![AUM - American University of Malta logo]

Policy: Student Tuition Fee

Policy Title	Student Tuition Fee Policy
Policy ID	2017-v1_Student Tuition_Fee_Po
Effective Date	September 2017
Responsible Office	Vice President for Finance
Responsible Executive(s)	Finance Office

Student Tuition Fee

All tuition and other costs to the student are available on the AUM website.

Payment Policy and Procedures

Tuition and all other fees have to be paid by the first day of classes. Fees can be paid by cash, check, and wire transfer or credit card. Credit cards payments require a surcharge of 3% of the total fee.

Students who do not pay their fees by the specified deadline will be put on financial hold. Students on financial hold are not allowed to take final exams and will not be issued official transcripts until all fees are paid.

Students are responsible for full tuition payment for all courses in which they are registered unless their registration is canceled for nonpayment; canceled administratively due to academic suspension, dismissal or termination; or the course is dropped before the tuition liability begins.

Refund Policies
Tuition fees are refundable subject to the following rate:

Withdraw by:	% of Refund
The end of 1st week of the semester	100%
The end of 2nd week of the semester	75%
The end of 3rd week of the semester	50%
The end of 4th week of the semester	25%
Beyond the end of the 4th semester week	No refund

The following fees are non-refundable:

- Application fee
- Admission fee
- Visa fee
- Technology fee
- Lab fee
- Activity fee

Scholarships and Tuition Reductions

To the extent that resources allow, the university provides scholarships and tuition reductions to qualified full time students of all nationalities toward academic excellence and to encourage qualified students from Malta, the region and overseas to join its academic programs.

Financial Responsibilities

(see *Student Handbook*)

• Students are responsible for maintaining current addresses with AUM and for activating and checking their personal AUM e-mail accounts.
• Enrolment shall not be considered complete unless all outstanding balances from the prior term are paid in full.
• By registering for classes, students accept responsibility for charges for the entire semester.
• Failure to receive a reminder bill confirming charges does not waive the requirement for payment when due.
• Students are responsible for dropping unwanted courses by the drop dates and using the drop and withdrawal procedures published in each term's Schedule of Classes. Full or partial tuition liability may apply.
• Non-returning students are responsible for submitting a written withdrawal to the Student Affairs Office. Penalties may apply.

ID Card Policy

Each AUM student should have an AUM ID Card that can be obtained by the IT Department after providing complete information for the individual by filling up an AUM ID Card form. The AUM ID card may be collected within two working days after providing the complete information. Each student shall also get an approval of the AUM ID Card creation by the Finance Department by getting the signature of the Manager of Finance on the AUM ID Card Form. The AUM ID card may be used in the AUM Library for borrowing books. In case of an AUM student leaving the university permanently, the AUM ID card should be returned to the IT department. If a card is lost by a student, a second card will be provided to the student after the student pays 15 Euros to the Finance Department.

Student Payments (see also *Student Handbook*)

Student fees and the timing of payment of fees are consistent with policies and procedures outlined in the *Student Handbook* and the *University Catalog*. (to be developed)

- A list of new and continuing students is communicated to the Finance Office by the Admissions Office before Orientation each semester. This information is used to determine anticipated revenue.
- It is university policy that fees for each academic term are to be paid in full prior to the beginning of classes for each academic term. A student may be granted a payment installment plan, which is described in the AUM *Catalog*.

Collections/Cash Management

- Students may pay by cash or current dated cheque in at the Accounts Office or through wire transfer.
- For payment by cash or check, the Accounts Office will record the transaction in the Student's account and issue a receipt.
- New students pay the following fees within two weeks of receiving their admission packet:
- Admission fee: 100%
- Visa Fee (If applicable): 100%
- Tuition and other fees are to be paid before the start of classes
- A student who is not full time pays a pro-rated amount based on 24 ECTS credits as full time study.
- All cash receipts are recorded manually and reconciled and verified by the accountant, and a daily cash closing summary is submitted to the Director of the Finance Office
- All cash transactions are updated and posted on a daily basis in the accounting software (tally) by the Accountant.
- Cash and current dated checks will be deposited in the bank account on the last working day of every week.

Cash Receipts

Any amount of fees can be received for the following purposes:

a) Tuition and/or fees from any program or course from all students
b) Any arrears from past or current students
c) Any fees or charges for student related activities
d) Any amount related to any other activities on behalf of AUM whether it is on-campus or off-campus

- All cash receipts for AUM are centralized and should be handled by the cashier. In the accountant's absence it will be dealt with by the accountant or designee. No one else is

authorized to receive cash from any student, parent, relative, or anyone else on behalf of AUM unless specifically approved to do so by the Provost/President of the University.

- AUM is not responsible for recognizing any payments made by outsiders, students, or parents to their agents. Further, receipts are only recognized that are duly supported by the original receipt generated by the Finance Department. Duplicate copies should in no case be issued to the payers.
- Money received from tuition, fees and other revenue resources is not to be mixed with petty cash.
- All monies pertaining to student fees or other revenue are deposited in the bank account periodically by the cashier or the accountant. All receipts are deposited the next working day or, at the latest, by the following week depending on the volume of transactions. Upon receiving any amount, the recipient will issue a duly completed and signed pre-numbered cash receipt to the payer with three copies:
  a) One for payer
  b) Two copies for Accounts filing and depositing
- In order to secure the holding of cash and checks, the person responsible for handling cash and checks assures that cash is safely kept in a cash box locked in a fireproof safe that has two persons as custodians. The Finance Department takes all necessary measures to safeguard cash and checks against any intended or unintentional theft, embezzlement, or natural disaster before they are deposited in the bank account.
- A daily cash position statement is prepared and submitted by the cashier or accountant to the Director of Finance for analysis and reconciliation. The cashier or accountant is responsible for reconciling the cash receipts, payments and checks physically with the books. The accountant or designee reviews the statement daily for the status of transactions and balances. Any abnormal situation is reported and discussed with the Director of Finance.
- The accountant assures that all receipts and payments are recorded in the appropriate chart of accounts with the appropriate amount recorded in the correct period, supported by the document.
- The Finance Department is responsible for the security and confidentiality of all information pertaining to the cash records.
- On the basis of the daily cash position statement the accountant replenishes the petty cash fund periodically in order to avoid any period in which no cash is available for operational needs.

Mode of Payment

Checks should be written to:

The American University of   Malta
Address and Bank details TBA