

Policy Number: AA030EN  
Last Review: 2 July 2018

1. PURPOSE

Students are expected to meet all financial obligations to AUP. Students who do not make timely tuition and fee payments are subject to penalties, explained in this policy.

2. WHO IS AFFECTED BY THIS POLICY

Students.

3. POLICY STATEMENT

Students are expected to pay tuition and fees (e.g., health insurance fee, orientation fee for new students) by the due dates specified on the website and in AA028EN - Payment Plans for Graduate Students and AA029EN - Payment Plans for Undergraduate Students. A 250€ Late Payment Fee will be imposed for any tuition payment received after the published deadline. Until payments are received, students will not be allowed to attend classes and they will be dropped from the class roster.

Students with outstanding obligations (i.e., unpaid tuition or fees) to AUP will have a “hold” put on their student account. Once a hold is put on a student’s account, the student will not be able to view his/her grades, register for classes, obtain copies of a transcript, or receive any proof of graduation. Once the outstanding amounts are paid, the hold will be lifted from the student’s account.

4. RESPONSIBILITIES

The Office of Student Accounting Services manages student accounts and enforces stated penalties.

5. APPROVALS & HISTORY

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

6. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs  
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