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Chapter I Teaching Policy and Procedures

http://moreinfo.huji.ac.il/upload/Nahalenglish2014(1).pdf

Chapter II Regulations Concerning Tuition Fees

1. The university's scale of tuition fees is set by a public committee for the determination of tuition fees. This body has determined the level of tuition to be charged, the schedule of payment dates, and the percentage of fees due on each of those dates. In recent years, the Israel Ministry for Education and the Council for Higher Education in Israel (CHE) have held responsibility for setting tuition fees. Any modification in the scale of tuition is conditional upon the receipt of state subsidies and the agreement of the Israel Ministry of Finance. Should the government not fund the entire sum to which it committed therein for the purpose of subsidizing and reducing tuition fees, payment in full of said tuition fees shall fall upon the individual student.

2. The public committees and the CHE have ruled that full standard fees shall be charged for first year undergraduate students who register to study for less than 18 academic credits per year (9 hours per week.)

3. Any student receiving a total or partial subsidy from a public body external to the university, as well as students not holding Israel citizenship, shall be charged additional tuition fees at the level of 25% of the regular tuition fee.

4. Any student who received notification of entitlement to a bursary, scholarship or award for excellence, shall make arrangements for payments to schedule, irrespective of the date on which the award payment is due. Refunds for bursaries and awards will be factored in at a later stage.

5. The student's signature of approval for the program of academic study, whether electronic or on the printed form, constitutes an obligation to pay tuition fees in accordance with the regulations, irrespective of whether the student attended lectures and/or sat exams, or not.

6. Payment of an advance deposit on tuition fees by a continuing student, or of registration deposit for a freshman student shall not constitute proof of academic eligibility to study at the university.

All sums and regulations in this booklet are subject to modification in accordance with: the instructions of the public committee, government announcements, or decisions of the institution, should these occur. The relevant updates will be sent to students.
Chapter III Scale of Tuition Fees, Schedule and Dates of Payment Installments

The basic level of tuition fees for 2015-2016 is determined using the cost of living index from July 2015. The said index shall serve as the baseline for calculation of tuition fees during the course of the year. The consolidated tuition fee shall not be less than the fee initially calculated from the baseline index.

Below is a partial list of tuition fees for 2015-2016, as calculated from the July 2015 CPI (Consumer Price Index):

**Mandatory Fees**

- Normal tuition fees were 13,781 NIS (for a full study program – 100% – for all degrees).
- Tuition fees for an undergraduate degree (reduced tuition fees) were 10,198 NIS.
- Security charges were 550 NIS.
- Hebrew language (where obligatory) and English as a Foreign Language studies: see the relevant sections.
- **Students not holding Israeli citizenship shall be charged additional tuition fees at the level of 25% of the regular tuition fee.**

**Optional Fees**

- Welfare services – 120 NIS. (38 NIS for research students.) (For cancelation of Welfare services, see Chapter X.)
- Student Union membership – 230 NIS. (89 NIS for research students.) (For cancelation of Student Union membership, see Chapter X.)
- Sports Facility fees for 2014-2015 were:
  - 1,410 NIS per student for access to the Sports Center at Mt. Scopus and Edmond J. Safra.
  - 1,200 NIS per student for the Sport & Recreation Center at the Robert H Smith Faculty of Agriculture, Food and Environment in Rehovot (see Chapter XIII.)

Tuition fees shall be payable by standing order bank debit only, except for the advance registration deposit by freshman students. All students are obliged to arrange a direct bank standing order debit. For details, see Chapter V – Payment booklet and General Payment Instructions.

Payment Schedule for Tuition Fees (only applies to payments by standing order debit)*:
For details of the debit schedule for standing order debit, as well as additional information about tuition payments, see Annex I.
Chapter IV Information about Tuition Fees

1. Calculation of Tuition Fees

Annual tuition fees are calculated according to the number of hours of study in the curriculum. The level of tuition fees shall be a function of the multiplication of the number of hours of study over all courses on the study program and the "value of a credit hour."

The "value of a credit hour" depends on the particular degree course, faculty and study track of the student, as appearing in the table below:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Study Faculties</th>
<th>Experimental Faculties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's*</td>
<td>5%</td>
<td>4%</td>
</tr>
<tr>
<td>Research Master's**</td>
<td>10%</td>
<td>12%</td>
</tr>
<tr>
<td>Master's without thesis**</td>
<td>8%</td>
<td>10%</td>
</tr>
<tr>
<td>Doctoral fast track</td>
<td>10%</td>
<td>12%</td>
</tr>
</tbody>
</table>

Exceptions:
* Bachelor's degree in Agricultural Economics – 5% accounting in the dual track 4%; hotel management and food resources 5%.
** Law and Social Sciences towards a Master's degree – as detailed under the various experimental faculties.
** Science teaching – as detailed under the study faculties.
** Technology Management, Human Genetics, Occupational Therapy, Public Health in non-research tracks; Public Policy & Management, Educational Consultation and Learning Disabilities specializations on both tracks – 8%.

As a rule, the calculation of the "value of a credit hour" is constructed so that a student completing his or her degree studies in the standard term (three years for a Bachelor’s, two years for a Master’s – without splitting years, without extending the term of study, and without repeating courses) shall pay the minimum aggregate tuition rate, as detailed below.

Since the spread of course hours may not be equally distributed throughout the years of study (both because of a particular program of study or as the result of choice by the student), there may be cases where a student is billed for more than 100% of the tuition fee in a particular year, and for less in another year.

Change of major or study track – If the change of a program of study incurs a change in the "value of a credit hour", the level of tuition shall be recalculated and fees shall be charged accordingly, provided that the modification occurs within the official transfer period.

After the transfer period, it will not be possible to reduce the number of courses and thus, the liability for tuition fees. A student who receives permission for additional courses from the Faculty's Academic Committee will have his or her tuition fees recalculated.
2. Details of Amount of Tuition Fee by Degree

A. Tuition Rates for a Bachelor's Degree

The award of Bachelor's degree is conditional upon an accumulation of between 300% and 500% credit units, based on a standard year of academic study. (See: General section on Accumulation of credits towards a degree.)

A.1. Study of an additional major – holders of a Bachelor's degree of the Hebrew University who supplement an additional course which is not for the purpose of receiving another Bachelor's degree shall be charged tuition fees at the level of no less than 150% for the studies required by that major.

A.2. Advanced courses

Any student on a Bachelor's course who elects to study advance courses towards a Master's degree as part of the study program shall be billed according to the "value of a credit hour," at the rate of 5% of the standard tuition fee. This payment shall not be included in the partial accumulation towards a Bachelor's degree. If and when he or she commences studies towards a Master's degree and receives academic accreditation for those courses, financial credit shall be given towards the accumulation of the said degree, and this only after the calculation of the difference between the fee paid at the Bachelor's tariff and the tariff which is due for a Master's.

A.3. Charges for Specific Programs

• **Bachelor's degree in conjunction with the Academy of Music:** Any student on this program will be charged 50% for each year of study during the 3 years of study towards a degree (at least 150%). From the fourth year onwards, the student shall be charged in accordance with the university regulations and the study program submitted.

• **Undergraduate students on the following courses:** "Amirim", Medicine, Dental Medicine, Pharmacy, Social Welfare, Occupational Therapy, Computer Sciences and Computational Biology, Cognition, Conversion course to Pharmacy, and students of Veterinary Science shall pay 100% of the annual tuition fee for standard years; for those extending their term of study, tuition shall be based on the percentage of the course and the value of their credit hour. For students on the "Amirim" program and on joint programs with Law, aggregate tuition fees shall be in accordance with the table of consolidated degree tuition.

• Students on the "Atidim Teacher Training" and "Atidim Public Management" programs over a standard full-time course (3 years) shall pay no less than 400% of the tuition fee for their Bachelor's degree. Atidim students of Law who have completed their studies in the standard term (3.5 years) shall pay at least 450% of the tuition fee for their Bachelor's degree.
B. Supplementary Courses

In general, the above courses are defined as supplementary courses towards a Bachelor's degree and in preparation for a Master's. The value of a credit hour shall therefore be calculated at 5% of the standard tuition tariff. Any student accepted for a Master's program and required to complete additional courses at the same time, shall pay tuition for these hours over and beyond tuition fees due for the Master's program. Payment of fees for supplementary courses is not part of the aggregate tuition fee towards a Master's degree. A student who learns less than 50% will be charge for overheads.

C. Additional Courses

Courses that have not been registered in accordance with regulations as part of the curriculum are defined as additional courses. Such courses will not be factored into the curriculum; examination booklets will not be checked and grades will not be given.

D. Tuition Rates for a Master's Degree

The enrolment condition for the award of a Master's degree is the aggregate payment of at least 200% of the tuition fee based on the standard year (see: General section on Aggregate fees for a degree.) Any student studying in a joint Master's program or a Master's program with various specializations (where the number of study hours is higher than usual) may be liable to tuition fees of 250% or more, depending on the extent of the program.

- A first-year student following a program of over 100% study hours shall be liable for 100% of tuition fees, with the balance being due for defrayal in the following year. A second-year student shall be charged fees in accordance with the rules for tuition calculation and for the balance of payment due from his or her first-year studies, and not less than the amount required to supplement the aggregate towards his or her degree. Any student who withdraws shall be charged for the balance of fees due.

