



Student ID Card

Attach a
passport size
photo in the box
for use on your
(Required)

NEW STUDENT CONTRACT
ACCEPTANCE OF OFFER OF ADMISSIONS
& COMMITMENT TO ENROLL for 2012-2013
Fall 2012 Entry Term

Must be completed and returned before 1 May 2012

I, _____, hereby accept Richmond University's offer of admission to the 2012-2013 full time undergraduate degree program beginning 28 August 2012. I enclose a £1,000 non-refundable tuition deposit to reserve my place. The only condition of refund is if my visa to the UK is denied. £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 **do wish / do not** (circle one) wish for the University to find me housing. Any housing placements after 1 May, 2012 may or may not be on the University campus and for this reason housing fees may differ from those on the University 2012/2013 housing information sheet. I am aware that Richmond University cannot guarantee housing after 1 May, 2012.

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

If you are not 18 your parent or guardian must sign this contract, too.

Signature of Parent/Guardian

Signature of Student

Date (DD/MM/YY)

Date (DD/MM/YY)



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

DEPOSITS AND INVOICES

Deposits

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

**Send payment with this signed contract.
No invoice is sent for deposits.**

Failure to meet the deadline could result in loss of guaranteed reservation, including, where applicable, scholarship and room.

Tuition, Room and Board Invoices

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

Spring 2012 (January entry term) Semester is due 1 December 2011.

Fall 2012 Semester (September entry term) is due 1 August 2012.

Failure to meet deadlines could result in loss of room reservation, loss of scholarship (*where applicable*) and loss of course pre-registration reservations.

**Payment deadline for Summer Programs, including room and board is
15 April 2012.**

Send tuition invoices to the following address:

Name _____

Address _____

Telephone _____ **FAX** _____

E-mail _____

Please complete and return either by post, email (enroll@richmond.ac.uk) or fax to +44 208 332 1596



METHOD OF PAYMENT

I am paying my deposit as follows:

Personal Check Money Order

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

Mail deposit with signed contracts to:

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) _____

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