



Student Services Update December 2017

Hello Eagle Families. Our students are in the final stages of finishing course work and will be well into finals and final projects over the next couple of weeks. We wish you the very best during this holiday season and the New Year. As usual, we wanted to share the topics of importance for December.

December Commencement – Fall Commencement will be held December 17, 2017, for August and December graduates. For additional information about the ceremony, please review the Commencement website located here <http://www.american.edu/commencement/fall/index.cfm>.

American University Closes Between the Fall and Spring Semesters – As a reminder to families, American University will be closed December 23, 2017, through January 1, 2018. It is advisable to take care of any university-related business prior to December 23, 2017, or after January 2, 2018.

Spring 2018 Payment Due Date – The spring 2018 payment due date is January 6, 2018. Payment is due at the time of registration for students registering after January 5, 2018. For additional information on payment methods, please follow this link: <http://www.american.edu/finance/studentaccounts/Payment-Information.cfm>.

Spring 2018 Payment Plan Application – American University offers the American Payment Plan (APP) to students in the fall and spring terms as an alternative to paying your bill in full at the start of each term.

The plan splits the fall or spring semester balance into convenient monthly payments, with no interest charged. By budgeting ahead for the upcoming term's charges, students and their families may be able to reduce the amount of loans needed for the school year. Please note, there is no summer payment plan option. For additional information, please follow this link: <http://www.american.edu/finance/studentaccounts/Payment-Plan-Application.cfm>.

1098-T Tax Form Information – Per Internal Revenue Service (IRS) regulations, American University must send the 1098-T tax form to all eligible students, every year. The university is prohibited from offering any tax advice. All questions regarding Education Tax Credits must be addressed to a tax professional or the IRS at www.irs.gov. For more information about the 1098-T form, please review the

information available at the following link <http://www.american.edu/finance/studentaccounts/1098-T-Information.cfm?refresh>.

End-of-Fall/Winter Break Closing – Additional information about the end-of-fall/Winter Break closing process can be found on the Housing & Residence Life [website](#).

- Most AU residential facilities close for the Winter Break period from 12pm on Sunday, December 17, 2017, through 3pm on Sunday, January 7, 2018. Students participating in December graduation ceremonies are eligible for a late departure extension until 12pm, Monday, December 18, 2017. Eligible students received instructions for applying for the late departure.
- Nebraska Hall and the Berkshire Apartments do not close down for the Winter Break period. Students were asked to notify the university via an online form if they would be using their space during the break in order for our on-call staff to be aware of the occupancy. There is no additional charge to utilize the space over break.
- All other students who needed housing during the break period were prompted to apply for Winter Break housing in Leonard Hall for \$50 a night. Additional information will be released via email about check-in for those who applied.

Before a Student Departs:

Students have been asked to complete specific actions prior to their end of fall departure depending on their situation of either returning for the spring semester or checking out of on-campus housing. Specifically, students are encouraged to leave their space clean and tidy including removing all open food containers, disposing of all trash in the living unit, and removing items from the floor. This will help with health and safety conditions in the halls during the three week closure. A full list of expectations is available on the Housing & Residence Life [Fall Closing webpage](#). We encourage families and parents to engage their students around the closing information release through email, community meetings, and in-hall postings.

Mail & Package Reminders:

The last day for package delivery for fall residents is Friday, December 15. Packages received after that date and before January 8, 2018, will be returned to sender. Packages for spring residents will begin delivery on January 8. Packages and mail received for students who are not living on campus for the spring term will be returned to sender.

USPS mail will be delivered and held in mailboxes over the break.

Students who are moving out of on-campus housing are encouraged to change their mailing address in their MyAUPortal and update any frequent senders of their new address to avoid misdirected and returned mail and packages.

2018-2019 Returning Resident On-Campus Housing Process — For students who are living on-campus, studying abroad, or are on a leave of absence for the spring 2018 semester and would like to live on-campus for the 2018-2019 academic year, additional information about the process will be updated on the Housing & Residence Life Returning [Room Selection webpage](#). Watch for updates to begin December 18!

- Step 1 Application Deadline: Friday, January 26, 2018, at 5pm (All students who are interested in on-campus housing for the 2018-2019 academic year are required to complete part 1 by the stated deadline in order to participate in additional steps.)
- Step 2 Roommate Grouping Declaration Deadline: Wednesday, February 14, 2018, at 5pm (All students are required to complete Step 2 in order to be eligible for Step 3 Room Selection. Even students who do not have roommates to request, must complete this step to declare themselves as an individual for room selection.)
- Step 3 Room Selection: Each individual roommate group or student will be assigned a specific window for room selection between February 2, 2018 and March 9, 2018. Room Selection timeslots will be emailed to student AU email accounts.

Information for new Spring 2018 Admitted Students to America University

Tuition Insurance

American University has partnered with A.W.G Dewar to offer tuition insurance. This elective insurance covers 75 percent of a student's tuition and on-campus room charges should a student need to take a medical leave of absence from the university. To enroll, students can email tuitioninsurance@american.edu before January 19, 2018. The premium for the spring semester is \$120.

Health Insurance

American University requires all full-time students who live in AU Housing and all international students with F-1 and J-1 visas to carry personal health insurance. Students in these required categories are automatically enrolled in the AU student health insurance plan offered by UnitedHealthcare StudentResources. Students who have comparable health insurance can submit an insurance waiver before the deadline of February 16 to have the health insurance fee removed from their account. To submit a waiver, visit <https://studentcenter.uhcsr.com/american>.

Immunization Requirements

The District of Columbia Immunization Law requires that all students under the age of 26, no matter how many credit hours they are enrolled in, provide proof of the following immunizations: 3 doses of Hepatitis B, 2 doses of MMR, 1 dose of Tetanus Diphtheria given within the last 10 years, and 2 doses of Varicella or documentation from a medical provider that the student had chicken pox. First-year students who also live on campus are required to show proof of receiving a vaccination against Meningitis after the students 16th birthday or sign a waiver opting out of the vaccination. The deadline

to submit the mandatory immunization form for the spring is January 1, 2018. More information on the immunization requirements and the mandatory immunization form can be found online at <http://www.american.edu/ocl/healthcenter/Immunization-FAQs.cfm>.

If you or your student have any questions, please do not hesitate to contact AU Central at aucentral@american.edu.