

2009-2010 Tuition and Fees

- **Tuition, Housing and Meal Plan, and Fees**
- **Payment of Charges**
- **Refunds and Cancellation of Charges**

Undergraduate students who register for 12 to 17 credit hours are assessed tuition at the full-time rate. Undergraduate students who register for fewer than 12 credit hours are assessed tuition based on the number of credit hours taken. Undergraduate students who register for more than 17 credit hours are charged the full-time tuition rate with an additional charge for each credit hour over 17.

Graduate and nondegree students are assessed tuition per credit hour.

Washington College of Law (WCL) students are assessed tuition on the same basis as undergraduates students. However, the WCL tuition rate differs from that of the rest of the university.

The off-campus tuition rate differs from the rate for on-campus courses. Full-time undergraduate students, however, who register for courses both on and off campus are assessed tuition at the on-campus full-time rate.

Given the probable continuation of current economic conditions, as well as the need to continue to accelerate the academic development of the university, it is reasonable to expect that tuition and fee increases will be required each year in the near future.

Tuition

Undergraduate Students

Full-time (12–17 credit hours)	\$17,228
(Above 17 hours, \$1,148 per additional credit hour)	
Part-time (per credit hour)	1,148

Graduate Students

Full- and part-time: (per credit hour)	1,237
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Graduate Business Program:

12 or more credit hours (per semester)	\$14,536
Fewer than 12 credit hours (per credit hour)	1,111

Law Students

Full-time (12–17 credit hours)	\$20,292
(Above 17 hours, \$1,503 per additional credit hour)	
Part-time (per credit hour)	1,503

Nondegree Students

Course level 100–400 (per credit hour)	\$1,148
Course level 500 and above (per credit hour)	1,237

Off-Campus Programs

(per credit hour)	\$1,041
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Note: Auditors pay the same charges as students enrolled for credit and are subject to all applicable special fees.

Non-AU Study Abroad Fee

For all American University undergraduate students participating in non-AU study abroad programs via a Permit to Study Abroad.	
Fall or spring (per semester)	\$2,000
Summer	1,000

Housing

Housing charges are per semester.

Residence Hall Association Fee \$14.00

Main campus: Anderson, Hughes, Leonard, Letts, McDowell, and Nebraska Halls

Single \$5,412

Double 4,315

Triple 3,153

Centennial Hall

Single 6,321

Double 4,315

Tenley campus: Congressional, Capital, and

Federal Halls

Single 5,412

Single with bath 6,321

Double 4,315

Triple 3,153

Meal Plan

Meal plan charges are by contract per semester.

Super Plan: Unlimited access to TDR \$2,380

200 Block: 200 TDR meals, \$300 in EagleBuck\$ 2,350

150 Block: 150 TDR meals, \$300 in EagleBuck\$ 2,150

100 Block: 100 TDR meals, \$300 in EagleBuck\$ 1,600

75 Block: 75 TDR meals, \$300 in EagleBuck\$. . 1,350

All first and second-year resident students are required to be enrolled in a meal plan. Freshmen and first-year transfer students are required to be enrolled in at least the 150 Block Plan, but can also enroll in the 200 Block or Super meal plans. Second-year students are free to choose from any of the five meals plan offered.

Students can select a meal plan on their my.american.edu portal through August 15, or enroll in a meal plan or change their meal plan at the Housing and Dining Programs office located on the first floor of Anderson Hall. New incoming students who do not select a meal plan will be automatically enrolled in the 150 block meal plan.

For more information contact Housing and Dining Programs at 202-885-3370 or go to: www.american.edu/ocl/housing

Fees

Note: The following fees are not included in tuition rates and are nonrefundable.

Additional course and laboratory fees are also nonrefundable and are listed in the Schedule of Classes at:

<http://www.american.edu/american/registrar/schedule.cfm>

Registration

Late Registration (effective the first day of the term)
(per semester) \$50

Sports Center Fee (mandatory for all students)

Full-time (per semester) 65

Part-time (per semester) 30

Technology Fee (mandatory for all students)

Full-time (per semester) 120

Part-time (per semester) 40

Faculty/Staff Registration

For employees of the university or their spouses or domestic partners registering under the tuition remission benefit. (per semester) 50

Alumni Audit Program Registration

(per semester) 100

Alumni audit late registration 10

Student Accounts

American Installment Plan (AIP)

Program Fee (per year) \$60

Late fee for Installment Plan payments (per month) . 40

All other late student account payments:

Based on account balance, see **Late Payment and**

Financial Restrictions

Registration reinstatement 100

Returned check 25

(for all personal check and e-check occurrences not honored by the bank)