- A student who has not completed his or her academic requirements after full payment of the aggregate fee shall pay tuition in accordance with a program that he or she submits and with a supplement for overheads.

- A student who notifies of termination of study who has not yet accrued payment of 200% of tuition will be liable for fees in accordance with the particular curriculum and not less than the amount required to complete payment of the 200% aggregate tuition fee.

D1. Examinations and Thesis

A student shall be entitled to sit final examinations only if he or she has completed all tuition payments and has accrued a minimum of 200% of the aggregate tuition fee.
A student who has completed his or her course of studies and tuition payment towards a degree, but has not yet sat a final examination and/or submitted a thesis, is required to submit a curricular transcript form and pay 10% tuition annually.

A student who completes a thesis (in final format, after corrections) and/or sits a final examination before 31.12.2015 shall not be required to submit a curricular transcript form for 2015-2016, nor to make any additional payment beyond payment already made for 2014-2015.

D2. Charges for Different Programs

- A student on a joint program with the Bezalel Academy of Arts (M.F.A.) or with the Music Academy (M.A.Mus.) shall be liable for 50% of tuition for a period of two years. Supplementary courses and studies from the third year onwards shall be charged in accordance with the regulations and the particular curriculum.
- A student in the Department of "Neurosciences: Computation and Information Processing in the Brain" or on the track for "Specialization in the Study of Rationality" shall be liable for 100% tuition in each of the first two years, without regard to the scope of study. Any student also taking supplementary courses shall be liable for additional fees, in accordance with the number of hours and their cost. From the third year onwards, a student shall pay 12% per hour plus overhead costs for any extension of the program. Upon transfer to the doctoral program, a student shall pay the customary tuition.
- Psychology students shall pay 100% tuition fees in each of the first and second years; in the third year, they shall pay in accordance with the actual value of the credit hour.

E. Tuition Rates for a Doctoral Degree (Research Students)

A research student shall pay 40% of tuition fees for each of the first two years. A student commencing his or her studies in the Spring semester shall pay 25% of tuition in the first year, 40% in the second year and 25% in the third year.

In each additional year, the student shall be liable for 10% tuition until completion of the degree. A research student who presents his or her research paper in the year after the completion of minimal tuition fees but not later than 31.12.2015 shall not be liable for payment of tuition (in 2015-2016.)

Supplemental research student/research intern: Shall pay tuition separately from the charge for his or her doctoral studies. The study program submitted shall be charged according to the value of the credit hour at the rate of 10% for each hour of study. The charge for presentation of a thesis shall be an additional 20%. Courses studied beyond the requirements of said specialization that are recognized as part of the doctoral program do not grant any right to financial credit, since there is a set fee for doctoral studies, regardless of the number of courses taken.
All research students, supplemental research students and research interns are required to register their curriculum each year and at the beginning of the year.

F. Level of Tuition Fees on the Doctoral Fast Track

A student on the direct doctoral program shall pay 100% of standard tuition fees for the Master's program in the first year. If he or she takes an additional semester of courses, payment shall be made on the basis of hours studied. If he or she takes courses in an additional year (in other words, he or she did not meet the academic requirements to transfer to doctoral studies,) the student is liable for fees of a Master's program (including back-payment of regular fees for courses taken in the first year.)

G. Level of Tuition Fees for Students Commencing in the Spring Semester

The standard term for completion of a degree for a student who commenced a program in the Spring semester is identical to the standard term for someone who commenced in the Fall semester (two years for a Master's degree = 4 semesters; three years for a Bachelor's degree = 6 semesters, generally speaking.) If a student completes his or her studies and obligations at the end of the first semester of the standard term of study, he or she shall not be considered as extending their studies and shall not be charged overhead costs.

H. Level of Tuition Fees towards a Teacher's Certificate

The enrolment condition for a Teacher's Certificate is the payment of no less than 100% of tuition fees. The value of a "credit hour" is 5% of the standard tariff. In general, the course of study for a Teacher's Certificate is a two-year program and the consolidated tuition fee is 100%. Some students receive permission to study for a Teacher's Certificate in one year, in which case the tuition fee shall be calculated at 100% per annum. Students following the Teacher's Certificate program over two years shall be liable for 50% tuition each year, irrespective of the number of courses taken each year.

Students taking more than two years to complete the program shall be considered as having "extended the program" and will be charged by the number of study hours, with the addition of overhead costs. Students on the joint Teaching Art program of the Hebrew University with the Bezalel Academy of Arts and Design will be charged according to the number of study hours at the Hebrew University, with a supplement for security and social welfare, in accordance with tuition fee regulations. Tuition for the remainder of study hours is to be paid to the Bezalel Academy of Arts and Design.
I. Special Tuition Fees for Special Courses

Students on the programs detailed below will be charged in accordance to the following regulations:

I.1. Training Program for Accountancy Graduates (Accountancy Year 4)

Tuition fees for the full program in 2015-2016 will be 22,500 NIS. Part-time students or those repeating courses will be charged on the basis of 5% of full tuition for each hour of study annually. Students studying in parallel for any other degree at the university shall pay the full fee for each of their programs.

A student on this program is not eligible for tuition discounts or any of the awards, nor is he or she entitled to exemption as personnel/child of personnel.

I.2. Post-Doctoral Students

Post-doctoral training does not carry a tuition fee and is intended for the sole purpose of research; should a post-doctoral student choose to take university courses or another program while so engaged, he or she will be liable to pay fees at the rate of 10% of the credit hour.

J. Special Status Students

A special student is someone who is not studying for a university degree. Such students shall be charged on the basis of the credit hour at 5% of the standard tariff and shall also be charged overhead costs and other mandatory fees.

A special student studying less than 50% of the normal program shall be liable for overhead costs (see: Overhead Costs.) Courses taken on this basis shall not be financially aggregable towards an academic degree.

- Maaleh Program: Mature student track. Maaleh students are charged standard tuition fees. Maaleh students over the age of 60 pay half of the requisite fee.

A Maaleh student wishing to transfer to regular student status towards a Bachelor's degree shall be able to do so after accruing at least 200% and submitting an application to the Faculty's Academic Committee to determine accrued academic credit. Tuition credit will be calculated accordingly.

- Outstanding high school students (by special derogation): The above shall be liable for tuition fees in accordance with the project presented. Such students are not liable for additional charges or defrayment of overhead costs, and shall not be entitled to enrichment or completion grants.

K. Parallel Studies towards a Dual Degree

A student studying towards two degrees/parallel programs shall be liable to pay tuition fees in accordance with the combined charges for each separate program.
Students of Medicine and Dental Medicine conjointly studying on a "Master's Program" shall not be required to pay an aggregate of 200% tuition fees for the Master's track, but shall be liable for tuition as calculated on the basis of study hours towards a Master's degree, which shall be no less than 100%, provided they study for a Master's continuously in conjunction with their medical studies and without interruption of their course of study.

L. Study for an Additional Degree

A student studying for an additional degree (whether a Bachelor's or a Master's) at the Hebrew University shall be able to receive academic credit in accordance with the transcript of the academic year. In any case, the tuition payment for an additional Bachelor's degree shall be at least 200% of the standard fee and an additional 100% for a Master's.

3. Regulations of Eligibility for a Degree

- The receipt of a degree is conditional upon completion of the academic requirements, payment in full of the aggregate tuition fee for that degree, in accordance with the standard term of years required for its completion, and there being no deficiency of any obligation whatsoever to the university.
- The annual level of tuition fees (exclusive of any grants received during the course of study) accrues over the course of the years of study until the completion of all the requirements.
- The student is required to declare on a form for that purpose or via online registration that he or she has completed his studies. Anyone registering as completing his or her studies shall be charged for payment of the aggregate fee for that degree, or in accordance with the number of curricular hours – whichever is the greater.
### Scale of Aggregate Tuition Fees and Standard Years towards Completion of a Degree

