

Policy Number:	<u>AA030EN</u>
Last Review:	<u>Summer 2024</u>

## 1. PURPOSE

Students are expected to meet all financial obligations to AUP. Students who do not make timely tuition and fee payments are subject to penalties, explained in this policy.

## 2. WHO IS AFFECTED BY THIS POLICY

Students.

## 3. POLICY STATEMENT

When students are admitted to AUP, they have a financial responsibility to pay their tuition and fees by the specified due dates as outlined on the AUP website and in policy like AA028EN (Payment Plans for Graduate Students) and AA029EN (Payment Plans for Undergraduate Students). Students are responsible for checking deadlines and ensuring that their Financially Responsible Person is also informed about the current tuition and fees. This responsibility also includes checking the AUP student portal -student.aup.edu- regularly.

Failure to make timely payments may lead to consequences, including the removal of the student from their enrolled courses and denial of access to the University. Additionally, a late payment fee of 250 euros will be applied to any tuition payment received after the published deadline. To enroll in classes each term, students must settle all tuition and fees in full. No degree can be conferred until all financial obligations to the University are paid in full.

Students who have outstanding obligations, such as unpaid tuition and fees, will have a hold placed on their student account. This hold prevents students from viewing their grades, registering for classes, obtaining transcripts, or receiving any proof of graduation. Once the outstanding amounts are paid, the hold will be removed from the student's account. Students can be reinstated after payment of the outstanding fees and may be re-enrolled in their courses if space is still available.

## 4. RESPONSIBILITIES

The Office of Student Accounting Services manages student accounts and enforces stated penalties.

## 5. APPROVALS & HISTORY

This long-standing policy was reviewed in Fall 2024. Next review: Fall 2025.

## 6. ISSUING OFFICE AND CONTACT

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