

TUITION PAYMENT PLANS FOR UNDERGRADUATES STUDENTS POLICY

Number: AA029EN

Last Review Date: Summer 2026

1. PURPOSE

In order to facilitate the payment of student tuition fees, AUP makes available a Semester Payment Plan, and an 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 two options for paying their tuition: the Semester Payment Plan, or the Installment Payment Plan.

- Students 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 01, 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 August 20; 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

Last review: Summer 2026

Next review: Fall 2027

6. ISSUING OFFICE AND CONTACT

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