<table>
<thead>
<tr>
<th>Title of Degree</th>
<th>Faculty/Specialty</th>
<th>Minimum Aggregate Tuition Fee (%ge)</th>
<th>Standard Years to Completion of Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All fields</td>
<td></td>
<td>300</td>
<td>3</td>
</tr>
<tr>
<td>Exact Sciences</td>
<td></td>
<td>300</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry &amp; Biological Sciences – Joint Program</td>
<td></td>
<td>300</td>
<td>3</td>
</tr>
<tr>
<td>Nursing, Engineering, Pharmacy</td>
<td></td>
<td>400</td>
<td>4</td>
</tr>
<tr>
<td>Law, Occupational Therapy</td>
<td></td>
<td>370</td>
<td>3.5</td>
</tr>
<tr>
<td>Law – Joint Program</td>
<td></td>
<td>350</td>
<td>3.5</td>
</tr>
<tr>
<td>Law and Social Work</td>
<td></td>
<td>425</td>
<td>3.5</td>
</tr>
<tr>
<td>Registered Nursing Track</td>
<td></td>
<td>500</td>
<td>4-5</td>
</tr>
<tr>
<td>Social Work Conversion Program</td>
<td></td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacy Conversion Program</td>
<td></td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Nursing for Field Medics</td>
<td></td>
<td>270</td>
<td>3</td>
</tr>
<tr>
<td>Exact Sciences</td>
<td></td>
<td>400</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry &amp; Biological Sciences – Joint Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing, Engineering, Pharmacy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law, Occupational Therapy</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Law – Joint Program</td>
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<td></td>
<td></td>
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<tr>
<td>Law and Social Work</td>
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<td></td>
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<tr>
<td>Registered Nursing Track</td>
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<tr>
<td>Pharmacy Conversion Program</td>
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<tr>
<td>Nursing for Field Medics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master's</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All fields</td>
<td></td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>All specializations</td>
<td></td>
<td>250</td>
<td>2</td>
</tr>
<tr>
<td>Criminology and Social Work</td>
<td></td>
<td>300</td>
<td>2</td>
</tr>
<tr>
<td>D. Medicine; D. Dental Medicine</td>
<td></td>
<td>Medicine, Dental Medicine</td>
<td>600</td>
</tr>
<tr>
<td>D. Veterinary Medicine; D. Pharmacy</td>
<td></td>
<td>Veterinary Medicine and Pharmacy</td>
<td>400</td>
</tr>
<tr>
<td>Teacher's Certificate</td>
<td></td>
<td>All Faculties</td>
<td>100</td>
</tr>
<tr>
<td>Direct Master's Track</td>
<td></td>
<td>Revivim; Computer Science and Computational Biology</td>
<td>500</td>
</tr>
<tr>
<td>Special program for outstanding students; Bachelor's degree at the Faculties of Natural Sciences, Agriculture, Social Sciences, Humanities, and Master's in Business Administration</td>
<td></td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Bachelor's of Laws + conversion program for Master's in Business Administration (until completion of the MBA)*</td>
<td></td>
<td></td>
<td>580</td>
</tr>
<tr>
<td>Bachelor's in Engineering and Master's in Business Administration</td>
<td></td>
<td></td>
<td>600</td>
</tr>
</tbody>
</table>
* On transferring to the Master's program, tuition fees will be calculated in accordance with credits accrued.

4. Tuition Bursaries

For the purpose of easing the financial burden on the student who wishes to broaden his or her academic education, while endeavoring to ensure payment of standard tuition fees towards a degree, the University's Board of Administration resolved to operate a system of tuition bursaries that are factored into the calculation of the annual tuition fee. This decision is unique to the Hebrew University and bursaries are awarded in accordance with the regulations detailed below:

A. Enrichment bursary:
This bursary is awarded to a student requesting to broaden his or her education through the study of courses within the departmental curriculum or external to it, and whose annual tuition fee exceeds 100% on a single application form. The level of the bursary shall be no more than 10% (accrued across all the standard years of study) of the standard tuition fee (100%) in that year.
A student with two applications is not eligible for the enrichment bursary if the cost for each application separately is less than 100%, even if the combined sum is above 100%.
In any case, the level of accrued tuition towards a degree defrayed by the student shall be no less than the minimum required for the completion of payment of the standard tuition fee.

B. Bursary for Completion of Studies:
In order to encourage students to complete their studies in the standard term for that department, a bursary for completion of studies has been instituted solely for Bachelor's and Master's students who fulfil all requirements for completion. The level of the bursary shall be no more than 10% of the total tuition.
The bursary will be granted to a student who submits a declaration of completion of degree studies when his or her curriculum is processed. A student who receives such an award but nonetheless continued his or her studies for that degree shall have the award canceled and the ensuing debit will be transferred to the account for the ongoing academic year.
This award is granted in addition to the "enrichment bursary"; however, the level of tuition to be paid by the student shall be no less than the minimum required for the completion of payment of the standard tuition fee.
Students of Medicine, Dental Medicine, Veterinary Medicine, Nursing, Occupational Therapy and Pharmacy are not eligible for the bursary for completion of studies.

A student whose period of study towards a degree has exceeded the standard term and fees ("extended studies") cannot receive tuition bursaries.
5. Level of Tuition Fees for Recipients of Awards for Excellence

One of the conditions for receiving an award or a study grant for excellence is the submission of a full curriculum, and not less than 90% of tuition. The level of the study grant shall be no higher than a curriculum at 100% of standard tuition. Thus, student whose curriculum exceeds 100% and who receives a full award, will be charged only for the hours above the level of 100%.

A. Any student receiving notice of an award for excellence is obliged to make arrangements for his or her payments to schedule. When the award is reported, the balance due will be recalculated. The report of an award for excellence shall be made to the administrative offices before the end of the Fall semester.

B. Prospective recipients of such awards are obliged to make arrangements for direct bank debit by standing order for fees and to arrange tuition payments, irrespective of receipt of the award. After the entitlement is endorsed, should there be a surplus in the account an index-linked monetary reimbursement will be transferred to the student's bank account.

C. A prospective recipient of an award for excellence who decides to cancel his or her studies and/or who does not sit examinations and/or who does not meet the conditions entitling him or her to the prize, shall have his or her entitlement to the prize cancelled and shall be charged tuition fees in the normal way.

6. Extension of Studies

A student shall be considered to "extend his or her period of study" if said studies continue beyond the normal term of study. The student shall be charged tuition fees in accordance with the tariff of the "value of the credit hour" for the degree for which he or she studied, as well as for overhead costs.

The following students fall into the category of extended study:
1. Bachelor's degree student – from the fourth year onwards;
2. Bachelor's degree student of Law, Nursing, Engineering, Occupational Therapy and Pharmacy – from the fifth year onwards;
3. Teacher's Certificate student – from the third year onwards;
4. Master's degree student who has completed full aggregate – in the third year and onwards;
5. A student who began his or her studies in the Spring semester shall be considered as extending study if he or she does not complete all obligations in accordance with the number of semesters studied in the standard program (6 semesters for a Bachelor's degree; 4 semesters for a Master's.) This shall be verified after completion of studies and report of completion of the degree.
7. Supplement for Overheads

In accordance with a resolution of the Public Council, a supplement for overheads shall be charged at the level of 10% of the tuition fee, as follows:

A. If the student extends his or her studies beyond the standard term of years towards a degree.

B. If tuition is calculated as being below 50%.

*For example:* A Humanities student on a Bachelor’s program will pay:
- For 7 weekly hours of study: 7hrs/week x 5% = 35% + 10% (overheads) = 45%;
- For 10 weekly hours of study: 10 hrs/week x 5% = 50% (no overheads supplement).

A student whose tuition fees are calculated in the range between 41% and 50% shall be charged 50% (incl. overheads supplement.)

A student submitting two separate applications (two separate programs) shall be charged overheads separately on each application, if the conditions detailed above apply.

The overheads charge is not factored into the calculation of the accruing aggregate towards a degree over the course of the years of study.

8. Cost of EFL (English as a Foreign Language) Studies

*Level 2:*
Any student taking English classes at level 2 is liable for payment, in addition to tuition.
The cost of the course during the 2014-15 academic year was 1,028 NIS per semester course of 4 hours.

*Level 1:*
Any student taking classes at level 1 is exempt from such charges only during the first year of a Bachelor’s program.
A 2nd year student or above on a Bachelor’s program will be charged an overall tuition fee for the course of studies according to the “value of the credit hour” at the rate of 5%.

The tariffs for tuition will be updated in accordance with the July 2015 CPI (Consumer Price Index).
For further details, please contact: sarash@savion.cc.huji.ac.il

9. Cost of Hebrew Language Courses

A student (for any degree) in the first year of studies towards a degree at the University, who is required to study Hebrew language, is exempt from payment for this course. Students not studying on degree programs are not eligible for the exemption from tuition for Hebrew language studies and will therefore be required to pay for them from their first year.

For a Hebrew course (up to 4 hours), the charge during 2014-15 was 1,028 NIS, and for a course with more than 4 study hours the charge in 2014-15 was 1,545 NIS.

Each course will be charged separately.
The tariffs for tuition will be updated in accordance with the July 2015 CPI (Consumer Price Index).
For further details, please see: http://overseas.huji.ac.il/hebrew

10. Study of Languages other than Hebrew or English
Tuition fees for study of these languages shall be calculated according to 5% of the credit hour and on the basis of the tariff of the student's degree program.

11. Reimbursements for Academic Recognition of Courses
A student who has studied at an academic institution recognized in Israel or overseas and is continuing his or her studies at the Hebrew University towards the same degree and in the same field, may request a reimbursement of tuition. This refund is likely to be in proportion to the academic credit recognized by the Faculty. The student should apply to the Faculty at the beginning of the academic year with a request for written approbation of the number of credits that have been recognized and approved for him or her. Tuition reimbursement shall not be greater than the level of academic hours for which he or she receives academic credit at the Hebrew University.

12. Cost of Repetition of Courses and Late Submission of Assignments
Repetition of courses or re-sits of examinations from the previous year shall be calculated as supplemental to the degree program curriculum and shall incur an additional payment.
A student who received academic permission to for late submission of an assignment from the previous year shall register that course on his or her study program and shall be charged tuition fees for the study hours therein. Only an assignment from the previous year (incl. corrections) submitted by 31.12.2015 with the approval of the Teaching Committee shall not be registered on the study program and shall not incur an additional charge. Any assignment submitted after that date with the approval of the Teaching Committee shall appear on the student's application form and shall incur the requisite tuition fee.

