

## **REGISTRATION FOR FALL 2021 SEMESTER**

(Undergraduate and Graduate Programs)

### **I. DATES:**

<b>Late Registration</b>	<b>: August 30 – September 3</b>
<b>Beginning of Classes</b>	<b>: August 30</b>
<b>Schedule Changes</b>	<b>: August 30 – September 3</b>
<b>Processing of Statement of Fees and Installment Forms</b>	<b>: September 8 – 9</b>
<b>Payment of Fees</b>	<b>: September 10 – 15</b>

### **II. LATE REGISTRATION**

Returning and current students who have not yet registered for the Fall semester can do so online, through the PORTAL, from **August 30 to September 3**.

### **III. BEGINNING OF CLASSES:**

- Fall semester classes will begin on **August 30**.
- The semester will commence online (with recorded sessions for those students who do not have regular access to the internet) for at least the initial two weeks while the University Cabinet will be meeting weekly to monitor and assess the situation and to decide to have in-person teaching as soon as conditions allow.

### **IV. CHANGE OF SCHEDULE:**

Change of schedule will take place from **August 30 to September 3**.

### **V. PROCESS STATEMENT OF FEES AND INSTALLMENT FORMS:**

Statement of Fees (SOF) will be generated automatically in three installments hence there will be no need to pick them up in person. Students who prefer one or two installments need to send an email to [billing@haigazian.edu.lb](mailto:billing@haigazian.edu.lb) specifying the number of installments and their ID Number, before September 3, 2021. Students will then receive an email from the Billing Office with all the details. *The SOFs will be placed in the students' lockers. Students without lockers can pick their SOF from the Cashier's Office.*

### **VI. NSSF/MEDICAL HEALTH INSURANCE**

Students are required to:

1. Complete the National Social Security Fund papers with the Personnel Officer.
2. Provide the Personnel Officer a copy of their personal medical insurance card (if available) before September 3.

Lebanese students are required to join the medical plan of the Lebanese National Social Security Fund (NSSF). If the student already has Lebanese NSSF, he/she needs to provide a certificate (إفادة ضمان) to the personnel officer. Parallel to the Lebanese NSSF medical plan, all students will benefit from a private medical health insurance that has coverage of up to 7,500\$ in an open network (all the hospitals that are contracted by the private Insurance) for all medical emergencies. This University private insurance policy is mandatory to all students. Students who show evidence of other private medical insurance coverage that overlaps with the above-mentioned policy will be exempted from the University private medical health insurance. However, all students will be insured against personal accidents no matter what.

All above mentioned documents, except افادة ضمان , must be submitted prior to September 3, 2021. If students don't submit the required documents by the due date, they will be automatically insured by the University (NSSF and Private). All premiums will be applicable on the SOF.

For further information, students may contact Mr. Jean Karam (Ext. 301) or Mrs. Nancy Salha (Ext. 346) or email [HU.NSSF@haigazian.edu.lb](mailto:HU.NSSF@haigazian.edu.lb)

**VII. PAYMENT OF FEES:**

Payment of fees for the Fall semester will take place from **September 10 to 15**. STUDENTS WHO FAIL TO PAY DURING THE DAYS OF PAYMENT WILL BE FINED A LATE PAYMENT FEE OF 10,000 L.L. PER DAY.

**VIII. CLEARANCE FOR GRADUATION**

Senior students expecting to graduate in Fall 2021 should fill the [Diploma Application Form](#) and email it to Ms. [Vany Parseghian](#) by **September 3**.