



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

Undergraduate Tuition Fees 2011/2012

Financial Information - EU New Students

FOR NEW STUDENTS ONLY

*Confirmation Deposit	£1,000
-----------------------	--------

Fall 2011 and Spring 2012 Semesters

	Per Semester	Per Academic Year
†Tuition	£4,750	£9,500
**Room and board (optional)	£3,860	£7,720
Total: tuition, room and board	£8,610	£17,220

Part-time and summer school tuition are billed at £570 per credit

Room and board for Summer School participants is charged at £1,120 per session
Summer School single room supplements are charged at £280 per session

Notes

* A confirmation deposit of £1,000, in addition to tuition fees, is required of all new students. On enrolment at the University £500 from this deposit will be held by Richmond as a security deposit and is refundable only at time of withdrawal or graduation if your account with Richmond is clear of all outstanding charges, including penalty charges. The other £500 will be used towards your first semester tuition fees. If a student fails to enroll, the confirmation deposit is non-refundable and non-transferable. 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.

A student who registers for the Fall or Spring semester and then withdraws from the University before the start of that semester, will forfeit the security deposit.

**A housing deposit of £1000 (non-refundable and non-transferable) is required at the time a housing application is submitted for consideration. If the student fails to enroll, the housing deposit is non-refundable and non-transferable. Any housing deposit not claimed one semester after the student has last attended the University, will be treated as having been donated to the University.

**The room and board price given above is the cost for a basic multi-occupancy room. A supplemental fee of between £55-£965 (depending on room size and whether or not the room has a sink) will be charged for Spring and for Fall semesters. A limited number of rooms are available as self-catering.

Tuition fees include activities, insurance, and information technology. Insurance covers personal possessions, medical expenses and tuition refund in the event of a protracted illness *if fees are paid by the due date*. Full details are available on request. Tuition fees also cover costs and benefits of Richmond's accreditation and degree validation by the British Open University Validation Services.

TERMS AND CONDITIONS

PAYMENT OF FEES

For questions regarding fees or payment of fees, please email the Finance Office at 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

Payments may also be made by credit 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 by the due date for payment, failure to do this may result in late payment fee being charged. Please contact the Financial Aid Officer at finaid@richmond.ac.uk or +44 (0)20 8332 8244.

TUITION

The tuition fee, as stated on the reverse, does not include the cost of a student's personal text books, course books or any other additional costs such as museum and theater visits, or special course fees.

ROOM & BOARD

The payment for Room & Board entitles the student to full board from Monday to Friday, one meal on Saturday and two meals on Sunday. The University reserves the right to make room changes at any time during the semester. Once housing has been applied for the fee payer is liable for the full amount of the housing. 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.

PART-TIME STUDENTS

Students taking one or two courses (3 to 8 credits) in a given semester are classified as part-time students. Scholarships, financial assistance awards and housing are not available for part-time students.

LATE PAYMENT/LATE REGISTRATION PENALTY

A penalty will be charged if fees are not received by the University or its bankers by the due date. Transcripts will not be released until fees are paid in full. If any unpaid fees are referred to a debt collection agency further charges will be added to the total debt.

Any student who registers late will be charged a late registration fee which is non refundable.

WITHDRAWALS & REFUNDS

Unless students notify the Registrar of the University in writing at the time of withdrawal, a student will be liable for the full semester fees. If for any reason a student withdraws or is withdrawn from courses, the following scale of tuition refunds applies.

The amount of refund depends on when the withdrawal process is completed:

Prior to 5pm on the Friday before Orientation Week – 100%

By 5pm on the Friday of Orientation Week – 75%

By 5pm on the Friday of add/drop period – 50%

Thereafter – 0%

Summer School:

By 5pm on the Friday before the first week of classes – 100%

By 5pm on the Wednesday of add/drop period – 50%

Thereafter – 0%

Please note that a student who attends classes without having registered will be liable for the fees. A student who is dismissed for serious misconduct will not receive a refund. No refund is available for any part of the Room & Board charge. Refunds will be paid directly to the fee payer unless we are advised otherwise.

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 or +44 (0)20 8332 8244.