



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

## **NEW STUDENT CONTRACT**

**ACCEPTANCE OF OFFER OF ADMISSIONS**

**& COMMITMENT TO ENROLL for 2008-2009**

Must be completed by 1 May 2008 to ensure reservation

I, \_\_\_\_\_, hereby accept Richmond University's offer of admission to the 2008-2009 full time MA in Art History degree program beginning 29<sup>th</sup> August, 2008. I enclose a \$1,000 non-refundable deposit to reserve my place. \$500 from this deposit will be held by Richmond as a security deposit throughout my time of enrolment and is refundable at time of withdrawal or graduation if my account with Richmond is clear of all outstanding charges, including penalty charges. This deposit is in addition to and not part of the annual tuition fee. The other \$500 will be used towards my first semester fees. I understand that if I fail to enrol at Richmond I will forfeit the entire deposit. The only condition of refund is if my visa to the UK is denied.

I (*circle one*) **do wish/do not wish to live in Richmond University housing.** I understand that housing preferences are assigned according to the date that my signed housing contract and deposit are received and that University housing is guaranteed only to those who submit their housing contract and deposit before 1 May 2008. I enclose an additional \$500 deposit to reserve my room. I understand this deposit is not refundable under any circumstances. This \$500 payment will be credited to my housing charge and will be returned to me when my housing contract expires (less any damages to my room). I will be allowed to move into my room on 27 August, 2008.

I have read the terms and conditions on the University Financial Information Sheet and accept them as part of my contractual agreement with the Richmond. I will sign and keep one copy of this letter and return the other copy to the admissions office.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date (dd/mm/yy)



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## **DEPOSITS AND INVOICES**

### **Deposits**

**(\$1,000 for enrollment reservation & another \$500 – when applicable – for University housing reservation) are due 1 May 2008.**

**No invoice is sent for deposits.**

**Failure to meet the deadline could result in loss of guaranteed reservation.**

**\*\*\*\*\***

### **Tuition, Room and Board Invoices**

**The regular academic year tuition, room and board charges are invoiced before the beginning of each semester as follows:**

**Fall 2008 Semester is due 1 August, 2008.  
Spring 2009 Semester is due 1 December 2008.  
Summer 2009 Semester is due 1 May 2009.**

**Failure to meet deadlines could result in loss of room reservation and loss of course pre-registration reservations.**

**Send tuition invoices to the following address:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_ **FAX** \_\_\_\_\_

**E-mail** \_\_\_\_\_



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### METHOD OF PAYMENT

I am paying my deposit as follows:

Personal Check

Your US dollar check should be made payable to: **Richmond University.**

Mail deposit to:

**Richmond, The American International University in London  
Newark Post Office, PO 36095  
Newark, NJ 07188-6095**

Bank Transfer    Quote the student's full name on the transfer to:

*Account Name:*            **Richmond University**  
*Account Number:*       **301177808065**  
*ABA:*                         **021000021**  
*Bank:*                        **JPMorgan Chase Bank, N.A**  
                                     **New York, NY 10017**  
                                     **USA**

You must fax a copy of the bank transfer receipt to +44 (0)208 8940 7717 to ensure proper crediting of your account.

Credit Card    (*American Express & Diners Club are not accepted.*)

MasterCard     VISA     ACCESS     Eurocard

Card number \_\_\_\_\_ Expires \_\_\_\_\_

Security Code (last 3 digits on signature strip of card reverse) \_\_\_\_\_

Name on card \_\_\_\_\_

Billing address \_\_\_\_\_

\_\_\_\_\_

Authorization signature \_\_\_\_\_