

# Payment Terms and Conditions

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## Financial Agreement

When a student submits a registration request, they are committing to a legal financial responsibility. Failure to follow university procedure for altering or revoking their registration through the Office of the Registrar may result in the student being held financially liable. Students must obtain written confirmation from the registrar in order for any change to be considered official.

A student may not participate in graduation ceremonies, register for further sessions, or receive any diploma, certificate, or degree verification letter until all financial obligations (excluding NDSL/Perkins Loans) have been satisfied with a zero balance. Any diploma, certificate, or letter of recommendation shall be retained by the university as a security interest until all such obligations are satisfied. Release of any such security interest prior to, or subsequent to, any default by the debtors shall not be considered a binding precedent or modification of this policy.

The university reserves the right to make any changes in costs, installment payment plans, and refund policies without notice. View the full Promise to Pay agreement. (<http://catalog.apu.edu/financial/promisetopay/>)

## Paying Tuition and Fees

Students have the option of paying their charges for the semester in full or enrolling in an installment payment plan.

### Due Dates

- For students not enrolled in an installment payment plan, tuition charges are considered due on the first day of class.
- For students not enrolled in an installment payment plan, fees are due on the date they are charged to a student's account.
- For students enrolled in an installment payment plan, tuition charges and fees are due on each installment due date.

## Installment Payment Plans

To help families better afford APU's distinctive education, the university offers payment plans to all students. APU automatically places students in a 4-month payment plan for the fall and spring semesters and a 2-month payment plan for the summer semester. Students who wish to be removed from a payment plan may pay their owing balance in full at any time. Note: Students may be charged a convenience fee for enrollment in a payment plan.

### Installment Amount Due

The installment amount due is calculated by taking the semester charges less any financial aid and dividing by the number of installments for that semester. Fall and spring payment plans have four installments, and summer payment plans have two installments.

### Installment Due Dates

- Fall Semester: August 1, September 1, October 1, November 1
- Spring Semester: January 1, February 1, March 1, April 1
- Summer Semester: May 1, June 1

*If a student enrolls in a payment plan after an installment due date has already passed, the plan will be calculated using the remaining installment due dates. For example, if a student enrolls in a payment plan on August 5, the payment plan will have three installments, since the August 1 installment due date has already passed.*

### Past Due Balances

A tuition or fee charge is considered "past due" once the due date or installment due date for the charge has passed and the full amount of the charge remains unpaid. If any student has a past-due balance, they may be dropped from classes and/or prevented from participating in any enrollment activity until the account is current and no longer past due.

*APU realizes that extenuating circumstances may sometimes impact a student's ability to complete the semester. After a student begins attendance in a term and then stops attending all of his or her classes during the term, depending on the circumstances, it may be classified as a "withdrawal," "leave of absence," or "dismissal" from the university. For the purposes of charges assessed and financial aid eligibility, leaves of absence and dismissals are handled the same as withdrawals from the university.*