



PAYMENT & FINANCIAL AID INFORMATION

DIRECT BILLING ARRANGEMENTS

Direct Billing Agreements:

Some university partners choose to establish a direct billing agreement with Academic Programs International (API). These agreements allow the university partner to pay for some or all components of the API program fee on behalf of its students. These direct billing arrangements can be established by working directly with the API Billing Office. Inquiries can be directed to billing@academicintl.com.

Students who attend a direct bill institution will only be individually billed for those program components that their home university do not cover (e.g., confirmation deposit, premium housing charges, housing damages, additional course fees, onsite loans, etc.) No additional pricing information would be provided to direct bill students.

STANDARD BILLING ARRANGEMENTS

API students who do not attend a direct bill school are provided with extensive information regarding their program fees post-acceptance. Upon receipt of their acceptance packets, students will be provided with API Payment Policies. In general, students will receive an electronic invoice within 48 hours of acceptance, so students and their families can have the maximum amount of time to make payments and work with campus financial aid offices to provide documentation of financial aid awards. While API may have to increase posted program fees from time to time due to fluctuations in the dollar or increased fees abroad, students who have been accepted and quoted a price will not be assessed any additional fees.

All students are subject to the API Schedule of Program Fees as outlined on the original application.

- APPLICATION DEPOSIT of \$150: due with application.
- CONFIRMATION DEPOSIT of \$400: due within two weeks of acceptance notification.
- HALF OF PROGRAM FEE: due by **the application deadline**.
- BALANCE OF PROGRAM FEE: due by the **final payment deadline** (typically 2-4 weeks after the application deadline).
- REFUNDABLE SECURITY DEPOSIT of \$250: due by the final payment deadline.
- SINGLE ROOM SUPPLEMENT (if applicable): due with the housing request.
- EURAIL PASS (optional): due a minimum of two weeks prior to the program start date.

Partial payments may be made any time prior to deadlines. All payments should be sent to the following address:

**Academic Programs International (API)
107 E. Hopkins St.
San Marcos, TX 78666**

Meeting Payment Deadlines

Students who are concerned about submitting the full program fee by the payment deadline and according may apply for an API payment plan. Students must contact the API office prior to the final payment deadline to make arrangements.

Students who are recipients of financial aid must complete and submit the Financial Aid Verification Form (Form 10) to the API office before the final payment deadline. This form asks a student's home university to substantiate the student's financial aid award. All fees above and beyond the financial aid award are due in full by the final payment deadline, unless a separate payment plan has been established with the API Billing Office.

Payment Options

API accepts personal checks and money orders from students. Students and parents who inquire about making program payments via credit card will be allowed to do so, though a processing fee will apply. All students who are not financial aid recipients will be charged a late fee of **\$180** if full payment is not *received* by the final payment deadline. Failure to fulfill financial obligations to API will result in a student's dismissal from the program. Likewise, students must inform API in writing no later than 60 days prior to their program start date if they wish to arrange their own housing to receive a full housing deduction.

Cancellation Policy

Once a student has officially confirmed participation in an API program by submitting an Intent to Enroll form, the student becomes subject to the standard cancellation policy as follows:

- Program cancellations and requests for refunds must be made in writing.
- The application and confirmation deposits are not refundable for any reason.
- Refunds and fee responsibility are determined based on the date which written cancellation notice is received from the student.

All API sites outside of Italy:

Withdrawal 61 or more days prior to program start date: the student is responsible for the application and confirmation deposits.

Withdrawal 1 – 60 days prior to the program start date: the student is responsible for 50% of the program cost plus the application and confirmation deposits.

Withdrawal on the program start date or after the program has begun: the student is responsible for 100% of the program cost.

ALL API sites in Italy:

Withdrawal 61 or more days prior to program start date: the student is responsible for the application and confirmation deposits.

Withdrawal 8 – 60 days prior to the program start date: the student is responsible for 50% of the program cost plus the application and confirmation deposits.

Withdrawal 0-7 days prior to the program start date or after the program has begun: the student is responsible for 100% of the program cost.

- No refund will be given if a student is removed from a program as a result of a violation of API's Study Abroad Agreement or Code of Conduct, which are both included in the student's acceptance packet.
- No housing refunds will be granted if students are removed from housing for failure to abide by housing regulations.
- Should a student withdraw within the time frame listed above, having not paid the due portion of the program fee, (s)he will be invoiced for the portion due and held responsible for paying that amount. If a student is negligent in this agreement, legal action may be taken.
- In event of default, for any reason, the STUDENT will be responsible for any and all attorney fees, court costs, and collection fees.

FINANCIAL AID

Students receiving federal, state, or institutional financial aid may be able to use some, or all, of the aid toward the cost of an API study abroad program. This includes, but is not limited to scholarships, grants and loans.

Students who plan to use financial aid awards toward the cost of the API program should follow the steps listed below to ensure successful financial aid transfer:

1. Students must complete the API Financial Aid Verification Form (Form 10) and return it to the API office no later than the final payment deadline. **A late fee of \$180** may be charged to students whose Form 10 is not received by the final payment deadline.
2. Upon receipt of the completed Financial Aid Verification Form, API will mail students a Financial Aid Agreement. This agreement outlines a student's approximate financial aid award and disbursement dates and asks students to designate a third party to assist in making financial aid payments while they are away. The Financial Aid Agreement must be completed and submitted no later than one month prior to the program start date.

3. Students are required to pay the difference between what financial aid covers and the cost of the program by the final payment deadline (e.g., if the program costs \$9,000 and financial aid will cover \$6,000, then payment of \$3,000 is due by the final payment deadline). Failure to remit payment by the final payment deadline or establish an alternate payment deadline by setting up a payment plan may result in forfeiture of the student's place in the program.
4. The deadline for the remaining program balance to be paid *by a student's financial aid dollars* is extended until the financial aid disbursement date as indicated on Form 10, but no later than one month prior to the program end date.

Additional Recommendations for Financial Aid Recipients

Deadline dates are early, so plan accordingly! Students are encouraged to speak with their study abroad and/or financial aid office to determine if it is possible to use financial aid toward the cost of the API program, and verify what steps need to be taken to ensure that the aid will apply. Students are advised that their home institution may require them to complete additional paperwork (e.g., transfer credit approval form, consortium agreement, etc.)

It is best if students arrange to have financial aid disbursements **made payable to and mailed directly to API**. To facilitate this process, both students and their financial aid advisor need to complete Form 10, paying special attention to the "Consent for Release of Student Financial Aid".

WITHDRAWALS AFTER THE START OF THE API PROGRAM

Exceptions to the refund policy outlined above are only considered for students with serious medical conditions that are documented by the recommendations of medical professionals. When medical issues prevent a student's participation in an API program, require deferral or demand that a student depart a program early, API will work to minimize fees assessed to a student. In certain cases, however, non-refundable housing deposits, tuition deposits or planned excursion travel will not permit exceptions to be granted.

Students who withdraw due to homesickness or decide that they simply do not wish to study abroad will not be offered exceptions to the standard refund policies.