



## Financial Terms and Regulations

<p>1. <b>ENROLLMENT DEPOSIT FEE</b></p>	<ul style="list-style-type: none"><li>The Enrollment Deposit Fee is a one-time, mandatory fee that is due once a student is admitted for the first time at AUR serving to confirm enrollment in the incoming class. The Enrollment Deposit fee is <i>non-refundable</i> and contributes toward the tuition for the first year. The Enrollment Deposit Fee is required to be paid as soon as the student receives enrollment acceptance confirmation and can be submitted electronically. Please refer to <a href="https://aur.edu/make-payment">https://aur.edu/make-payment</a>.</li></ul>
<p>2. <b>TUITION FEES</b></p> <p>3. <b>NEW STUDENT FEE</b></p> <p>4. <b>COURSE FEES</b></p> <p>5. <b>ACADEMIC FIEL TRIP FEES AND ON-SITE VISITS</b></p>	<ul style="list-style-type: none"><li>Tuition fees cover university instructional expenses. Tuition fees do not include transcripts, graduation fees, academic field trip fees, on site visit fees and course fees (for selected courses that require specific instructional materials-please refer to Professor's Syllabus for additional course expenses).</li><li>Each registered student is responsible for all school fee payments.</li><li>All new students pay the New Student Fee as part of their first semester tuition and fees. This fee is mandatory and is assigned to a fund specifically designed for orientation. The New Student Fee is <i>non-refundable</i>. It is waived only for re-entry students. New Student fees are payable upon receipt of the first tuition invoice.</li><li>Course fees cover the costs associated with laboratory facilities, equipment, materials, and maintenance necessary for hands-on learning experiences in art, communication, and film courses. Please refer to Professor's Syllabus for details.</li><li>Course fees are charged per course and are separate from tuition fee billing. Course fees are payable at the beginning of the semester as soon as semester courses are confirmed and can be paid online.</li><li>Academic field trips and on-site visit fees typically cover the costs associated with organizing and conducting educational trips or excursions outside of the classroom. These fees are payable upon professor's communication during the semester.</li></ul>

