHIP

At ADA University, we recognize the sacrifice of those men and women in uniform who have fought for the independence and territorial integrity of their country, and those who keeps doing so. A generation of them have made legendary and unprecedented sacrifices. The grandness of any nation is measured with how they honor their fallen men and women, rally round their flag and continue serving the cause for which those have fallen in war.

While there are many ways to honor our country's heroes, ADA University has chosen to stand at the intersection of real need and lasting impact. Education has such a lasting impact. Education is a chance to stand up, to keep going and to succeed in life. Those heroes of our nation have already made a sacrifice. We want to ensure educating their children, siblings and spouses does not become an additional sacrifice for these men and women, who have already sacrificed so much in service to our country.

At ADA University, we honor our war heroes by educating their children, siblings and spouses. We also honor those men and women in uniform who serve this country in its armed services. The purpose of the Heroes Tribute Scholarship is to provide access to affordable education to children, siblings and spouses of war heroes, also men and women in uniform. We want to make sure every loved one of a war hero and every soldier and officer of our armed services can attend ADA University and receive a quality education. While doing so, we also want to transform this university into a community, where a sense of citizenship and social responsibility is further upheld and endorsed.

Eligibility Requirements

- Prospective student and/or enrolled student must be a child, sibling or spouse of a soldier or officer fallen in war.
- Prospective student and/or enrolled student must be a child, sibling or spouse of a soldier or officer wounded in war.
- Prospective student must be a current member of the Armed Services of the Republic of Azerbaijan.

Selection Criteria

- Incoming students receive a 100 percent tuition waiver for the first year of study.
- As of the second year, returning students who accumulate a Grade Point Average (GPA) of 2.50 or higher in undergraduate and 3.00 or higher in graduate programs receive a 100 percent tuition waiver. These standards are for the semester.

Eligible students must maintain a full load coursework by earned hours. Students found in violation of the ADA University Honor Code and Student Code of Conduct once will not be eligible for scholarship for the remainder of their tenure at the University.

ALIMARDAN BAY TOPCHUBASHOV INTERNATIONAL FELLOWSHIP

Mission and Objectives

At ADA University, we are committed to establish an outstanding education and training for our own citizens in Azerbaijan, but we realize that our growing nation also has a responsibility to bring first-class international education and leadership training for others in the region and the world. We wish to promote intellectual inquiry on a wide range of topics.

Therefore, ADA University has an International Fellowship program meant to prepare global leaders who have a strong commitment to serve a public cause. The purpose of our International Fellowship is to:

- Prepare innovative leaders with vision and global perspective
- Encourage commitment to public service and further contribute to its development
- Participate actively in international human capacity enhancement efforts
- Promote further intellectual inquiry on international topics
- Help to strengthen bilateral relations between Azerbaijan and friendly countries.

Fellowship Requirements:

The fellowship opens to all international undergraduate and graduate applicants who have been admitted to one of ADA University's degree-granting schools and are renewable for the duration of their studies when certain criteria are met upon availability of funds.

- Incoming undergraduate and graduate fellows are eligible to receive a 100 percent tuition waiver for the first semester of their studies.
- Returning students who accumulate a Grade Point Average (GPA) of 2.50 or higher in undergraduate and 3.00 or higher in graduate programs receive a 100 percent tuition waiver. These standards are for the semester.

Eligible students must maintain a full load coursework by earned hours. Students found in violation of the ADA University Honor Code and Student Code of Conduct once will not be eligible for scholarship for the remainder of their tenure at the University.

Alimardan Bay Topchubashov fellowship covers the tuition only. Fellowship recipients are expected to cover all other expenses, including housing, books, student fees and utilities.

NEED BASED FINANCIAL AID: WORK-STUDY PROGRAM

Each year, ADA University funds a limited number of opportunities for its Work-Study Program. The Program provides funds for part-time employment to help students with real financial needs. The earnings from the Work-Study Program may support the cost of their education, living expenses and other financial need that contributes to the student's success while studying at the University.

