



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

Undergraduate Tuition Fees 2011/2012

Financial Information – US

All students who are admitted through the US Office of Admissions are required to pay the Richmond fees in US dollars in the amounts shown below. The University guarantees that these fees will not be raised for the year 2011/12 even if the dollar loses its value versus sterling.

FOR NEW STUDENTS ONLY

*Confirmation Deposit	\$1,000
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Fall 2011 and Spring 2012 Semesters

	US Dollar Per Semester	US Dollar Per Academic Year
Tuition	\$13,500	\$27,000
Room and board (optional)**	\$ 6,550	\$13,100
Total tuition, room and board:	\$20,050	\$40,100

Part-time and Summer School tuition are billed at \$1,000 per credit

Room and board for Summer School participants is charged at \$2,030 per session

Summer School single room supplements are charged at \$510 per session

Notes

*A confirmation deposit of \$1,000 is required of all new students. \$500 of this will be credited to the student's account when they enroll. If a student fails to enroll, the deposit is non-refundable and non-transferable. If a student enrolls, the remaining \$500 becomes a security deposit that is refundable when the student graduates or withdraws from the University provided that student's account is clear of any charges for damage or unpaid fees. 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.

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.

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

**A housing deposit of \$500 (non-refundable and non-transferable) is required at the time a housing application is submitted for consideration. The room and board price given above is the cost of a multi-occupancy room. A supplemental fee of between \$95-\$1,830 (depending on room size and whether or not the room has a sink) will be charged for Spring and for Fall Semesters. 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.

TERMS AND CONDITIONS

PAYMENT OF FEES

For questions regarding fees or payment of fees, please Email the Finance Office at finance@richmond.ac.uk

All fees are payable in advance. Due dates are the same each year: **1 August** for the following Fall Semester and **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 US dollar check directly to:

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

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 US dollars to:

Bank name: JP Morgan Chase Bank, N.A.
Bank address: New York, NY, 10017, USA
Account number: 301177808065
ABA: 021000021
SWIFT: CHASEUS33XXX

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. 011 44 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 and Discover Cards).

Payment in installments

Fees may also be paid in installments. 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 or 011 44 20 8332 8244 by the due date for payment.

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 \$2,000 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 then a further late payment penalty 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 the 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 011 44 20 8332 8244.