13. Students on Miluim (IDF Reserve Duty)
A student who has accumulated 10 days or more of reserve duty during one semester in relation to a semester course, or at least 20 days of reserve duty during the academic year in relation to an annual program and has consequently been absent from classes on the program, has the right to postpone that program and to repeat it without additional charge, provided that he or she has not yet sat the examination.

14. Olim Students (New Immigrants)
Olim students subsidized by the Ministry of Immigrant Absorption shall pay fees according to the regulations governing tuition and the tuition schedule for Israeli students. See Annex 1: Installment Schedule for Payment by Direct Standing Order via Direct Bank Debit.
Olim students for whom the Ministry of Immigrant Absorption or any other body wishes to make a direct transfer to the university for tuition payment, shall be charged a supplement of 25%, in accordance with regulations. Olim students are requested to submit the direct standing order from the bank to the Department for Student Accounts to arrange the installment schedule, in accordance with instructions received from the University and the Student Authority in the Ministry for Immigrant Absorption. After each payment is completed, the student must transmit proof of payment to the Ministry for Immigrant Absorption, in order to receive the next installment.

Prohibition of Smoking – Non-Smoking Campus

In accordance with the Law on the Restriction of Smoking in Public Places, smoking is absolutely forbidden throughout the University grounds. Smoking is permitted only in designated smoking areas within restaurants, snack bars and in open spaces. Smoking inspectors do enforce the law and a person violating the law is subject to a fine of 200 NIS, payable within a period of 30 days. Should the offender not notify of his or her wish to be tried for the offense within this period, an instruction will be issued to the Department for Student Accounts and the fine will be added to the student’s account for debit, with his or her tuition fees.
Chapter V  Payment Booklet and General Instructions for Payment

All students must submit a bank authorization, regardless of the payment method selected. The authorization will be implemented in accordance with the rules and the student will receive an advance notice.

Bank authorization forms can be downloaded from the University website under: "For Students/Personal Information/Tuition Fees and Payments/Forms for Downloading". It is also possible to submit Attachment #3 (Bank Authorization) in the payments booklet and send it to the Tuition Fees and Payments Department by the opening of the school year. Students who have not arranged a bank authorization in time may encounter difficulties in receiving information from University administrative and academic systems.

1. Tuition Payment Options

A. Advance Payment - students paying for a full program of at least 100%, will be given a discount of 2.5% from a tuition rate of 100%. This payment (including security fees, welfare fees and English, where the student is not exempt), may only be made by September 15, 2015 using Voucher # 1. This discount will not be given to the pre-Academic Mechina students, fourth-year accounting students and students whose scope of studies is less than 100%. The discount will be calculated on the basis of an application for a single study program, not the overall study program.

B. Paying the Tuition Fees in Installments - Payment by means of a Bank Authorization

The only method for tuition payment in installments is via a bank authorization submitted by the student to debit his or her bank account directly.

This year, it is again possible to also pay the advance tuition payment via a banking authorization. The application for a direct debit authorization must be registered in the “Personal Information” zone.

In the case of veteran students who submitted a bank authorization in the preceding year (2014-15), the authorization will be automatically activated in the present academic year (2015-16).

In accordance with Bank of Israel instructions, in the event that a bank authorization has not been active for two years it is automatically cancelled and the student must submit a new authorization.

Details of the procedures and the payment installment dates are presented in Annex #1.
C. Payment via Credit Card

This option for paying full tuition fees is available to students taking a full study program of at least 100%. The payment will be executed using a credit card in one installment (regular) or using credit via Voucher 2. This payment also includes security fees and English, if the student is not exempt from it.

Students paying by this method will enjoy a comfortable payment spread using credit, in accordance with his or her arrangement between the student and the credit company. This payment may be made in branches of the Postal Bank only, and no later than September 15, 2015.

**Students paying with credit are not entitled to a discount of 2.5%. This method of payment is not intended for fourth-year accounting students, pre-academic Mechina students and those paying tuition fees for a scope of studies less than 100%.

- **In all payment options detailed above, if an implementation of advance payment has been made, its receipt will be taken into account in calculating the tuition fees appearing in the payment booklet.**

2. Rules for the Payment of Tuition Fees by Students who begin Studying during the Second Semester

All procedures detailed in this booklet also apply to students beginning their studies in the second semester, except for the option of advance payment with discount.

1. Students will input their study program at the time indicated by their faculty and no later than March 12, 2016 (end of second semester changes).
2. A "Student Card" will be sent to the student's home after the study program has been input.
3. Charges for tuition fees using the bank authorization will be applied commencing March 15, 2016.
4. The third (and final) payment will be implemented on May 15, 2016. A student who postpones payment beyond this date will be charged with interest on arrears on the entire balance of his or her debt.

3. Payment Using a Discharged Soldiers Deposit

Students interested in paying for their tuition fees from the deposit funds, will apply to the bank where the deposit is deposited and will fill out the sum for payment in the vouchers included in the payment booklet, according to the instructions in Annex #2.

It is possible to pay the full advance tuition using the deposit funds and thus receive the 2.5% discount on tuition fees, or to spread out the payments in installments using a bank authorization.

Details regarding payment by means of the deposit are given in Annex #2.
4. Payment via Loans for the Student Population from University Loan Funds

All non-overseas University students are entitled to apply for a loan.
Last year, loans of up to 20,000 NIS were available. A loan is not linked to the CPI, nor does it incur interest. The loan may be reimbursed after a period of one or two years, in keeping with the student’s preference.
Applications may be submitted via the University website www.huji.ac.il under “Personal Information”.
Schedule and deadlines for application submissions: From mid-November until the end of the academic year.

5. Instructions for Students Exempt from the Payment of Tuition Fees

Students who are exempt from tuition fees are obliged to submit a bank authorization as well as pay for security fees, welfare fees and English and/or Hebrew studies (unless exempt).

A. A Hebrew University Employee and his or her Family Members:

The rules for eligibility for exemption from tuition fees are detailed in Administrative Instruction 05-017.
An employee/child of an employee who is eligible for exemption from tuition fees in the 2015-26 academic year will proceed as follows:

- A new student will submit Voucher #4 "Employee Commitment" to the Department for Student Accounts (unless the admissions implementation advance payment has been made), and will pay the security fees and welfare fees via a blank voucher (Voucher #5), by September 15, 2015.
- A veteran student who is continuing his or her studies continuously and who has submitted a prior commitment form will continue to enjoy the eligibility for tuition exemption during the current year as well, and is requested to pay the security fees and the welfare fees via the advance payment voucher (Voucher #3).

The eligibility for exemption from tuition fees will be examined in November-December 2015. Following this examination, there may be changes in the tuition fee charges.

A student who does not submit a signed attachment in time will not be able to enjoy the exemption awarded employees/employee offspring.

A student who receives a tuition fee scholarship from the University, will not be entitled to receive additional tuition fee exemptions such as an employee/employee offspring exemption that will exceed full tuition fees.

A student completing his or her degree and beginning a new degree will be considered a "new student" and will re-submit the "Employee Commitment" attachment.

Temporary employees will submit the commitment attachment to the Department for Student Accounts for eligibility inspection. A temporary appointment is not automatically updated and must be renewed every year!

An employee/employee offspring encountering a problem is invited to address the Tuition Fees and Payments department head via a personal e-mail.
B. Recipients of Tuition Fee Funding from an Extra-University Entity

Students eligible for the funding of tuition fees (full or partial) will first pay the tuition fee advance payment using Voucher #3 and will submit the following documents to the Tuition Fees and Payments Department by September 15, 2015:

1. An order to debit their bank account (bank authorization) - Annex #3
2. A commitment from the entity funding the tuition fees.

In the event that a funding party should fail to pay the full or partial tuition fees, or the confirmation arrives late, the student is responsible for making the payment on time and he or she must see to it that their debt is paid.

C. Teaching Aides, Instructors and Assistants

The rules guiding the exemption from tuition fees for teaching aides, instructors and assistants and their family members are detailed in Administrative Instruction 05-017, including arrangements for imputing income for this exemption.

- Eligibility for exemption cannot exceed 100% of tuition fees. If the scope of the studies exceeds 100% tuition fees, they will be charged for the hours beyond 100%.
- The exemption of teaching aides, instructors and assistants from tuition fees will be automatically updated in accordance with the scope of their position in their appointment document only after the first salary is paid, and for this reason the student must make all required payments on time until the exemption is updated.
- A teaching aide whose appointment only begins in the second semester is obliged to make payments as usual until the beginning of his or her appointment in the second semester. Should he or she fail to make such payment, the arrears will accumulate interest and linkage on the first semester payments, too.
- Teaching aides who are fourth-year accounting students are entitled to an exemption of up to 50% of the tuition fees for a BA degree. The eligibility will correspond to the partiality of their position. **This eligibility is not updated automatically** and students must apply to the tuition fees and payments department in order to receive their confirmation of eligibility.
- If the exemption is given for the employment of a spouse, the "Employee Commitment" (Annex #4) must be completed and submitted to the Tuition Fees and Payments Department by the beginning of the year.

The commitment for tuition fees exemption must be submitted no later than the commencement of the academic year. The submission of a commitment document in the course of the year will involve charges for interest and linkage differences.
6. Additional Regulations Regarding Tuition Fees

A. Security Services
All students are charged with paying for on-campus security. The payment is fixed and is not dependent on the student's scope, duration or course of studies.