Health Insurance

Note: These are the 2008-2009 rates, when available 2009-2010 rates will be at

www.american.edu/ocl/healthcenter/insurancefaq.htm

(per year) \$1,440

For spring/summer 925

For summer only 395

Parking (per year)

Student Commuter \$936

Part-time Student Commuter 358

(undergraduate and law students, fewer than 12 credit

hours; graduate students, fewer than 9 credit hours;

proof of part-time enrollment must be provided)

Resident Student 936

Student Motorcycle 358

Faculty/Staff. 1,404

Part-time Staff. 708

Staff Motorcycle 468

Daily (or \$1.50/hour) 12.00

Graduate Students

Graduate Student Association (mandatory for all full-time and part-time graduate students each semester)

Full-time and part-time students (per semester) . . . \$30

Maintaining Matriculation (each semester). . . . 1,237

SIS Program Fee (SIS master's students)

Full-time (9 or more credit hours)
(per semester) 750

Part-time (6–8 credits hours)
(per semester) 500

Master's and Doctoral Comprehensive Examination
Application 25

Additional fee if in absentia 100

Microfilming of Master's Thesis or Case Study 45

Microfilming of Doctoral Dissertation 55

Student ID Card Replacement 20

Diploma Replacement 25

Transcripts no charge

Application fees vary by school, refer to individual school (CAS, KSB, SOC, SIS, SPA, WCL) web site for fee amount and application information.

Undergraduate Students

Student Confederation (mandatory for all undergraduate degree students each semester)

Full-time students (per semester) \$73.50

Part-time students (per semester). 15

Student ID Card Replacement 20

Diploma Replacement Fee 25

Transcripts no charge

AEL (Assessment of Experiential Learning) Program

Portfolio Assessment 250

Posting Portfolio Credit on Academic Record

(per credit hour/ maximum of 30 credits). 20

Undergraduate Application/Readmission 60

Law Students

General Fee (per semester)

Full-time \$226

Part-time 165

Summer 36

JD Application 70

LLM Application 55

Readmission 70

Payment of Charges

Students and student-authorized parents may make e-check payments through the web portal at my.american.edu. For more information, call Student Accounts at 202-885-3588.

Personal check payments may be mailed to:

American University
Student Accounts
P.O. Box 17539
Baltimore, MD 21297-1539

Other correspondence should be sent to:

American University
Student Accounts
Asbury 300
4400 Massachusetts Ave NW
Washington, DC 20016-8073

Payments may also be made in person at Student Accounts, Asbury 300, Monday through Friday, 9:30 am to 5:00 pm.

Advance Registration/Direct Registration

Students registering during advance registration with billing for the semester must pay the balance due on or before the due date as indicated on the bill.

Students registering after the advance registration period (direct registration) must pay the balance due, less expected financial aid, on the day they register.

The American Guaranteed Tuition Single Payment Plan

Available to incoming freshmen, this plan allows students to stabilize tuition expenses by prepaying four years' tuition at the entering academic year rate. For more information call Minh Phung at 202-885-3559.

American Installment Plan

The American Installment Plan (AIP) is available to all full-time students. This plan covers the academic year and requires ten monthly payments from June 1 through March 1, or twelve monthly payments from May 1 through April 1. For more information, call Student Accounts at 202-885-3541.

Late Payment and Financial Restrictions

A finance charge may be assessed against a student's account for failure to meet the initial payment due date. The university will use a rate of 1 percent per month to compute the finance charge. The university figures the finance charge on the student's account by applying the 1 percent per month to the adjusted balance of the student's account.

In addition, failure to make payment when due will result in a financial "restriction" being placed on the student's account. The financial restriction will result in a "hold" being placed on the student's academic records, including transcript and diploma, and may also result in denial of advance registration and use of the payment plan or other credit privileges.

If a student's courses are dropped due to nonpayment, a financial restriction will be placed on his or her account. Restrictions may be removed following the reinstatement of all courses originally dropped. To reinstate courses, the student must make arrangements with the Collections Office and pay the account in full (including a \$100 reinstatement fee and all associated finance charges). The university reserves the right to delay clearance until a personal check or e-check clears a financial institution.

A student who has once had a financial restriction placed against his or her account may be denied future advance registration and payment plan privileges even though the student has been reinstated upon payment of the reinstatement fee. Repeated failure to make payments when due may result in severance of the student's relationship with the university.

Students who incur financial obligations in the parking and traffic office, library, health center, or athletic department may be subject to late payment fees and financial restriction procedures.

Students who fail to pay tuition or fees will be responsible for all costs of collection, including attorney's fees in the amount of 15 percent of the balance due.

