INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT
AND TUITION AND FEES PAYMENTS
SUMMER SESSION 2012

Students who wish to register for Summer Session 2012 should be aware of the following:

PREVIOUS OBLIGATIONS: Outstanding account balances from previous semesters should be fully settled at least 5 working days before applying for registration. In addition, all library obligations (overdue books, etc.) should be cleared. Students with outstanding obligations will not be allowed to register.

PAYMENT OF DEPOSIT FOR REGISTRATION: Each student is required to make an advance deposit of €100,00 at least 5 working days before registration.

PAYMENT OF TUITION AND FEES BALANCE: The remaining balance of each student’s account should be paid by June 29, 2012.

INSTRUCTIONS FOR TUITION AND FEES PAYMENT

Payment of tuition and fees can be made by using one of the following options:

a) By deposit paid directly to account number 87424511 through any branch of the EMPORIki BANK or to account number 180/48007704 through any branch of the NATIONAL BANK of GREECE. Each student must make sure that his/her BANKING ID NUMBER* and FULL NAME are given to the bank teller. The deposit slip must be kept for the student’s records but does not need to be presented to the College Cashier. The updating of the student’s account will be done electronically within 5 working days.

b) By bank check presented at the Student Success Center.

c) By personal check presented at the Student Success Center.

d) By credit cards (Visa, Master Card, Amex) presented at the Student Success Center.

e) Automatic payment methods

National Bank of Greece account owners may use Automatic Teller Machines (ATMs) or the e-Banking system of the National Bank of Greece (NBG) to pay their tuition. Students are required to use their BANKING ID NUMBER to complete the transaction. The updating of the student account will be done electronically within 5 working days. The payment of ACG tuition is a new feature of the NBG ATMs and e-Banking through the menu available on these systems “Payments-Companies & organizations-other companies-American College of Greece”.

* The BANKING ID NUMBER was provided to all students by mail. Students who need a copy can obtain one from the Student Success Center at the Aghia Paraskevi Campus.

Any student not able to comply with the above payment procedure is urged to contact the Business Office at least one week prior to the first day of registration in order to establish an appropriate payment plan.

If you have any questions or need assistance, please contact the Cashier’s Office, at the Student Success Center tel. 210-6009800-9, ext. 1404, 1114.