B. Welfare Fees
An itemization for the services for which this payment is required and the rules applying to receiving/not receiving such services are detailed in Section XI. The welfare fees fully apply to all students and do not depend on study scope, duration or course.

C. Updating of Personal Details
Any change in personal details such as address, telephone, etcetera, should be directly updated in the "Personal Information" website. A change of name, surname and ID number requires the appending of an ID card photograph and sending it by mail/fax to the Student Accounts Department.

D. Linkage
The tuition fees are linked to the Consumer Price Index published by the Central Bureau of Statistics on the 15th of each month. The linkage is not a fine, but rather, a means for maintaining the value of the money on the day of payment. All those who make their payments in installments, those enrolling late and those who commence the studies in the second semester, will be charged with such linkage differences.

E. Interest
Any payment made after the last date stipulated will be charged with interest on arrears at a rate of 7.5% per year, linked to the CPI. The interest will be calculated commencing from December 15, 2015 and will apply to all tuition fee payments, including security fees and welfare fees, commencing from the first payment. All tuition fee charges arising from changes in the study program after the period of changes will be charged with interest. Interest will also apply to late registration or to late updates, as detailed in the next section.

F. Late Registration / Late Update Costs
A student registering late/updating his or her details late is obliged to contact the Tuition Fees and Payments Department in order to settle his or her payments. If a student commences payment of tuition fees after September 15, 2016, he or she will be charged with linkage and interest on arrears, according to the payment date set for students registering on time (irrespective of having received the payment vouchers at a later date). A late update also refers to late declaration of completion of studies and/or unfreezing of courses, after June 15, 2015.
G. Reimbursement of Excess Payments

A student who has made all tuition fee payments and has a plus balance in his or her account will be refunded that balance, linked to the last published CPI. The reimbursement will be automatically transferred to the bank account for which the bank authorization has been issued.

Reimbursements are transferred to the bank twice a month, commencing from December 15, 2015 (once the period of changes for the first semester is over.) A plus balance in the account is not indicative that all accounts have been settled: it is possible that changes may apply during the academic year which will generate a further balance of payment that is owing.

During the period of changes for the second semester, due to the frequent changes in the scale of tuition fees, it is possible that reimbursements will only be made once a month.

The bank details for reimbursement and the date of reimbursement are posted in the "Students/Personal Information/Student Accounts/Balance" webpage. All students are required to ensure their details are correct.

H. Study Diplomas and Tuition Fees

Certificates issued by the Tuition Fees and Payments Department incur a payment of 30 NIS. The certificate is only valid for its date of issue and subsequent changes may take place in accordance with any changes in the study program. Students are recommended to use the personal information webpage in order to obtain certificates without incurring charges.

Please Note: A student who has not completed all his or her payments as required will not be entitled to receive a diploma of study and/or a certificate testifying that he or she has "completed his or her degree", even where the tuition fee debt is for studies towards another degree, and even if the certificate applies to academic years for which there is no outstanding balance due.

Exceptional cases and requests on the subject of receiving study diplomas or requests for "completion of degree" certificates when the student has a tuition fee debt from the present year will be subject to special discussion. Requests must be submitted to the head of the Department for Tuition Fees and Payments.
I. Computerized Information Blocks

Computerized information blocks are imposed on students who have not settled their payments in accordance with the required procedures.

Information blocks will be applied in the following situations:
- The student did not submit a bank authorization and has an outstanding tuition fee debt
- A bank authorization was not honored by the bank and there is an outstanding debt later than August 20, 2016
- There is an outstanding library debt
- There is an outstanding debt for rent at the student dormitories
- There is an outstanding debt for a fine
- There is an outstanding debt in the salaries system of the human resources division

The student will not be able to receive information, including computerized information such as examination grades and study certificates until he or she has settled his or her debt.

Information blocks will be applied following an advance warning of about 10 days, given in the Personal Information webpage.

Students who have incurred high tuition fee debts will be barred from inputting a study program for the 2015-16 academic year.

The University is entitled to prevent a student with an outstanding debt from using University facilities, including the library and the student dormitories, as well as bar such a student from participating in an exam.

J. National Insurance, Health Insurance and Occupational Training Insurance

1. National Insurance fees
   These are paid directly by the student. The University submits a list of all students (name, identity number and address) to the National Insurance Institute in order to allow the collection of insurance fees and health insurance fees at the legal date and at a reduced rate for students, as stipulated in law.
   Health insurance will also be paid by the student and is his or her liability.

2. "Occupational Training" Insurance
   The University insures the students whose academic training requires "occupational training" according to the definitions provided by the National Insurance Law.
   The University pays the full insurance premium without collecting the insurance fees from the insured students. This insurance does not exempt the student from the duty of paying for his or her personal insurance at the National Insurance Institute and paying his or her health insurance.
   The list of populations insured with occupational training insurance can be found at the following url:
   www.huji.ac.il/ohlusia_bituah_ahshara_mktsoit (xls file)
3. **Health Insurance for Foreign Students**

The University takes out health insurance for all students who are not Israeli citizens. The student's tuition fees will be charged with an insurance premium for an entire year or a single semester, in the event that the student has only registered for one semester.

Forms can be accessed at:

- application form (Word): [http://info.huji.ac.il/sites/default/files/application_form.doc](http://info.huji.ac.il/sites/default/files/application_form.doc)
- Package of all forms (mailer): [http://info.huji.ac.il/sites/default/files/Health_Insurance_Mailer.pdf](http://info.huji.ac.il/sites/default/files/Health_Insurance_Mailer.pdf)

*The coverage provided by the health insurance will be published in the context of the policy sent to the student.*

Should a student have existing independent health insurance, he or she is requested to sign a declaration to the effect that he or she has health insurance, and his or her account will be credited accordingly. The declaration should be submitted to the Department for Tuition Fees and Payments ([yoavcm@savion.huji.ac.il](mailto:yoavcm@savion.huji.ac.il))

*The form for declaration of existing insurance is accessible at:* [http://info.huji.ac.il/sites/default/files/ktav_vitur_bituah_briut_0.doc](http://info.huji.ac.il/sites/default/files/ktav_vitur_bituah_briut_0.doc)
Chapter VI  Dean of Students’ Office

The Dean of Students’ Office is responsible for the framework intended to provide for the welfare of male and female students at the Hebrew University. The office is charged with responding to students’ needs and creating conditions that will allow every student to fulfill his or her academic potential. The Dean’s professional team is equipped to offer help with resolving personal, social and financial problems, as well as to assist students who have academic difficulties, in coordination with all of the academic and administrative units within the University.

The Dean of Students: Prof. Udi Shavit, Frank Sinatra Building, Mt. Scopus, Tel.: 02-588-1833; Fax.: 02-581-2738; Email: dstudents@savion.huji.ac.il
Web: http://studean.huji.ac.il

Exceptions Committee on Tuition Fees (under the aegis of the Dean of Students)
The committee reviews special requests for modification of student debt due to cancelation of studies, course cancelations, overhead rebates, or late submission of papers, late submission due to health reasons and exceptional circumstances, or for other unexpected reasons. Applications should be submitted on the special form (available on the Dean of Students website) with a description of the special circumstances.
Email address for forms: revaha@mail.huji.ac.il

Units within the Dean of Students’ Office

- Bursaries, Scholarships & Financial Assistance Unit
- Center for Support for Students with Learning Disabilities
- Psychological Services
- Equal Opportunities Unit
- Student Dormitories
- Employment Center
- Center for Support of Blind and Visually Impaired Students
- Accessibility Coordinator
- Coordinator for Arab Students
- Coordinator for Students from the Periphery, New Immigrants and graduates of the Hareidi Education System
- Coordinator for New Immigrants from Ethiopia
- Coordinator for Students with Mental Health Problems
- Coordinator for Gender and Parenting Issues
- Military Reserve Duty Coordinator
- Coordinators for Drop-Out Prevention
- Social Welfare Coordinator
- Coordinator for Religious Affairs and Tradition
- Coordinator for Public Activity
- Unit for Social Activism
Complaints - Student Ombudswoman

The Student Ombudswoman is vested with the independent and impartial authority to address complaints on academic, administrative or personal matters, submitted by students at the University or applicants for study. The ombudswoman similarly holds the authority of appeal on decisions by the Exceptions Committee, in relation to tuition fees.

The complete Regulations of the Student Ombudsman’s Office appear on the University website at:
http://academic-secretary.huji.ac.il/?cmd=regulations.638 (Hebrew)

Contact the Student Ombudswoman:
Prof. Esther Shohami, Tel.: 02-588-2911 Email: kvilot@savion.huji.ac.il
Reception hours are on Tuesdays, by appointment (preferably by email.)
Chapter VII  Termination of Study Procedure

A Hebrew University student or candidate who has decided to cancel/terminate his or her studies, must notify the Student Accounts Department via a registered letter or by fax or by e-mail. The student must keep a copy of the registered letter and a confirmation of fax dispatch.

A letter to the faculty does not constitute a legal notice of termination of study.
The student must be appended to the study cancelation/letter of termination.

