

DEREE - THE AMERICAN COLLEGE OF GREECE (ACG)

Terms and Conditions 2025-26

Version Number	Author	Approver	Date of approval	Next review date
1	Admissions	Academic Council	January 2025	
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This agreement sets out the terms and conditions between The American College of Greece and students on undergraduate programs who enroll in the 2025-2026 academic year. The terms and conditions apply to students from the moment they confirm their acceptance to study with the College.

It is very important that you review these terms and conditions, and the documents detailed within them, carefully before enrolling to the College.

Our contract with you and its formation

When you enroll to The American College of Greece ("the College" or "we/us") a legally binding contract is formed between you and the College ("the Contract").

The terms and conditions included in this document, together with the documents identified in this sections below, constitute the Terms of the Contract and apply to you from the moment you enroll. You are asked to review the Terms and Conditions on enrolling with us and agree that you have read, understood, and accepted them.

The Admissions Acceptance Letter

The College will send you an acceptance letter ("the Acceptance Letter") setting out terms and conditions applicable to your enrollment. The Acceptance Letter will provide you with important information regarding:

- The admissions policy and process (containing the grievance process).
- The tuition fees payable by you to the College ("Tuition Fees").
- Any particular conditions which will apply to you, including whether your acceptance is conditional upon you meeting specific conditions (for example, achieving particular qualifications, grades etc).
- The Terms and Conditions.
- The steps which you will need to take in order to enrol to the College (ie deposit, advising, registration etc).
- Undergraduate Catalogs and Student Handbook

The key elements of our Contract with you

The Contract between us consists of the following documents:

- The Acceptance Letter
- The Terms and Conditions
- Cancellation Rights
You have a legal right to cancel your acceptance within 14 days of submitting the Admission Offer Acceptance Form. To cancel, you must e-mail admissions@acg.edu with the subject line "Cancellation", including your student ID and full name, and clearly stating your intention to cancel. If we receive your cancellation request within this timeframe, any acceptance deposit paid will be refunded. After this period, you must refer to our Refund Policy.
- Tuition and Fees and the 14-day cooling off period:
 - <https://www.acg.edu/current-students/financial-services/tuition-and-fees/>
- The College has a range of Policies and Procedures which set out important rules, regulations and processes applying to students and various aspects of College life. It is very important that you read and familiarize yourself with these, and comply with them.
 - Undergraduate Catalog and Student Handbook:
<https://www.acg.edu/undergraduate/undergraduate-programs/>
 - Regulations for validated awards of the Open University for Institutions offering Dual awards: <https://www.acg.edu/undergraduate/undergraduate-programs/>
 - Comments on New OU Regulations:
<https://www.acg.edu/undergraduate/undergraduate-programs/>
 - Student's guide to studying on a program validated by The Open University:
<https://www.acg.edu/undergraduate/undergraduate-programs/>
 - Non-Discrimination Policy:
<https://www.acg.edu/undergraduate/undergraduate-programs/>
 - Student Protection Plan (SPP) and Tuition & Fee Information:
<https://www.acg.edu/undergraduate/undergraduate-programs/>
 - Student Code of Conduct:
<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>
 - ACG Housing Regulations:
<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>

- ACG Safeguarding Policy:
<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>
- ACG Equality and Inclusion Policy:
<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>
- ACG Non-Discrimination, Anti-Harassment , Sexual Misconduct, Relationship Violence and Stalking Policy:
<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>
- ACG Harassment and Sexual Misconduct Policy:
<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>
- FCPA (Anti-Bribery and Anti-Corruption) Policy:
<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>

Application and admission to the College

The College's Admissions Policy and Process sets out the College's framework for applying and being admitted to the College.

The Policy is available at:

<https://www.acg.edu/admissions/undergraduate-admissions/admission-process/> .

The Policy includes details of the College processes for seeking feedback on, and raising appeals and complaints against application decisions.

Applicants with learning difficulties, disabilities and those with additional support needs

If you have a learning difference, a disability, mental or physical health illness, learning difference or other additional support needs, you are strongly encouraged to disclose this to the College on application or any time during the admission process so that the College may seek to support you as a student.

Our processes ensure that applications are considered appropriately and that such applicants and those with additional support needs are, where possible, provided with appropriate support in connection with the application process and subsequent study.

For further information please contact our ACG Health and Wellness Center at wellnesscenter@acg.edu, our Educational Psychologist at atriga@acg.edu, our Counseling Center at counseling@acg.edu or review our information for prospective and current students, available at: <https://www.acg.edu/current-students/student-services/> .

If you are in need of academic accommodations you should provide any relevant information to the Educational Psychologist, so it can be taken into consideration in the assessment and evaluation of student learning difficulties so as to determine the appropriate academic accommodations that will help you succeed in your studies.

<https://www.acg.edu/current-students/student-services/educational-psychologist/>

Disclosure of medical information

If you wish to use the athletic facilities, programs, and fitness classes you will need to provide medical certificates, as stated here: <https://www.acg.edu/current-students/athletics/acg-fitness/>

Criminal Convictions policy

You are required to volunteer any relevant unspent criminal convictions at the point of enrolment:

[Link to the website once the policy is approved](#)

Applicants under the age of 18

We have a policy which applies to applicants who will not have reached the age of 18 on the 1st September of the year of their proposed entry.

