

TUITION AND FEES 2008 - 2009

- 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)	\$16, 408
(Above 17 hours, \$1,093 per additional credit hour)	
Part-time (per credit hour)	1,093

Graduate Students

Full- and part-time: (per credit hour)	1,178
MBA Program	
12 or more credit hours (per semester)	\$14,113
Fewer than 12 credit hours (per credit hour)	1,079

Law Students

Full-time (12–17 credit hours)	\$19,326
(Above 17 hours, \$1,431 per additional credit hour)	
Part-time (per credit hour)	1,431

Nondegree Students

Course level 100–400 (per credit hour)	\$1,093
Course level 500 and above (per credit hour)	1,178

Off-Campus Programs

(per credit hour)	991
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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

Residence charges are for each semester.

Residence Hall Association Fee	\$14.00
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Main campus and Tenley campus

Single Occupancy	\$5,179
Single Occupancy with bath (Tenley)	6,049
Double Occupancy	4,129
Triple Occupancy	3,017

Meal Plan

Meal plan charges are by contract per semester:

Super Plan: Unlimited access to TDR	\$2,300
200 Block: 200 TDR meals, \$300 in EagleBuck\$	2,270
150 Block: 150 TDR meals, \$300 in EagleBuck\$	2,080
100 Block: 100 TDR meals, \$300 in EagleBuck\$	1,550
75 Block: 75 TDR meals, \$300 in EagleBuck\$.	1,310

Freshmen and first-year transfer students residing on campus are required to enroll in a Super, 200 Block, or 150 Block meal plan. Those freshman and first-year transfer students who do not sign up for one of the three meal plans by August 15, 2008 will automatically be enrolled in the 150 Block meal plan.

Students residing off campus and those not enrolled as first year students, including Washington Semester students, may select from any of the five meal plans. Washington Semester students will automatically be assigned to the 150 Block Plus meal plan and will then have the option to move to any other meal plan.

Students have the first 15 days of each semester to make changes to their meal plan. Meal plan changes will not be made after that time. All meal plan changes have to be made at Housing and Dining Programs, Anderson Hall.

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:

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) 95
Part-time (per semester) 30

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

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

(per year) \$1,440
For spring/summer 925
For summer only 395

Parking (per year)

Student Commuter \$925
Part-time Student Commuter 347
(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 912
Student Motorcycle 347
Faculty/Staff. 1,368
Part-time Staff. 684
Staff Motorcycle 456
Daily 12.00
Meters (per hour) 2.00

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). . . . 1,178

SIS Program Fee (for SIS master's students admitted for fall 2004 and after)

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 15

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 15

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 Paper Application (no fee online)/

Readmission. 60

Law Students

General Fee (per semester)
Full-time 215

Part-time 157

Summer 34

Law School JD Application /Readmission \$65

Law School LLM Application \$55

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.

Meal Plan

Students will only be permitted to decrease or drop their meal plan during the first 15 days of the semester. Meal plan adjustments are made on a daily prorated basis, not by the number of meals used. Requests for meal plan cancellations must be initiated in person at one of the Housing and Dining Programs locations, Rockwood Building or Anderson Hall. Students then request any applicable refund through Student Accounts. Meal plan increases or sign-ups may be done at any time during the semester.

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.