Employer or Agency Tuition Assistance

A student requesting employer or agency billing arrangements must furnish Student Accounts with a valid contract or purchase order before the first day of classes.

A contract or purchase order must contain the following information: (1) student name and ID number, (2) term of attendance, (3) specific costs (and dollar amounts) to be paid

by the sponsor (tuition, books, supplies, fees), (4) sponsor's billing address, and (5) contract or purchase order number or accounting appropriation, if applicable. Documentation submitted in lieu of a valid purchase order will not relieve a student of financial responsibility.

In case of partial assistance, the student is required to pay the balance of his or her tuition costs at the time of registration in order to be considered registered. A student portion which qualifies for one of the university payment plans is to be paid according to that plan. Failure to comply will result in the assessment of a 1 percent per month finance charge. (See **Late Payment and Financial Restrictions**, above.)

A student entitled to Campus Store credit may obtain a book charge form from Student Accounts. Purchases are permitted through the end of the Add/Drop period.

Failure to submit vouchers in a timely manner may result in the assessment of late fees. A student is responsible for payment of any billed amounts which have been disallowed by his or her sponsor.

Employee Tuition Benefits

Only full-time permanent faculty or staff employees of American University are eligible for tuition benefits. There is a nonrefundable \$50 registration fee each semester, in addition to any special course fees, and mandatory sport, technology, and activity fees. Late registration fees are not applicable to faculty and staff using employee tuition benefits.

The Tuition Remission Application is available online at my.american.edu. For more information, contact Human Resources at 202-885-2591.

Refunds and Cancellation of Charges

Course Drops

Students who reduce their course load (except for full-time undergraduates maintaining 12 credit hours or more) by dropping courses during the refund period of the semester will have the course tuition cancellation calculated as of the date of the course drop. The student's account must show a credit balance before a refund will be processed.

MBA modules and other courses on nonstandard schedules have different refund policies, percentages, and dates. In addition, tuition and fee refund policies and deadlines for study abroad and other special programs may differ by program and location. Students should check with the appropriate office for specific guidelines.

Discontinuing attendance in class or notifying an instructor does not constitute an official course drop.

Withdrawal

Students who completely withdraw from the university must submit the appropriate forms to the Office of the Registrar and Housing and Dining Programs. The amount of tuition to be canceled will be calculated as of the date which the withdrawal forms are received in the Office of the Registrar and in accordance with the tuition cancellation schedule, below. If the withdrawal results in a refund, the request for refund should be made in Student Accounts. The student's account must show a credit balance before a refund will be processed.

Discontinuing attendance in classes or notifying instructors does not constitute an official withdrawal. Students who do not officially withdraw during the cancellation period by submitting the appropriate forms to the Office of the Registrar will be responsible for payment of the full amount of the applicable tuition and fees.

Tuition Cancellation Schedule

The cancellation percentage is based on the date of the course drop or withdrawal:

Drop/Withdrawal through the second calendar week of classes	100%
Drop/Withdrawal through the third calendar week of classes	50%
Drop/Withdrawal through the fourth calendar week of classes	25%
Withdrawal after the fourth calendar week of classes	NONE

Note: the calendar week for cancellation of tuition ends on Friday (adjustments are made for legal holidays that fall within the first four weeks of the semester). Students should check the Academic Calendar for specific dates for each semester.

Housing

Requests for cancellation of room charges must be initiated by the student **in writing** to Housing and Dining Programs, Anderson Hall, by the withdrawal deadlines. The student must then request any applicable refund through Student Accounts.

The cancellation percentage is based on the date of withdrawal:

Withdrawal through the first calendar week of the semester	75%
Withdrawal in the second calendar week of the semester	50%
Withdrawal in the third calendar week of the semester	25%
Withdrawal after the third calendar week of the semester	NONE

Note: academic dismissal will result in a prorated charge for the weeks the student resided in university housing.

Medical Withdrawal Policy

No special waiver or refund of tuition and fees is made when a student discontinues attending classes due to medical reasons. However, when a student is hospitalized on an emergency basis and is therefore unable to formally withdraw from classes, the Registrar is authorized to process a retroactive withdrawal based on the last date that the student attended class. The student must present evidence of his or her hospitalization and the date of last attendance in class as verified by the instructor. Provided that the retroactive withdrawal date falls within the tuition cancellation period, the student's account will be adjusted accordingly.

Tuition Refund Insurance

The Tuition Refund Plan can minimize financial loss incurred in a medical withdrawal from the university. This elective insurance plan provides coverage for tuition and housing charges. The plan extends and enhances the university's published refund policy. To participate, applications and fees must be returned before the first day of fall semester classes. For specific benefits and limitations, premium, and other information, contact the student health insurance coordinator at 202-885-3298.