

AFRICAN METHODIST EPISCOPAL UNIVERSITY

TUITION & FEES



Tuition and all fees paid by students shall be determined as approved by the Board of Trustees and students will be duly informed prior to registration. Adjustments in tuition and fees, at any given period, shall be recommended by administration and subsequently submitted to the Board of Trustees for approval. Such approved adjustments should take effect at the beginning of the academic year with prior notice given

to the students.

Liberian Student/Resident – refers to all students that are Liberian nationals. Resident status refers to all students who graduated from a recognized Liberian High School/Institution and is matriculating into college.

Non Residents of Liberia/Foreign Students – refer to all matriculating college entrants who did not graduate from a recognized high school in Liberia or who is transferring from a Non-Liberian University and did not graduate from a recognized Liberian High school. Students in this category will **maintain** the **foreign** status for one academic year of continuous enrollment. This does not refer to Liberians.

Schedule of Payments

In order to activate enrollment, a **down payment of 60%** of the total tuition and fees bill **must be paid**. The remaining 20% must be paid to bring student total payment to **80% by midterm** and **100% by final exam**. Students desirous of getting enrolled during a particular semester shall be allowed to pay at least 60% of their total bill comprising of tuition and fees. 20% of the balance payment shall be made prior to mid-term exams, and the remainder of 20% paid in full prior to final exams. Students who fail to meet the payment deadline shall be debarred from these exams.

All payments **must** be done at the bank specified by administration for all tuition and fees. All deposit slips for Tuition & Fees payments must be obtained from the Finance Office unless otherwise instructed by Administration. All payments for tuition and fees must be made at the designated bank. The University's customized deposit slips can be obtained from the Finance Office or a designated place during registration.

In the event that students have problems paying the 60% amount specified on their billing, it is recommended that these students consider reducing their number of courses and get re-billed. There are no special arrangements that can be made with the Finance Office concerning the 60% mandatory payment of Tuition & Fees. Please note that students shall not be allowed to make any initial payment lower than 60% to get enrolled. Students shall have the option to reduce their courses in order to meet the 60% initial payment.

FEES CHART

The charges listed below shall be paid in accordance with the following schedules: the University has set forth a policy of 60%, 80% or 100% payment before Admissions. Regular Fees refer to fees that apply to all students regardless of academic status, (freshman, sophomore, Junior, Senior). These fees are paid/charged both first and second semester of the academic year.

DESCRIPTION	AMOUNT	CONDITIONS	NOTES
✓ Tuition (semester 1 & 2)	\$17.00	Per credit hour	All students
✓ Tuition (Vacation School)	\$20.00	Per credit hour	Applicable to all students who attend
✓ Tuition (Foreign students)	\$25.00	Every semester	Non-Residents /Foreign students
✓ Registration	\$12.00	Every semester	All students
✓ Late registration fees	\$12.00	Every semester	Applicable to all students who attend
✓ Breakage fees	\$7.00	Every semester	All students
✓ Education	\$5.00	Every semester	All students
✓ Health	\$4.00	Every semester	All students
✓ Insurance	\$3.00	Every semester	All student
✓ Library	\$7.00	Every semester	All students
✓ Sports	\$5.00	Every semester	All student
✓ Student activity	\$4.00	Every semester	All students
✓ Scholarship processing	\$5.00	Every semester	All students
✓ Handbook	\$5.00	Once per academic year	All students
✓ I.D card	\$5.00	Once per academic year	All students
✓ Debut fees	\$6.00	One time only	All new students (freshman and transfer)
✓ Application fees	\$10.00	One time only	All new students (freshman and transfer)
✓ Re-Admissions fees	\$15.00	One time only	All students seeking re-Admissions
✓ Entrance fees	\$20.00	Per register test	Prospective students
✓ Computer lab	\$8.00	Lab related courses	Applicable if reading lab courses
✓ Science lab	\$5.00	Lab related courses	Applicable if reading lab courses
✓ Thesis fee	\$15.00	Second semester only	Applicable if reading thesis courses
✓ **Graduation fee	\$200.00	One time only	All graduating seniors
✓ Transcript fee	\$10.00	Per request	Based on request
✓ Re-print Degree	\$20.00	Per request	Based on alumni's request

****Graduation fee are subject to change.**

LATE PAYMENT OF FEES AND AMOUNT

All fees shall be considered late if paid after the last day of registration. There shall be no reduction in the amount of any fees that are paid late. The amount of **\$12.00** shall be charged for any registration after the official deadline.

FEES REFUNDABLE FOR WITHDRAWAL OF STUDENTS FROM THE UNIVERSITY

Refund of fees shall be made to student who withdraws **officially** from the University according to the following schedules:

- a. 100% of tuition and fees, (except the application fee, sports, library and late) shall be refunded to any student who withdraws from the University within the first week after registration closes.
- b. Eighty percent 80% of the tuition fees shall be refunded if the student withdraws from the University within two weeks of instruction.
- c. No refund shall be made after the first two weeks of instruction.
- d. No refunds shall be made to a student who has been dismissed from the University for Disciplinary Reasons.

Procedure for withdrawal shall be done through the Office of the Vice President for Academic Affairs, with copies to the Dean of Admissions, Records, & Registration and the Vice President for Finance.