Students must complete a new application for each term that the opportunity is sought. Students should apply in the Office of Bursar and Financial Aid for consideration in this program. The Office of Student Services will oversee positions of part-time employment in this program. Work-Study students may serve in a variety of positions at the University, such as office support, tutoring, or other positions relative to their program of study. Students may also be directed to serve in positions outside of the University working in community service jobs.

The hourly wage for students in this program is determined annually.

HAJI ZEYNALABDIN TAGHIYEV (HZE) AWARDS

At ADA University, we uphold and continue the best traditions of our nation. At the end of each academic year, ADA University presents groups of students an important award named after Haji Zeynalabdin Taghiyev. Haji Zeynalabdin Taghiyev was Azerbaijan's renowned entrepreneur and philanthropist, who invested his wealth in numerous projects that benefited the nation. His initiatives

and projects helped to modernize Azerbaijan and turn it into a showcase of tolerance and intellectual advancement.

Each year, we present HZT Awards in two categories: Challenges of Society and Challenges of Industry.

The purpose of the former is to transform the university into a community, where a sense of citizenship and social responsibility is upheld and endorsed. The purpose of the latter is to foster a sense of entrepreneurship among our students and help them turn their ideas into a venture.

The prestigious HZT Awards promote such values as civic engagement, social responsibility, teamwork, caring for others, daring to have an idea, then, putting that idea into an action.

HZT Award is offered in the amount of 5,000 AZN for each category. The amount is divided among the three groups of students whose projects have been selected as finalists.

- First Place: 2500 AZN
- Second Place: 1500 AZN
- Third Place: 1000 AZN

Eligibility Requirements and Selection Criteria:

- To be eligible, a group of students must devise an initiative which they then develop into a feasible project. A minimum of 3 students must participate in each team;
- The project must have a positive impact on ADA University, its immediate neighborhood and/or larger society;
- Project must be planned and completed by the members of the team with their own resources and without funding support from ADA University;
- Faculty and staff may join students and participate in teams. In such cases, they may not use their privileges to gain advantage for their team, neither can they sit on the Award Committee.

Timelines:

HZT Award is announced at the beginning of each academic year. All teams must complete their projects by no later than April 25.

An Awards Committee, comprised of faculty, students and staff, reviews the projects and selects the finalists by no later than April 30. The HZT Award is presented in May at a gala celebration with all ADA community.

The HZT Award is not linked to GPA at all. In addition, the team winning the award can spend it as deemed appropriate by the team members.

Appendix 1 Undergraduate Programs

Appendix 1a.

School of Public and International Affairs				
Academic year	2017/18	2018/19	2019/20	2020/21
BAIS, BAPA				
Admission year 2014	3650	3650	3650	-
Tuition fee	3500	3500	3500	-
Student fee	150	150	150	-
Admission year 2015	4950	4950	4950	4950
Tuition fee	4800	4800	4800	4800
Student fee	150	150	150	150
Admission year 2016	6000	6000	6300	6600
Tuition fee	5850	5850	6150	6450
Student fee	150	150	150	150
Admission year 2017	6000	6000	6300	6600
Tuition fee	5250	5250	5550	5850
Student fee	750	750	750	750
Admission year 2018	-	6000	6300	6600
Tuition fee	-	5250	5550	5850
Student fee	-	750	750	750
Bachelor of Law				
Admission year 2018	-	6500	6800	7100
Tuition fee	-	5750	6050	6350
Student fee	-	750	750	750

Appendix 1b.

School of Business				
BBA, BsE				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2014	3900	3900	3900	-
Tuition fee	3750	3750	3750	-
Student fee	150	150	150	-
Admission year 2015	4950	4950	4950	4950
Tuition fee	4800	4800	4800	4800
Student fee	150	150	150	150
Admission year 2016	6500	6500	6800	7100
Tuition fee	6350	6350	6650	6950
Student fee	150	150	150	150
Admission year 2017	6500	6500	6800	7100
Tuition fee	5750	5750	6050	6350
Student fee	750	750	750	750
Admission year 2018	-	6500	6800	7100
Tuition fee	-	5750	6050	6350
Student fee	-	750	750	750

Appendix 1c.

