



**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

# Graduate Programs 2011/2012 Academic Year

## *Financial Information:*

*MA in Art History and Visual Culture*

*MA in International Relations*

### **COURSE FEES**

*(valid from the beginning of September 2011 to the end of August 2012)*

#### **Full Program**

MA Art History and Visual Culture	£12,000.00
MA in International Relations	£12,000.00

#### **Notes on payment**

1. These charges are for the full academic year and are payable in three equal instalments, due 1 August for the Fall semester, 1 December for the following Spring semester and 1 May for the Summer semester.
2. Payment plans are available (at a charge). Arrangements must be made in advance of the due date with the Student Account Manager.
3. A non-refundable £50 application fee is required with all applications.
4. A confirmation deposit of £1,000 is required of all new students. If a student fails to enroll, the deposit is non-refundable and non-transferable. If a student enrolls £500 becomes a security deposit which is refundable when the student graduates or withdraws from the University provided the student's account is clear of any charges for damages or unpaid fees. The remaining £500 is offset against the first payment for tuition. Any security deposits not claimed one semester after the student has last attended the University, will be treated as having been donated to the University.

#### **Accommodation**

The University provides housing for graduate students in single or double rooms on a limited, first-come, first-served basis. The cost does not include meals.\* A non-refundable £1,000 housing deposit is required on booking. Further information on housing can be obtained from the Graduate Admissions Office. Once housing has been paid for, the fee payer is liable for the Fall and Spring semesters fee. However, if a housing contract is to be broken there will be an exit fee of £1,000 per semester, plus the forfeit of the housing deposit. Housing for the summer semester is optional and can be taken up on a weekly basis. The locations to be offered for the summer accommodation are at the discretion of the University.

\* Meals can be purchased on a pay as you go system, during the Fall and Spring semester.

#### **MA Students**

Room only: fall and spring semester (standard double room)	from £8,610.00
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Summer session weeks are available from an additional £250 per week.

For instructions on how to pay and terms and conditions please see overleaf.

# TERMS AND CONDITIONS

## 1. PAYMENT OF FEES

For questions regarding fees or payment of fees, please email the Finance Office at [finance@richmond.ac.uk](mailto:finance@richmond.ac.uk) or telephone +44(0)20 8332 8223.

All fees are payable in advance. Due dates are the same each year: **1 August** for the following Fall Semester, **1 December** for the following Spring Semester and **1 May** for both Summer Sessions. Payment may be made as follows:

### By Post

Please send your check directly to:

Fees Office  
Richmond University  
Queens Road  
Richmond  
Surrey TW10 6JP  
UK

Post dated checks will not be accepted unless prior arrangement is made with the Student Account Manager.

### By Bank Transfer

Transfers may be made in pounds sterling to:

Richmond University Account No. 01666088  
HSBC  
67 George Street  
Richmond  
Surrey TW9 1HG  
Sort Code: 40-38-18  
Swift Code: MIDLGB22  
IBAN No: GB78MIDL40381801666088

Please note that the fee payer is liable for any bank charges that arise.

A copy of the bank transfer is required by fax once completed.  
Fax No. +44 (0)20 8940 7717.

Please ensure the student's name or student ID number is on the bank transfer.

### By Credit Card or Debit Card

Payments may also be made by credit or debit card (excluding Diners Club cards).

### Payment in installments

Fees may also be paid in installments. A fee is charged for this facility. Details of this arrangement are available from the Finance Office.

## US AID ELIGIBLE STUDENTS ONLY

Students may be considered to have a valid payment plan if they are eligible participants of the US Federal Loan programs. This must be certified and approved by the Financial Aid Office at [finaid@richmond.ac.uk](mailto:finaid@richmond.ac.uk) or +44 (0)20 8332 8244 by the due date for payment.

Refund (if applicable) for Title IV Funds (US Direct Loans, Parent PLUS and Private Student Loan) made in sterling will be converted using the daily exchange rate. For full details see the Finance Office.

Recipients of US Direct Loans and Parent PLUS loans will be subject to the university refund policy and to the US Government Return of Title IV Funds policy. Contact the Financial Aid Office for full details at [finaid@richmond.ac.uk](mailto:finaid@richmond.ac.uk) or +44 (0)20 8332 8244.

## 2. LATE PAYMENT FEES

A penalty will be charged if fees are received late. Transcripts will not be released until fees are paid in full. If any unpaid fees are referred to a debt collection agency then a further late payment penalty will be added to the total debt.

## 3. WITHDRAWALS AND REFUNDS

Refunds will only be given for documented visa denials, or other exceptional circumstances at the discretion of the University.

## 4. FEES

Fees for students include activities, insurance and information technology. Insurance covers personal possessions, an element of medical insurance is also provided and tuition refund in the event of protracted physical illness. The extent of the coverage is shown on the insurance leaflet which is available from the Graduate Admissions Office.

## 5. TUITION

The full program fee, as stated on the reverse, covers tuition only and does not include the cost of a student's personal expenses such as accommodation, food and text books.