

# US DOLLAR MONTHLY PAYMENT PLAN



## Advantages

- Easy online enrollment
- Monthly payment plan
- Flexible payment options
- No interest

## Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card (MasterCard, Discover and American Express)

*Payments are processed on the 5th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.*

## Cost to Participate

- \$25 enrollment fee per semester (ACH & credit card)
- \$45 annual fee (ACH & credit card)
- \$2 enrollment fee for an immediate full payment
- Nonrefundable fee if a payment is returned

## Simple Steps to Enroll in the Payment Plan

- Be sure to have your student ID as assigned by Richmond University
- Go to [www.richmond.ac.uk/content/admissions/tuition-fees/making-payments.aspx](http://www.richmond.ac.uk/content/admissions/tuition-fees/making-payments.aspx)
- Scroll to near the bottom of the page
- Click on e-Cashier
- Follow the on-screen prompts



**RICHMOND**  
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IN LONDON

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[www.richmond.ac.uk](http://www.richmond.ac.uk)**

## Target Dates To Enroll By

### Annual 2011–2012 *e-Cashier available on March 15, 2011.*

Last day to enroll online	Required down payment	Number of payments	Months of payments
June 2	none	10	June–Mar
June 30	none	9	July–Mar
July 25	15%	8	Aug–Mar
Aug 1	25%	7	Sept–Mar

### Fall 2011 *e-Cashier available on March 15, 2011.*

Last day to enroll online	Required down payment	Number of payments	Months of payments
June 2	none	5	June–Oct
June 30	none	4	July–Oct
July 25	15%	3	Aug–Oct
Aug 1	25%	2	Sept & Oct

### Spring 2012 *e-Cashier available on March 15, 2011.*

Last day to enroll online	Required down payment	Number of payments	Months of payments
Nov 3	none	5	Nov–Mar
Nov 21	15%	4	Dec–Mar
Dec 1	25%	3	Jan–Mar

**NOTE:** All down and full payments are processed immediately!

### e-Cashier Availability

Availability of e-Cashier is determined by Richmond University. Please be aware the university may elect not to have e-Cashier available during specific times and dates during registration.

Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance online through My FACTS Account or call the Richmond University at 011-44-20-8332-8209 to confirm the change.



For additional help,  
please call us at  
**800.609.8056.**