### Annual Termination of Study Table*

<table>
<thead>
<tr>
<th>Date of Report of Termination of Study</th>
<th>Charge for Study Cancelation/Termination</th>
<th>Method of Cancelation Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>If reported by August 15, 2015</td>
<td>No charge. If any tuition fee advance has been paid it will be fully reimbursed.</td>
<td>New student - registered letter or via e-mail to the Registration and Admissions Department.</td>
</tr>
<tr>
<td>If reported between the dates: August 16, 2015 to September 15, 2015</td>
<td>Half the tuition fee advance payment will be charged if paid / if a study form has been inputted</td>
<td>Veteran student - registered letter, e-mail or fax to the Student Accounts Department.</td>
</tr>
<tr>
<td>September 16, 2015 to October 17, 2015</td>
<td>Full charge for tuition fee advance payment if paid / if a study form has been inputted</td>
<td>Registered letter, e-mail or fax to the Student Accounts Department.</td>
</tr>
<tr>
<td>October 18, 2015 to 1st December, 2015</td>
<td>40% of personal tuition fees**</td>
<td>072-2766396 (Fax) or 02-5880147 (The student must retain the fax dispatch confirmation document and it is recommended to ascertain that the fax has indeed reached the call center)</td>
</tr>
<tr>
<td>December 2, 2015 to January 21, 2016</td>
<td>45% of personal tuition fees**</td>
<td></td>
</tr>
<tr>
<td>January 22, 2016 to February 21, 2016</td>
<td>50% of tuition fees***</td>
<td></td>
</tr>
<tr>
<td>February 22, 2016 to April 16, 2016</td>
<td>75% of tuition fees***</td>
<td></td>
</tr>
<tr>
<td>April 17, 2016 - to the end of the academic year</td>
<td>100% of tuition fees***</td>
<td></td>
</tr>
</tbody>
</table>

The term "advance payment of tuition fees refers both to the admissions implementation advance payment for a new student and to the advance payment of tuition fees by a veteran student.

* The termination of study regulations also apply to Hebrew University employees and their family members. The payment of an advance payment of tuition fees for which they are charged is treated in the same manner as a regular advance payment in relation to the issue of tuition fee charges when terminating studies.

** Including the full amount for accompanying payments and not less than the advance admissions implementation payment.

*** Including the full amount for accompanying payments and not less than the advance admissions payment, and no higher than the personal tuition fees.
### Termination of Study Table for Students Commencing their Studies in the Second Semester*

<table>
<thead>
<tr>
<th>Date of Termination of study Report</th>
<th>Charge for Study Cancellation/Termination</th>
<th>Method of Cancellation Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Until January 2, 2016</td>
<td>No charge</td>
<td>Via registered mail or e-mail to the Registration and Admissions Department</td>
</tr>
<tr>
<td>If reported between January 3, 2016 and January 30, 2016</td>
<td>Half the tuition fee advance payment</td>
<td>Registered letter, e-mail or fax to the Student Accounts Department 072-2766396 (Fax) or fax 02-5880147 (The student must keep the fax dispatch confirmation document and it is recommended to ascertain that the fax has indeed reached the call center)</td>
</tr>
<tr>
<td>January 31, 2016 to February 20, 2016</td>
<td>Full tuition fee advance payment</td>
<td></td>
</tr>
<tr>
<td>February 21, 2016 to March 19, 2016</td>
<td>50% of personal tuition fees**</td>
<td></td>
</tr>
<tr>
<td>March 20, 2016 to April 16, 2016</td>
<td>75% of personal tuition fees**</td>
<td></td>
</tr>
<tr>
<td>April 17, 2016 - to the end of the academic year</td>
<td>Full amount of personal tuition fees** (no financial reimbursement)</td>
<td></td>
</tr>
</tbody>
</table>

The term "tuition fee advance payment" refers to the admissions implementation advance payment for a new student and to the tuition fee advance payment for a continuing student.

* The termination of study rules also apply to Hebrew University employees and their family members. The payment of a tuition fee advance payment with which they were charged is considered in the same way as a regular advance payment as regards the issue of tuition fee charges when terminating studies.

** Including the full amount of accompanying payments and no less that the tuition fee advance payment.

** Clarifications on Tuition Fee Charges following Termination of Study:

1. A student who has not given notice of termination of study in accordance with the required dates will be charged with the full tuition fees, even if he or she did not actually participate in lessons and/or was not examined.

2. The notification of termination of study at any date entails an automatic cancelation of the grants or bursaries credited to the student's account that year (grants for outstanding achievements, aid grants, etc.) A cancelation may therefore create a financial debt to the University.

3. A student registered for the academic year who has submitted an exceptions application to a teaching committee at the faculty and/or has received a special dispensation to commence studies as "a conditional student" and has failed to meet the condition, will be subject to the termination of his/her studies by the faculty and will be charged with the tuition fees in accordance with the termination of studies procedure. The determining date for such a student will be the date on which the faculty decision to terminate the studies was made.
4. A student whose studies have been terminated in accordance with the instruction of a disciplinary committee will be charged in accordance with the date of termination of study, which will be the date on which the disciplinary committee gave its verdict or the date on which the student's suspension/disqualification commenced, the later of the two.

5. A student who submitted two study programs for two faculties or two degrees and wishes to cancel his or her registration for only one of the programs will explicitly note in his application which of the two programs he or she wishes to cancel, and will be charged for such cancelation in accordance with the cancelation rules of the study program so cancelled.

6. A student who was accepted and/or registered late will be subject to the cancelation rules detailed in the above tables.

7. A student who has given notice of termination of study before completing the first semester, will be charged for the relative part of his or her studies plus overhead, but no less than the sum of the tuition fee realization advance payment/the admissions implementation payment, in addition to the accompanying payments (security and welfare). A student terminating his or her studies after completing the first semester (January 30, 2016) who has a study program of 50% and more (including 50%), will be charged proportionally for the part of his or her studies but no less than 50% of the full tuition fees. In the event that the percentage of the remaining studies is lower than 50%, the student will be charged by the partial scope of his or her personal studies and no less than the advance admissions implementation payment in addition to the accompanying payments.

8. A student canceling all courses registered in his or her study program will be considered to have terminated his or her studies and will be charged with the advance admissions payment, in addition to the accompanying payments.

9. A student who has sat examinations for the first semester will pay at least 50% of tuition fees. Should the scope of the study program be greater than 50%, he or she will be charged proportionally. A student who has sat examinations for the second semester will be charged the full tuition fee for his or her personal study program, and no less than 50%.

10. A student canceling studies who has also studied English as a foreign language and/or Hebrew will be charged with the full tuition fees for each semester for English and Hebrew studies, in addition to the charge due on account of study cancelation.

11. Students holding an employee/employee offspring exemption will receive an incoming credit, in accordance with procedures and date of cancelation of study.
Research Students - Termination of Study

A research student wishing to terminate his/her studies must notify the Research Students Authority and the Student Accounts Department. A student giving notice of registration cancelation within one month of registering for studies will not be charged with tuition fees. Cancellation at a later date will be charged full personal tuition fees, but no more than the advance admissions payment (25% of full tuition fees) with the addition of security and welfare fees. In the event that a vacation (break) from studies has been approved for a student, he or she will not be charged with payment for the vacation period.

A research student wishing to renew his or her studies after a break will be charged with the tuition fees in accordance with the academic decision regarding the renewal of his or her studies.

A research student who will apply for renewal of studies after years during which the research progressed without the student having been registered and whose studies will be renewed in retrospect for a relevant past year, will have to register in retrospect and pay tuition fees from that year.
All students enrolled at the University are provided with a Gmail inbox with the University address of: name@mail.huji.ac.il

This service provides the student with a large-volume inbox from the Gmail e-mail service, as well as accompanying services such as an administration interface for chat, meeting calendar, document creation and editing services and additional services. This inbox will accompany you throughout the studies at the University, and all official mail from the University will be sent to that address.

After you complete your studies, this mailbox can continue to serve you and will remain available to you as a University graduate.

The username and initial password have been created for you and they appear in the appended payment booklet – Annex #1. At the http://mail.huji.ac.il website you will be able to login to the system and replace the initial password that you received.

For additional information, please visit: http://ca.huji.ac.il/services/internet/mail/gmail/index.shtml
Chapter IX Student ID Cards

The student card is an official Hebrew University document testifying to your membership in the University community. The card bears your photograph and Israeli ID (or passport) number and serves as a reader's card for library services, as well as a document identifying you on entering campuses. The card is multi-annual and must be retained throughout your studies.

How to receive a student card:

A new student should enter the link located on the Personal Information page and upload a passport photograph to the website.
A student complying with the instructions and uploading a photograph to the website will receive the student card at the address notified at the time of registration, which will be issued and dispatched after the study program has been entered into the computerized system.
A continuing student will receive a "validating sticker" towards the commencement of the academic year only after submitting a study program; the label can be affixed to the student card in his or her possession to validate it for the present year.

A card from the 2014-15 academic year (with a pink sticker) is valid until December 31, 2015.

What if my student card gets lost or stolen?

An application for a new student card to replace a lost card will be charged 50 NIS.
A stolen card will be charged with 30 NIS, but only on presentation of a certificate from the police certifying the theft (the original receipt only should be presented or sent, a fax of the payment will not be accepted).
The card will be ordered at the Student Accounts Department.
For students admitted late: student cards will be sent to the home address approximately two weeks after the study program has been submitted.

