



DEPOSITS AND INVOICES

Deposits

(£1,000 for enrollment reservation & another £1000 – when applicable – for University housing reservation) are due 1 May 2012.

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 2012 Semester is due 1 August, 2012
Spring 2013 Semester is due 1 December 2012.

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 _____



RICHMOND
 THE AMERICAN INTERNATIONAL
UNIVERSITY
 IN LONDON

METHOD OF PAYMENT

I am paying my deposit as follows:

Personal Check

Checks are acceptable in £, Sterling only and should be made payable to: Richmond University.

Mail deposit with signed contracts to:

Graduate Admissions Office
 Richmond University
 Queen's Road
 Richmond-upon-Thames
 England TW10 6JP

Bank Transfer

Quote the student's full name on the transfer to:
 Richmond University Account No. 01666088
 HSBC Bank
 67 George Street
 Richmond, Surrey, TW9 1HG, UK
 Sort Code 40-38-18
 IBAN: GB78MIDL40381801666088
 SWIFT: MIDLGB22

You must fax a copy of the bank transfer receipt to +44 208 332 1596 to ensure proper crediting of your account.

Credit Card *(Diners Club are not accepted.)*

MasterCard VISA American Express

Card number _____ Expires _____

Name on card _____

Billing address _____

3 digit security code on the back of card* _____

Authorization signature (required) _____

**American Express security codes are 4 digits and are normally located on the front of the card*