

PENALTIES FOR LATE PAYMENTS POLICY

Number: AA030EN

Last Review Date: Summer 2026

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

When students confirm their attendance with AUP, they accept the financial responsibility to pay their tuition and fees by the specified due dates as outlined in the invoices sent by the Student Accounting Services Office, as well as on the AUP website and in policies like AA028EN (Payment Plans for Graduate Students) and AA029EN (Payment Plans for Undergraduate Students). Students are responsible for checking deadlines and ensuring that their Financially Responsible Person (FRP) is also informed about the current tuition and fees. This responsibility includes checking the AUP student portal -student.aup.edu- regularly and providing accurate contact information for them and their FRPs.

Failure to make timely payments is penalized with a late payment fee of 250 euros, to be applied to any tuition balance that remains outstanding after the published deadline. Further penalties may include the dropping of the student from their enrolled courses and denial of access to the University. Each term, students must have settled all tuition and fees in full in order to be allowed to attend classes. No degree can be conferred until all financial obligations to the University are settled in full.

Students who have outstanding obligations, such as unpaid tuition and fees, will have a hold placed on their student account. This hold prevents students from viewing their grades within the Student Portal, registering for classes, or receiving any proof of graduation. Once the outstanding balance is paid, the hold will be removed from the student's account. If a student's registration is dropped due to nonpayment, it can be reinstated after payment of the required tuition and fees. In this case, students may be re-enrolled in their courses if space is still available.

4. RESPONSIBILITIES

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

5. APPROVALS & HISTORY

Last review: Summer 2026

Next review: Fall 2027

6. ISSUING OFFICE AND CONTACT

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