Students at the following campuses: Edmond J. Safra, Ein Kerem; and the Robert H. Smith Faculty of Agriculture, Food and the Environment whose cards have been lost/stolen, should apply to the faculty secretariat, complete request forms for a replacement student card and append a passport photograph.
Students will receive their student cards within a few days at the faculty secretariat.
A student canceling his or her studies will send his or her student card to the Student Accounts Department along with the notice of cancelation.

* Any change of address without notification is liable to cause students not to receive the card. A fee will be charged for reissue.
Chapter X  Welfare Services & Student Union Membership

This year sees an expansion of Welfare Services provided by the University and the Students Union. In order to afford students a clearer understanding of the kind of services provided in each category, the services provided by the university have been separated from those offered by the Student Union to its members: in other words, they are presented as distinct units and are being charged separately.

Payment for Welfare Service fees and payment of Student Union membership form part of the accompanying payments applicable to all students, irrespective of the scope or the study track selected by the student. Welfare Service fees make it possible for the University to provide a line of services and benefits for student welfare. The payment of Welfare Service fees is optional and may be cancelled if this is done by the end of the period permitted for changes in registration.

Students can benefit from all the following services through payment of Welfare Service fees and Student Union membership, or may choose to cancel either of them.

Following is a list of services only available to students who have paid welfare service charges:

- **NEW** – free subscription to view all examination booklets online from home (requires payment of Welfare Service fees and Student Union membership.) The subscription cost for accessing examination booklets is 35 NIS, or 5 NIS per single examination booklet.
- **NEW** – free entry to the Cosell Center swimming pool and discounted subscription (over 50%) for the use of fitness facilities on the campus where you study (for BA and MA students, and subject to payment of Welfare Service fees and Student Union membership – please see details in Chapter XIII)
- Lottery for parking lots within the campuses (for vehicle owners whose vehicle is registered in their name)
- Free shuttle services (transportation between campuses)
- Cell phone notification services* (cancelation of lessons and other urgent notifications) *Except for MIRS subscribers
- Dongle modem sticks for students on military reserve duty
- Initial service free (“Intek”) at the Learning Disabilities Unit and the counseling service
- Participation in the University’s sports team in the framework of the ASA league
- Countrywide internet services

Other University services are provided to all non-overseas students: a range of assistance and subsidy loans, returnable after completion of studies.

**Notice of Welfare Service fees and/or Student Union membership cancelation:**

A student is entitled to waive the payment of Welfare Service fees and/or Student Union membership if he or she gives notice of such cancelation **by the end of the period of changes at the beginning of the academic year.** A student accepted for the second semester is entitled to give such notice **by the end of the period of changes for the second semester.**
Students wishing to waive Welfare Services and/or Student Union membership must sign the waiver declaration regarding the use of Welfare Services/Student Union membership located at the end of this booklet and send it to the Payments and Fees Department by registered mail. The waiver form may also be sent via the enquiries system or fax. The determining date will be that appearing on the envelope or the date of dispatch.

For further details about activities, services, events and benefits offered by the Students Union, please see the Student Union page in Chapter XII and visit the website at [www.aguda.org.il](http://www.aguda.org.il) or the Hebrew University Student Union page on Facebook.
Chapter XI  Mechina - Preparatory Program

Fees for the 2015-2-16 academic year will be 17,000 NIS, linked to the July 2015 CPI index.

1. Scholarships for Students on the Pre-Academic Preparatory Program

Mechina students may apply for a tuition scholarship and subsistence grant from the Ministry of Education and the Defense Ministry via the Mechina offices. The sum of the award to each student is determined on the basis of economic criteria established by the respective ministries. Details of regulations for scholarship applications and the related confirmations and credits will be available to students at the Mechina's administrative office.

When a student notifies of withdrawal from his or her studies, any scholarships received will be cancelled and the student will be liable for the balance of tuition in relation to the date of cancelation.

2. Timetable for Student Withdrawal from the Mechina Program

<table>
<thead>
<tr>
<th>Date of Notification of Withdrawal from the Program</th>
<th>Charge for Withdrawal from / Cancelation of Studies</th>
<th>Method of Notification of Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification prior to September 1, 2015</td>
<td>No charge</td>
<td>Registered letter to the Administrative office (Retention of proof of mailing required)</td>
</tr>
<tr>
<td>Notification in the period between September 2, 2015 to September 30, 2015</td>
<td>Half of advance tuition fee</td>
<td></td>
</tr>
<tr>
<td>From October 1, 2015 to December 30, 2015</td>
<td>The full advance admissions tuition</td>
<td></td>
</tr>
<tr>
<td>From January 01, 2016 to March 31, 2016</td>
<td>50% of Tuition fee + Security and Social</td>
<td></td>
</tr>
<tr>
<td>From April 1, 2016 to end of academic year</td>
<td>Full tuition fee + security and welfare service charges</td>
<td></td>
</tr>
</tbody>
</table>

Students will receive class schedules and individual timetables on the date appearing in the notice of acceptance.
Chapter XII  Student Union

The Hebrew University Student Union is your voice on campus! The Student Union at the Hebrew University represents the students at the University, acts as their voice with the Faculty and plays a significant role in every student’s life. Whether you are the bookworm library type or go-ahead creative spirit, the Student Union is here to help everyone enjoy a positive learning experience and gain maximum enrichment from their years of study. There is a Student Union rep. on all the University campuses (Mt. Scopus, Ein Kerem, Edmond J. Safra and Rehovot) and, despite the geographical distance, the four campuses function as a single entity for the benefit of all students.

Student Union Membership* entitles you to a wide range of services and extras:

• NEW – free subscription to view all examination booklets online from home (requires payment of Welfare Service fees and Student Union membership.) The subscription cost for accessing examination booklets is 35 NIS, or 5 NIS per single examination booklet
• NEW – free entry to the Cosell Center swimming pool and discounted subscription (over 50%) for the use of fitness facilities on the campus where you study (for BA and MA students, and subject to payment of Welfare Service fees and Student Union membership – please see details in Chapter XIII)
• Free administrative services right on campus: legal, accounting, consultation on/with: municipal charges (Arnona), National Insurance, the municipality, income tax.
• Assistance at disciplinary hearings
• Advice and counseling on academic matters
• Major discounts at Students’ Day, on entertainment and shows
• Discount prices for FUNJOYA breaks in Eilat
• Supermarket vouchers that give students massive discounts on check-out costs
• Academic Repository – massive archive of free, downloadable lecture summaries, course notes and examination papers with answers from previous years
• Group purchase offers on popular items at amazing prices
• The “Stars program” – a range of attractive benefits for students on military reserve duty and new mothers
• Discounts on intensive catch-up courses
• Software at token prices: SPSS, SAS, MatLab (rental only)
• Discounted purchase of examination papers from previous years with answers provided by outstanding students at the University
• Vouchers for campus cafeterias for major price discounts
• Register of private teachers offering tuition at attractive rates - compiled specially for Hebrew U students
• Lending library – option to borrow books for the enter semester or year at a token charge
• Exclusive business and social entrepreneurship development programs
• Facilities for cyclists on campus – lockers, showers, cycle routes, etc.
• Special discounts on FIRST CLASS leisure classes
• Special deals at various shops and services
• Sports activities and events
• A wide range of voluntary social activism projects
• Subsidies for official exchange groups traveling overseas
How to Join the Union:
1. Go to “Personal Information” in your online zone and tick the box for Student Union membership.
2. Come to the Student Union stall in Freshman Week and collect your membership tag for 2015-2016 (as well as your free gift!)

* Student Union membership is conditional upon payment of Social Welfare and Student Union membership dues. Any student wishing to waive these services must complete the waiver form in the annex and return it in a timely manner.

For further details about registration, please see the Student Union website at www.aguda.org.il - or visit the Hebrew University Student Union page on Facebook. For the Rehovot campus: www.hafakulta.org.il
Chapter XIII  
Student Sports Facilities

A variety of sports facilities is offered to students on university campus, in accordance with the details below.
Payment for the "sports basket" shall be made with the payment coupon for "Student Sports Services" (Voucher #7 in the payment booklet).
Students can alternatively register for sports services directly at the different sports centers:

1. Lerner Family Sports Center, Mount Scopus
   Tel: 02-588 1234 (multi-line); Fax: 02-588 1006
   Reception hours:
   Sunday: 11:00-18:00
   Monday-Wednesday: 09:00-18:00
   Thursday: 09:00-17:00

2. Edmond J. Safra Sports Center, Givat Ram
   Tel: 02-658 6611 (multi-line); Fax: 02-658 6818
   Reception hours:
   Sunday: 11:00-18:00
   Monday-Wednesday: 09:00-18:00
   Thursday: 09:00-17:00

3. Elsa Bunem Sports & Recreation Center, Robert H Smith Faculty of Agriculture, Food and Environment, Rehovot
   Tel: 09-948 9777; Fax: 08-948 9645
   Reception hours:
   Sunday: 11:00-18:00
   Monday-Thursday: 11:00-18:00
   Friday: 08:30-11:00 (during summer months only)

For further information, see website: [www.cosell.co.il](http://www.cosell.co.il)

The sports centers offer additional amenities, such as: studio classes, squash courts and additional facilities (use of which requires separate payment.) For further details, please apply directly to the various sports centers.