School of IT and Engineering				
BsCS, BsCE, BsIT				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2014	3800	3650	3650	-
Tuition fee	3650	3500	3500	-
Student fee	150	150	150	-
Admission year 2015	4950	4950	4950	4950
Tuition fee	4800	4800	4800	4800
Student fee	150	150	150	150
Admission year 2016	6400	6400	6700	7000
Tuition fee	6250	6250	6550	6850
Student fee	150	150	150	150
Admission year 2017	6400	6400	6700	7000
Tuition fee	5650	5650	5950	6250
Student fee	750	750	750	750
Admission year 2018	-	6400	6700	7000
Tuition fee	-	5650	5950	6250
Student fee	-	750	750	750

Appendix 2 Graduate Programs

Appendix 2a

School of Public and International Affairs

FULL TIME PROGRAMS				
MADIA, MPA				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2016	6500			
Tuition fee	6250			
Student fee	250			
Admission year 2017	6500	6500		
Tuition fee	5750	5750		
Student fee	750	750		
Admission year 2018		6500	6800	
Tuition fee		5750	6050	
Student fee		750	750	

PART TIME PROGRAMS				
MADIA, MPA				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2017	4550	4550	4750	
Tuition fee	3800	3800	4000	
Student fee	750	750	750	
Admission year 2018		4650	4750	4950
Tuition fee		3800	4000	4200
Student fee		750	750	750

Appendix 2b

School of Business

FULL TIME PROGRAMS				
MBA				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2017	8500	8500		
Tuition fee	7750	7750		
Student fee	750	750		
Admission year 2018		8500	8900	
Tuition fee		7750	8150	
Student fee		750	750	
EMBA				
Admission year 2016	28500			
Tuition fee	28000			
Student fee	500			
Admission year 2017	28500	28500		
Tuition fee	27750	27750		
Student fee	750	750		
Admission year 2018		10000	10500	
Tuition fee		9250	9750	
Student fee		750	750	
PART TIME PROGRAMS				
MBA				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2017	5850	5850	6100	
Tuition fee	5100	5100	5350	
Student fee	750	750	750	
Admission year 2018	-	5850	6100	6400
Tuition fee	-	5100	5350	5650
Student fee	-	750	750	750

Appendix 2c

School of Education

FULL TIME PROGRAMS				
MAEM				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2017	5500	5500		
Tuition fee	4750	4750		
Student fee	750	750		
Admission year 2018		5500	5900	
Tuition fee		4750	5150	
Student fee		750	750	

PART TIME PROGRAMS				
MAEM				
Academic year	2017/18	2018/19	2019/20	2020/21
Admission year 2017	3900	3900	4150	
Tuition fee	3150	3150	3400	
Student fee	750	750	750	
Admission year 2018		3900	4150	4450
Tuition fee		3150	3400	3700
Student fee		750	750	750

Appendix 4 Pasha Bank Card Services and Rates

Services	
Proposed Payment Cards	FLEXI
Card Type	Visa Classic / MasterCard Standard
Card Account Currency	AZN
Term of Issuing	3 years
Card Issuance Fee	10 AZN
Card Replacement Fee	20 AZN
Cash Deposit Fee	Free
Card-to-Card (Receiving)	Free
Card-to-Card (Sending)	1% (min 1 AZN/EUR/GBP/USD)
ATM Cash Withdrawal Fees	
PASHA Bank, Xalq Bank Caspian Development Bank VTB (VISA cards only)	1% (min 1.00 AZN/EUR/GBP/USD)
Kapital Bank	2% (min 3.00 AZN/EUR/GBP/USD)
Azericard & Millikart banks ATMs	2% (min 3.00 AZN/EUR/GBP/USD)
Other local banks ATMs	2% (min 3.00 AZN/EUR/GBP/USD)
Foreign ATMs	2% (min 4.00 AZN /EUR/GBP/USD)
Conversion fee (from AZN to other currencies)	0.02
Additional Services	
SMS Banking (monthly)	1 AZN/EUR/GBP/USD
PIN Change	Free
3D Secure	Free
Dispute Resolutions / Chargeback (local)	Free
Dispute Resolutions / Chargeback (foreign)	30 AZN