RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

TUITION & HOUSING DEPOSIT CARD

Confirmation Agreement Form Undergraduate Programs

PLEASE READ THIS FORM CAREFULLY AND COMPLETE ALL THE SECTIONS

1. To confirm your place at the University, please pay the following:

Admission Confirmation Deposit **$1,000**

A confirmation deposit is required of **ALL** new students. $500.00 of this will be credited to your account when you enroll. **If you fail to enroll, the $1,000 deposit is non-refundable and non-transferable** (except in the case of refusal of student visa – see catalog or call the Admissions Office for procedures in this situation). When you enroll, the remaining $500 becomes a security deposit that is refundable when you graduate from the University, provided your account is clear of any charges for damage or unpaid fees.

Please note that a visa support letter confirming your acceptance at Richmond can only be issued once we have received your completed Confirmation Agreement Form and Admission Confirmation Deposit. You should also note that in some cases, when applying for a student visa it is helpful to have proof of full payment of your tuition fees.

Room and Board Deposit (Housing) **$500**

If you want to live in University housing, please pay the housing deposit in addition to the Admissions Confirmation Deposit. **The Room and Board Deposit is non-refundable and non-transferable**. **You cannot be allocated a room until you have paid the housing deposit and completed and returned the New Student Housing Form.** ***The deposit is in addition to your housing fees.***

ADMISSION CONFIRMATION and ROOM AND BOARD DEPOSIT

_____ *Enclosed is a check for the amount of $1,500.00.*
_____ *Charge $1,500.00 to the Credit Card below.*

ADMISSIONS CONFIRMATION DEPOSIT ONLY

_____ *Enclosed is a check for the amount of $1,000.00.*
_____ *Charge $1,000.00 to the Credit Card below.*

_____ ***MasterCard*** _____***Visa*** _____ ***American Express*** _____ ***Diners Club*** _____ ***Discover Card***

Card Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expires_____

Name as it appears on the card _____ Signature_____

Credit card billing address_____

City_____ State/Province _____ Post code _____

Country_____ Date _____/_____/_____

2. Please sign this form

I have read the terms and conditions in the University Financial Information Sheet and understand that they constitute a part of my agreement with the University. I understand and agree to the terms relating to refunds for program applicants outlined in the catalog and on the reverse side of the Financial Information Sheet.

First name (s)_____ Family name _____

Signature of student _____ Date _____/_____/_____

3. Financial Statement Address *(Individual to whom financial statements should be sent)*

Mr / Mrs / Ms First Name(s) _____Family name(s) _____

Street address_____ City_____ State/Province _____ Post code _____

Country_____ Telephone_____Fax_____Email_____

Checks in U.S. Dollars only should be made payable to **Richmond University** and mailed to:
Richmond, The American International University in London
U.S. Office of Admissions

343 Congress Street, Suite 3100, Boston, Massachusetts 02210-1214 U.S.A.