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**Refund for subscription to sports facilities at the Sports Centers**

Bachelor’s and Master’s students entitled to scholarships are eligible to apply for a refund for sports dues. The refund varies between 10%-50%. Application forms can be downloaded from the scholarships website.
Annexes

Annex I: **Installment Schedule for Payment by Standing Order via Direct Bank Account Debit**

Below is the expanded schedule for Hebrew University students holding standing orders for direct debit:

By 15/09/15 – application deposit + security fees + social services:
To be paid by standing order direct debit (for details, see standing order debit regulations below) or by payment at the Postal Bank using Voucher #5 in the payment booklet.

Remaining payments will be deducted by standing order debit as follows:
By 15/11/15 – completion of 35% of the total tuition fee.
By 15/12/15 – completion of 45% of total tuition.
By 15/01/16 – completion of 55% of total tuition.
By 15/02/16 – completion of 65% of total tuition.
By 15/03/16 – completion of 80% of total tuition.
By 15/04/16 – completion of 90% of total tuition.
By 15/05/16 – completion of 100% of total tuition.

**NB:**
Where a student is liable for over 100% of tuition, the calculation will be made according to the above-tabled percentage of the individual tuition fee.
Where a student is liable for less than 100% of tuition, the calculation will be made according to the above table, until completion of payment of all fees. He or she will thus complete his or her payments at an earlier date.

*For example:*
A student enrolled in 65% of the curricular program will complete payment on 15/02/16;
A student enrolled on 89% of the curricular program will complete payment on 15/04/16.

A student who commenced his or her studies in the Spring Semester will pay in three installments:
The application deposit and accompanying payments shall be paid by 15/03/16 and the remainder in two equal payments on 15/04/16 and 15/05/16.

**Regulations Concerning Standing Orders for Direct Bank Debit**

1. The initial payment may also be made by standing order for direct bank debit. The request to pay the application fee and tuition deposit via standing order should be made via the "personal information" pages on the intranet website, or by email or fax to the Department for Student Accounts.

2. During the course of the year, consent to implement the standing order will be activated from November 15 onwards.
3. Candidates accepted after September 30 will be debited according to the above schedule.

4. Holders of standing orders for direct debit can view the notice of forthcoming deductions on the university website, under the section heading: "Students/Personal Information/Student Accounts/Tuition Vouchers." Notices will emailed approximately two weeks ahead of time with the sum and date of the deduction. Students who submitted authorizations for standing orders for direct bank debit after the due date will not receive email notification of the first deduction by standing order. The absence of an email notice does not detract from the student's responsibility for payment on the above schedule.

5. Notice from any student on an error in the calculation of fees will be checked and corrected, where necessary, prior to effecting debit. Notice of errors in computation will be accepted up to the 9th of the month, unless otherwise advised on the notice of debit, as/when distributed to students. If a student's request is received after the effectuation of debit, that student will receive the relevant refund into his or her account.

6. If the bank does not respect the payment for whatever reason, the student will be charged for index-linkage and interest on late payment, as well as a 30 NIS processing charge.

7. The bank account number given in connection with the standing order is valid for the payment of tuition fees and for the refund of any payment of excess fees. These details are not communicated to any other university bodies requiring a bank account, such as the student dormitories or those granting subsistence awards.

8. A student who has paid all his or her tuition fees in advance, or who is exempt from tuition payment, is also required to provide the university with an authorization for a standing order for direct bank debit. Use of this authorization will be made only in the case of a debt arising from a change in the scope of his or her study program.
Annex II    Payment via Demobilized Soldiers' Deposit

Tuition fees may be paid from the above deposit in accordance with the provisions of the Ministry of Defense.

You may choose any of the methods of payment appearing in this booklet to effectuate payment from the Deposit.

Please go to the bank where the Deposit has been made with the appropriate voucher in the payment booklet or with a blank voucher, after which you can make the payment at the postal bank or through the account where the deposit has been processed.

Students whose Demobilization Deposit is lower than the required tuition fee will be charged the remainder of their tuition installments by standing order for direct bank debit, in accordance with the regulations detailed in Annex I.
Date: ______________

To:
The Division for Tuition Fees & Payments,
Finance Department,
Goldsmith Building,
Hebrew University of Jerusalem,
Mt. Scopus,
Jerusalem 9190500.

Declaration of Waiver of Entitlement to Social Welfare Services
and/or Student Union Membership Dues for the 2015-2016 Academic Year

I, the undersigned, hereby waive my entitlement to:
(please circle option/options & please take care to delete an option that is not being waived)
a) the Welfare Services offered by the University
   and/or
b) Student Union Membership
   and am not interested in paying:
a) the Welfare Services fee
   and/or
b) Student Union dues
   for the 2015-2016 academic year.

I hereby confirm that I have read the instructions and
am aware of the implications of the waiver of:
a) Welfare Services
   and/or
b) Student Union membership dues.

I am aware of the fact that, as a consequence of non-payment of the above fee/s,
I shall not be entitled to various services, some of which are detailed in this brochure.

First Name(s) [PLEASE USE CAPITAL LETTERS]    Surname(s) [IN CAPITAL LETTERS]

_________________________________________
Israeli I.D. or Foreign Passport Number

Respectfully,

______________________________
Student's Signature

NB:
We will be able to address your request to waive social welfare services only if it arrives at
our offices by October 10, 2015 (the final date for registration of modifications.)
Your form may be submitted by fax on 02-588 0147.
It is advisable confirm its arrival by phone via the Call Center on 02-588 2342.
Processing Dates for Individual Course Registration

**General**

As a rule, students present their individual program for a course of study online independently via the computerized application and course registration system. Registration of a program of study represents a commitment to pay tuition fees at the level demanded by the program as presented. In the course of submitting a program, the student will sign a declaration confirming the program presented and his or her commitment to pay the required tuition fees. Students submitting their curriculum on a printed form will sign the declaration on the form itself.

If a study program, for any reason whatsoever, was not integrated in the university admissions system, tuition shall be charged at the level of full fees; once the uptake is completed, and only then, will the update be made in accordance with the course of study presented.

**A. Processing Dates for Individual Course Registration**

Online registration dates will appear by Faculty on the "Rishum-Net" website at the beginning of **September 2015**. For further details, please see: [https://rishum-net.huji.ac.il](https://rishum-net.huji.ac.il) or go to the Hebrew University website on [www.huji.ac.il](http://www.huji.ac.il) and select > Students > Course Registration.

**Students commencing studies in the Spring Semester:**
The online registration system will open towards the beginning of the Spring Semester. Details of dates will be provided on the registration web pages.

**Research Students:**
All research students are required to submit a study plan to the Research Student Authority each year until the conferment of the degree. Continuing students shall submit their programs on or before the first day of the academic year. Late submission will incur index-linkage and interest charges. New students shall submit their program of study immediately upon acceptance as research students.

**B. Modifications in Program of Study**

Any student has the right to modify his or her course of study in accordance with the timetable below, and tuition charges will be modified correspondingly.

For courses commencing in the Fall Semester and year courses: on or before **Saturday, October 31, 2015**.

For courses commencing in the Spring Semester, no later than **Saturday, March 5, 2016**.

After the above dates, there will be no option to cancel courses and reduce the level of tuition payable. A revised calculation of fees will be made for any student who has received permission from the faculty Academic Committee to take additional courses.
C. Registration for EFL Courses

Registration for courses in English as a Foreign Language will take place simultaneously with registration for other courses and via the usual registration system.

D. Essential Guidelines for Preparation of a Class Schedule and Course Registration

- Students gain access to the online course registration system by inputting their Israeli 8-digit ID number (without the final verification number) and their personal pass code as it appears on the payment booklet; new students will also find the pass code on their notice of acceptance. For continuing students holding a secure password generator (OTP), the code is generated by the token itself.

- The registration system provides information on the stages of registration, relevant schedules and calendars, general guidelines, as well as help screens, useful addresses, and an FAQ.

- It is recommended that students build their class schedule in advance using the faculty calendars appearing on the university website. Go to: www.huji.ac.il and select > Students> Calendar.

Campus Maps

Please see links from http://new.huji.ac.il/en/page/451
Academic Calendar for 2015-2016

1. Commencement of academic year
   Sunday, October 18, 2015

2. Hanukah vacation
   Sunday, December 13, 2015

3. End of Fall Semester
   Friday, January 22, 2016

4. Beginning of Spring Semester
   Sunday, February 21, 2016

5. Purim and Shushan Purim vacation
   Thursday-Friday, March 24-25, 2016

6. Pesach vacation
   Tuesday, April 12, 2016 – Tuesday, May 3, 2016

7. Eve of Memorial Day for the Fallen
   Monday, May 10, 2016
   (Classes finish at 16:00)

8. Memorial Day and Independence Day
   Tuesday-Wednesday, May 11-12, 2016

9. Students' Day (Yom Yerushalayim)
   Monday, June 6, 2016

10. Shavuot vacation
    Sunday, June 12, 2016

11. End of Spring Semester
    Monday, June 20, 2016

NB:
1. Notices about examination dates and final examinations will be published by respective faculties/schools.
2. The Academic Calendar for the Faculty of Medicine and Dental Medicine will be published by the Faculty's Administrative Office.

Beginning of the 2016-17 Academic Year:
Sunday, October 30, 2016