This is available at: <https://www.acg.edu/admissions/undergraduate-admissions/admission-process/>.

For the admission and enrollment of students under 18, written consent from parents or legal guardians is required.

Data Protection

Your enrolment or application data will form part of your student record. By entering into the Contract with us, you are agreeing to us holding and processing your Personal Data. The relevant policy is available at:

<https://www.acg.edu/personal-data-protection-policy/> .

Student Visas

In accordance with Greek law, citizens of countries that are not members of the European Union or Schengen Agreement who wish to study in Greece must obtain a student visa or residence permit before enrolling at the College. Please note that you will not be able to enroll as a student at the College until you have a valid student visa or residence permit.

The International Student Services Office provides information and paperwork for the issuance of the student visa. Applicants for admission are advised to verify the specific requirements for nationals of their country through the local Greek consular authorities. In order to remain in Greece, students who have valid student visas must then seek a residence permit. The College will provide assistance in obtaining your residence permit.

Detailed information on visa requirements can be found at the Government's Ministry of Foreign Affairs website: <https://www.mfa.gr/en/visas/>

If you require a student visa to study in Greece you must comply with any conditions that apply to your student visa and residence permit, including attendance and engagement, as required by Greek Immigration Law.

Further information in relation to visas for international students is available at: <https://www.acg.edu/admissions/undergraduate-admissions/admission-process/all-other-countries/student-visa/>

Program Information

You are reminded that you are responsible for reviewing, prior to applying or enrolling to study at the College, up-to-date Program information, by searching for the relevant Program information on the University's website. Links to this information are included below:

- Undergraduate: <https://www.acg.edu/undergraduate/>

Complaints

- **Admissions:** If you have a complaint about the admissions process, you can review the process you can follow at: <https://www.acg.edu/admissions/graduate-admissions/applicant-grievance-procedure/>
- **Academics:** Students registered in a validated program, may appeal against a decision of the Board of Examiners by following the process at: https://www.acg.edu/wp-content/uploads/2020/05/Academic_Appeals.pdf
- **Student Life:** Should you, as a registered student of the College, have a complaint regarding your College experience, then you should follow the steps set out in the College Catalog. Issues related to student behavior are handled through the Office of Student Affairs under the Dean of Students as detailed in the Student Conduct Code, and other specific policies related to ACG Safeguarding Policy, ACG Equality and Inclusion Policy, ACG Non-Discrimination, Anti-Harassment, Sexual Misconduct, Relationship Violence and Stalking Policy, ACG Harassment and Sexual Misconduct Policy, FCPA (Anti-Bribery and Anti-Corruption) Policy. Any other complaints that may reach the Office of Student Affairs are redirected to the appropriate offices: Student Success, Technical Services, Academic Deans etc. The procedure is available at: <https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct>

Student Life and Deree Student Association

Co-curricular activities play a key role in a student's life. Clubs and organizations are part of the vibrant student life available at the College. There is a wide variety of clubs which encourage students to explore new activities, meet new people and cultivate new interests. There are also student organizations that support activities and events that originate from administration offices of the College.

Overall, students join a club or organization because they share a common interest and wish to develop that interest through group discussions, presentations, competitions, exhibitions and much more. For more information on how to become a member at a club or organization can be found in the Clubs and Organizations Guidebook: <https://www.acg.edu/current-students/student-services/student-life/getting-involved/>

The Deree Student Association acts as liaison between the undergraduate student body and the administration, faculty and staff: <https://www.acg.edu/current-students/student-services/student-life/getting-involved/student-organizations/deree-student-association/>

Housing

The College provides the option for students who wish to reside in College Housing, to stay in College owned Residence Complexes or University apartments, located just a short walk from campus. Students housed in College Housing live in a safe, clean, residential environment in a quiet neighborhood with nearby grocery stores, cafés, restaurants and shopping centers. College Housing consists of fully furnished studio, single and double bedrooms in shared apartments.

<https://www.acg.edu/admissions/undergraduate-admissions/admission-process/eu-students/housing-at-acg/>

<https://www.acg.edu/admissions/undergraduate-admissions/admission-process/all-other-countries/housing-at-acg/accommodation/>

You may apply for Housing by completing an online application request form following the receipt of your deposit. The terms of any offer by the College to provide you with accommodation during your studies will be the subject of a separate housing contract and you will be required to follow the Housing Rules and Regulations.

The current version of the Housing Rules and Regulations can be located here:

<https://www.acg.edu/current-students/student-services/student-life/student-code-of-conduct/>

Students who stay in College Housing, pay a comprehensive fee per semester/session, which includes tuition and housing (depending on number of credits and type of room).

Information on comprehensive fees, payment options, housing refund policy etc can be found here: <https://www.acg.edu/current-students/financial-services/tuition-and-fees/>

Important Note

By enrolling, you accept the Terms and Conditions, which apply for the duration of your studies. Please note that certain items may be subject to updates or amendments in line with institutional policies or regulatory requirements. All students will be duly notified of any such changes.

Contact us

ACG's registered address is:

Deree

The American College of Greece

6 Gravias Street

Room 100

GR-153 42 Aghia Paraskevi Greece

Telephone: + 30 210 600 - 9800/9

Extensions 1318, 1410, 1411

E-mail: admissions@acg.edu

www.acg.edu