<p><b>6. PAYMENT AND DUE DATES</b></p>	<ul style="list-style-type: none"> <li>● Tuition and related fees are paid by semester and are due on the date(s) indicated on the invoice.</li> <li>● For new students, invoices are sent via email once the enrollment deposit fee has been paid.</li> <li>● For returning students, semester invoices are sent via email once registration is finalized.</li> <li>● A student may not be permitted to attend class until all due fees are paid in full.</li> <li>● The payment plan application form must be submitted to the Finance Office email account on or before the regular tuition deadline. Applications received after the deadline will not be considered, and appeals will not be entertained. The first installment payment is scheduled on the regular tuition deadline.</li> </ul>
<p><b>7. HOUSING FEES AND POLICIES</b></p>	<ul style="list-style-type: none"> <li>● Housing fees, which cover the costs of residential facilities, are provided by the university.</li> <li>● Once the enrollment deposit is paid, students may complete the online housing form if they are interested in AUR housing.</li> <li>● Housing fee invoices are issued once housing availability has been confirmed.</li> <li>● These fees are paid by semester and are due on the date(s) indicated on the invoice.</li> </ul> <p>In case of withdrawal, housing fees are refundable under the following conditions:</p> <ul style="list-style-type: none"> <li>● If withdrawal occurs 30 days before housing deadline: 100% refund.</li> <li>● 30 days after the housing deadline but 15 days before the start of classes, a 50% refund is given.</li> <li>● No refund is given if a withdrawal occurs 14 days before the start of classes.</li> </ul>
<p><b>8. LATE REGISTRATION AND LATE APPLICATION</b></p>	<ul style="list-style-type: none"> <li>● For students who enroll or register after the payment due date(s), fees are due immediately upon receipt of the invoice.</li> </ul>
<p><b>9. WITHDRAWAL AND REFUND POLICY</b></p>	<ul style="list-style-type: none"> <li>● Tuition refunds are permitted when students withdraw from The American University of Rome or when students withdraw from one or more courses, transitioning from full-time to part-time status.</li> <li>● Tuition refunds are processed according to the schedule provided by the Finance Office. Exceptions to this schedule are not permitted unless the University cancels the course, or an error has been made by the University.</li> </ul> <p>Fall and Spring semester students withdrawing from classes, eligibility for a tuition refund is as follows:</p> <ul style="list-style-type: none"> <li>● Students who withdraw on or before the last weekday before the 1st day of classes will receive a 100% tuition refund.</li> <li>● Students who withdraw during the 1st week of classes will receive a 75% tuition refund.</li> <li>● Students who withdraw during the 2nd week of classes will receive a 25% tuition refund.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students who withdraw during the 3rd week of classes will not receive a tuition refund.</li> </ul> <p>For Summer session students withdrawing from classes, eligibility for a tuition refund is as follows:</p> <ul style="list-style-type: none"> <li>• Students who withdraw on or before the last weekday before the 1st day of classes will receive a 100% tuition refund.</li> <li>• Students who withdraw during the 1st day of classes will receive a 50% tuition refund.</li> <li>• Students who withdraw after the 1st day of classes will not receive a tuition refund.</li> </ul> <p>To receive a refund, a student must notify the Registrar of their withdrawal by completing the appropriate form.</p> <p><u>The date of withdrawal is determined by the date the Registrar's office receives the form.</u></p>
<p><b>10. DELINQUENT PAYMENTS</b></p>	<ul style="list-style-type: none"> <li>• To attend classes, students must have paid all tuition and fee balances, and have completed and accepted student loans.</li> <li>• If payments are not made in full by the due date, the student's MyAUR account will be placed on hold.</li> <li>• Course registration and/or changes to courses will be blocked until payment is received in full.</li> <li>• After the first two weeks of classes, students will be dropped from course rosters and will not be allowed to return to class until full payment is received.</li> <li>• Official transcripts, diplomas, enrollment confirmation letters, and other official documents will not be released to students with outstanding balances.</li> </ul> <p><u>All reminders will be sent to the students via email. Failure to maintain the official email through the student database will not serve as a valid reason for failing to settle the outstanding balance.</u></p> <p><u>Each student is personally liable under their enrollment agreement with the university for payment of tuition fees and sundry charges or accommodation fees under their tenancy agreement. The University reserves the right to pass the student's outstanding debt to a debt collection agency.</u></p> <p><u>Debt recovery costs will be added to the debtor's delinquent account.</u></p>
<p><b>11. PRIVACY POLICY OF FINANCIAL RECORDS</b></p>	<ul style="list-style-type: none"> <li>• According to the Family Educational Rights and Privacy Act of 1974 (FERPA), non-university individuals (including parents) cannot access the student's financial records unless they have authorization from the student. Students may allow parents or a third party to access their financial accounts by completing a form that authorizes the Finance Office to allow non-University individuals to view their financial records.</li> </ul>
<p><b>12. FINANCIAL AID AND SCHOLARSHIP</b></p>	<ul style="list-style-type: none"> <li>• AUR students may apply and receive financial aid and scholarships.</li> <li>• US students may be eligible for funding under the Direct Loan Program. Loans available under this program include Stafford (both subsidized and unsubsidized) and PLUS loans. For more details, please refer to the Financial Aid department.</li> <li>• AUR offers scholarships based on merit, financial need, and student level.</li> </ul>

	<p>Please refer to the Financial Aid department and the AUR website for details and applications.</p> <ul style="list-style-type: none"> <li>● Confirmed scholarships are deducted directly from the tuition fees.</li> <li>● Loans are disbursed within the first week of classes. If the loan amount exceeds the fees payable to the University, the difference will be paid to the student within three business days of the disbursement date.</li> <li>● If a student (either undergraduate or graduate) withdraws from AUR and has received financial aid, the student is expected to repay the unearned portion of the financial aid. For details, please refer to the financial aid department policies and visit <a href="https://aur.edu/return-title-iv-funds-us-federal-student-loans">https://aur.edu/return-title-iv-funds-us-federal-student-loans</a></li> </ul>
<b>13. PAYMENTS</b>	<ul style="list-style-type: none"> <li>● All payments must include the student's name and, if possible, the student's I.D. number.</li> <li>● Money orders for tuition payments cannot be accepted.</li> <li>● For payment methods, please refer to: <a href="https://aur.edu/tuition-and-fees-payments-and-policies">https://aur.edu/tuition-and-fees-payments-and-policies</a></li> </ul>
<b>13. FINANCIAL COMMUNICATION</b>	<ul style="list-style-type: none"> <li>● All communications and information regarding payments, bills, statements, outstanding fees, etc., are sent via email from <a href="mailto:finance@aur.edu">finance@aur.edu</a></li> </ul>

**By signing below, I acknowledge that I have read, understood, and agree to abide by all the terms and conditions outlined in this agreement.**

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