GRADUATE CERTIFICATE IN PSYCHOLOGY

FALL TERM 2020

INSTRUCTIONS FOR REGISTRATION ADVANCE DEPOSIT, TUITION & FEES PAYMENT

Students who wish to register for the Fall Term 2020 should be aware of the following:

ACADEMIC ADVISING
You are advised to contact your program coordinator and make an appointment via skype or email before registration to select the right courses for you. Please note that your registration will be performed manually (not on-line) by Ms. Maria Kritikou, Coordinator of Graduate Education and the Registrar’s office.

Graduate Certificate in Psychology
Dr. Chrysanthi Nega
(Tel. 210-600-9800/9, ext. 1460, email: cnega@acg.edu)

PREVIOUS OBLIGATIONS
Outstanding account balances from previous terms should be fully settled before registering for the next term. In addition, all library obligations (overdue books, etc.) should be cleared. Students with outstanding obligations will not be allowed to register.

PAYMENT OF WINTER TERM ADVANCE DEPOSIT & REMAINING BALANCE:
Advance Deposit: €300 for each course you are planning to register for is required before registration. All deposits must be submitted at least two working days before your registration date (please consult your academic advisor regarding dates)

According to the number of courses each student has registered for, the remaining balance should be settled in two equal installments:
2nd Installment: October 30, 2020
3rd Installment: December 31, 2020

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 Student Accounts Office. tel. 210-6009800, ext. 1404, 1114, 1117.

INSTRUCTIONS FOR TUITION AND FEES PAYMENT
1. Deposit of tuition must be paid at least two working days before the day of registration to allow for processing.

2. Students with obligations from previous semesters will not be allowed to register until they have contacted the Business office regarding the settlement of their outstanding balances. The Business Office is pleased to discuss directly with students’ individual payment plans for settling their tuition and fees.
3. Payment of tuition and fees can be made by using one of the following options:

a. By direct bank deposit:
   - EUROBANK, or
   - NATIONAL BANK OF GREECE, or
   - PIRAEUS BANK, or
   - ALPHA BANK, IBAN:GR4201401120112002002021876

   Students must make sure that their BANKING ID NUMBER, FULL NAME and ACCOUNT BENEFICIARY: The American College of Greece-Deree College/ALBA are given to the bank teller at ALPHA BANK.

b. By web banking:

   **ALPHA BANK, IBAN:GR4201401120112002002021876**
   Branch: Athens Tower
   Address: 2 Messoghion Avenue, 115 27 Ampelokipi, Athens, Greece
   BIC: CRBAGRAA

   Beneficiary: The American College of Greece
   Students must include their **BANKING ID NUMBER** and **FULL NAME**
   (You are kindly requested to send a copy of the transaction either by fax to 2106009824 or by e-mail at studentaccounts@acg.edu)

   **EUROBANK**
   through the **e-Banking** online system by selecting PAYMENTS/OTHER/The American College of Greece-Deree College/ALBA and entering their **BANKING ID NUMBER** to complete the transaction.

   **NATIONAL BANK OF GREECE**
   through the **i-Bank** online system by selecting PAYMENTS/ EDUCATION/The American College of Greece-Deree College/ALBA and entering their **BANKING ID NUMBER** to complete the transaction.

   **PIRAEUS BANK**
   through the **Winbank** online system by selecting PAYMENTS/SERVICE PROVIDERS/EDUCATION/The American College of Greece-Deree College/ALBA and entering their **BANKING ID NUMBER** to complete the transaction.

c. By bank/personal check presented to the cashier at the Student Success Center.

d. By Credit or Debit card presented to the cashier at the Student Success Center.

e. By using online payment ([www.acg.edu/online-payment](http://www.acg.edu/online-payment)).