

Semester American Installment Plan Application Form (PLEASE PRINT CLEARLY)

AU ID Number: _____ Semester: _____	1) TOTAL SEMESTER EXPENSES	\$ _____ (1)
LAST NAME, FIRST, M: _____	2) TOTAL SEMESTER CREDITS	\$ _____ (2)
STREET ADDRESS: _____	3) TOTAL BUDGET AMOUNT (LINE 1 - 2)	\$ _____ (3)
CITY: _____ STATE, ZIP _____	4) MONTHLY INSTALLMENT (LINE 3 ÷ NUMBER OF INSTALLMENTS)	\$ _____ (4)
HOME PHONE: _____ ALT PHONE: _____ AU EMAIL: _____	5) SAIP APPLICATION FEE	\$30.00 (5)
I have read the terms and conditions of the SAIP and understand and agree with them. SIGNATURE OF STUDENT _____ DATE _____	TOTAL AMOUNT ENCLOSED (LINE 4+5):	\$ _____
	The student's name and ID number should appear on the face of the check. Mail checks to: AMERICAN UNIVERSITY STUDENT ACCOUNTS-ASBURY 300 4400 MASSACHUSETTS AVE, NW WASHINGTON DC 20016-8073	

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Keep this part for your records

SEMESTER AMERICAN INSTALLMENT PLAN (SAIP)
FOR GRADUATE AND NON-DEGREE SEEKING STUDENTS

For the convenience of students who find it helpful to pay school costs on a monthly basis, American University has instituted the Semester American Installment Plan (SAIP) for Graduate and Non-Degree Seeking students. This plan is a budgeting service that allows students to pay their semester cost of attendance in three equal installments. There is a \$30 application fee required to participate in this plan.

The first installment (\$_____), completed application, and \$30 processing fee are due at the time of application. Monthly payments must be received by the first of the month for the Fall semester, and by the 15th of the month for the Spring semester, as prescribed in this agreement. Late payments are subject to a \$40 late fee. Student Accounts office stops accepting installment plan applications on September 1st for fall and January 15th for spring.

Due Date and Fee Schedule

	Fall Semester	Spring Semester
Completed Application, Application Fee, and First Installment	Time of application	Time of application
Second Installment	October 1	February 15
Second Installment Late Fee	October 5	February 20
Third Installment/Outstanding Balance	November 1	March 15
Finance Charge*	November 5	March 20

***Semester balances must be paid in full by the third installment date. All outstanding balances will be subject to a 1% finance charge, per university guidelines.**

Expected funds from financial aid sources (scholarships, grants, loans) may be deducted from total University expenses in determining the SAIP budget. The applicant's account must be in good standing at the time of the application. The University reserves the right to cancel a participant's enrollment in the SAIP in cases of delinquencies. Monthly 1% finance charge will be applied to any unpaid balances at the time of cancellation.

Participants may cancel their enrollment at any time by sending a written request to the Office of Student Accounts. Any refund due will be made in accordance with the University's normal refund policy.