

1. PURPOSE

In order to facilitate the payment of student tuition fees, AUP makes available a Yearly Payment Plan, Semester Payment Plan, and Installment Payment Plan to undergraduate students. This policy explains the details of each option. See also AA030EN – Penalties for Late Payments.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate students.

3. POLICY STATEMENT

Full-time undergraduate students have three options for paying their tuition: the Yearly Payment Plan, the Semester Payment Plan, or the Installment Payment Plan.

- Students choosing the **Yearly Payment Plan** pay their tuition and health insurance fees for the full academic year (fall and spring semesters) in advance, by July 15. Students who do so benefit from a tuition reduction of 500€. (Note that students receiving financial aid from AUP are not eligible for this tuition reduction.)
- Student who choose the **Semester Payment Plan** must pay their tuition and health insurance fees in full prior to the start of each semester. Fall semester tuition is due on July 15, spring semester tuition is due on December 15, and summer tuition is due on April 30. Students who do not make these payments by the due date are charged a 250€ late fee. (Note that all citizens of the U.S. who borrow federal funds are automatically on the semester payment plan.)
- The **Installment Plan** allows students to make four payments for either the fall or spring semester. Payments for the fall semester are due June 1, July 1, August 1 and September 1; payments for the spring semester are due October 1, November 1, December 1 and January 1. Note that there is no installment option for summer and a service fee of 200€ is charged for each semester the Installment Plan is selected.

4. RESPONSIBILITIES

The Office of Student Accounting Services manages tuition payments from undergraduate students. Undergraduate students must pay their tuition by the due dates.

5. APPROVALS & HISTORY

This long-standing policy was reviewed in July 2018. The policy title was updated in August 2021. The next review will take place in November 2024.

6. ISSUING OFFICE AND CONTACT

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