

**THE AMERICAN INSTITUTE  
OF MANAGEMENT AND  
SCIENCE UNIVERSITY  
GROUP**

**UPDATED FOR SPRING 2020**



**TUITION AND FEES FOR THE 24-MONTH BTEC L5 DIPLOMA (HND)**

The primary responsibility for educational costs rests with the student and his/her family. However, up to 36-Month financing is available to allow flexibility in paying the total amount for the program.

<b>TUITION &amp; FEES</b>	<b>US\$</b>	<b>Description</b>
Admission Application Fee	\$30.00	Non-refundable amount for the cost of processing the application and entry test
<b>CALCULATING THE ANNUAL TUITION AND FEES</b> ANNUAL TUITION is <u>\$1,550</u> (per year); STUDENT SERVICES <u>\$ 150.00</u> (per year); and BTEC ASSESSMENT <u>\$ 214.00</u> (Total \$640) <i>Student service fee covers diagnostic practice test, printing course work, plagiarism scanning and reporting, and library services. Fees paid to BTEC Examination Board is for assessment of your coursework and award of the diploma.</i>		<ul style="list-style-type: none"> <li>• Pay ONCE per year: \$1,830 (<b>Save \$450.</b> Make ONE Payment <b>Per</b> College Year)</li> <li>• Pay per semester: \$955 (<b>Save \$210.</b> Make TWO Payments <b>Per</b> College Year)</li> <li>• Pay per term: \$660 (Make THREE Payments <b>Per</b> College Year)</li> <li>• Per Course \$350 (<i>See Page 2 of the offer letter</i>)</li> </ul>
<b>SPECIAL FEES (OPTIONAL)</b>	<b>\$</b>	<b>DESCRIPTION</b>
Appeal for investigation of NC – Not Completed Grade, And Remarking The Assignment	<b>\$45.00</b>	Appeal for investigation of NC Grade; Remarking upon approval; and Changing Grades from 'IC/F'-Incomplete to 'R'- Referred.
14-Day Promissory Note	<b>\$25.00</b>	Students paying the tuition after the due date can request a 14-day extension to pay. \$25 will be incurred in penalty and interest for the period that the payment is late.
30-Day Promissory Note	<b>\$45.00</b>	Students paying the tuition after the due date can request a 30-day extension to pay. \$45 will be incurred in penalty and interest for the period that the payment is late.
Continuing Fees	<b>\$360.00</b>	Paid by students who have courses outstanding after their regular program duration ends. This is an annual fee that is paid until the students complete all outstanding work for the Diploma.
Late Fee For Course Work	<b>\$12.00</b>	Students submit coursework after the due date and students who are granted special considers for extenuating circumstances pay the late fee <b>PER</b> unit that is late.
Interest On Late Payment	<b>Varies</b>	Late Interest is paid when requesting the Promissory Note and covers the interest and penalty for the 14/30 days. If the student fails to pay when the Promissory Note expires, interest of \$10 is added every Monday until the full amount owing is settled.
Official Grade Report (OGR)	<b>Varies</b>	Electronic copies of grades are released to students on a semester basis, but a student may request the official copy at the request of another institution.
Room And Board	<b>\$1,200.00</b>	Or JM\$130,000 per college year. This is paid per semester (Two-part payments)

**OTHER INFORMATION REGARDING TUITION AND FEES**

- A College Year Is 8 Months: January – August; September – April; and May – December
- New Cohorts Are Starting: September & October (Fall), January & February (Spring), and May & June (Summer). Distant Learners can start on the first week of any month.
- **FRESHMAN SCHEDULE:** fill out the online admission application form; attend RSVP information session; pay the application fee; online placement test; receive the offer of a place; pay the holding fee; and submit all required documents such as ID, proof of qualification, birth certificate, sign and submit two Financial And Enrollment Agreements, and one passport-size photograph; attend the four-days of referencing and term-paper induction; receive the acceptance letter; register for classes; and participate in freshman orientation during week 3 of class.
- When students successfully complete the application and placement test, and are offered a place in the college, they are required to pay \$250 non-refundable deposit on the tuition. This is a holding fee to secure placement. Holding fee is **NOT** an additional charge/fee.
- Final year for the degree top-up is at University Of Northampton. We will guide you through admission. Acceptance, tuition, teaching, testing, and residency services are solely with Northampton or other university at which you seek entry for advanced placement for the degree top-up.
- Included in your payments made at The American Institute Of Management And Science University Group are tuition and fees; and registration for assessment and award of the Higher National Diploma by Pearson's BTEC Examination Board, UK.

Travel and Tourism students will need additional funds to purchase uniform, textbooks and participate in at least one curricular activity e.g., trip to a tourist destination to experience the hospitality product, aboard flight experience, or overseas trip to a Spanish speaking country.

# FINANCIAL AND ENROLLMENT

## Financial and Enrollment Agreement Between The American Institute Of Management And Science University Group And The Student And Parent/Financier

### Terms of Financial Agreement

1. Students studying Business (/w Management, HR, Accounting, ITTM & Health care Specializations) take 18 Course Units in Total. ITTM (Aviation) Students complete 18 Units in Total.
2. REFUND RULES: Refund Request Forms are available on the enrolment page at [www.studyaimusa.org](http://www.studyaimusa.org). All Refund requests must be submitted in writing to [Enroll@AimUniversityGroup.Org](mailto:Enroll@AimUniversityGroup.Org) before the start of week three of the new College Year. The refund amount is calculated on the annual tuition and not the amount that you deposit. The payment plan that you are using provides the annual tuition used in the refund calculation. The refund period is calculated from the date that the semester started, and not the date that you commenced classes.
3. The Refund/Withdrawal Policy specifies that: The \$30 Application fee AND \$250 Holding Fee are non-refundable and non-transferable. Tuition paid by the student includes tuition and holding fee. Two weeks before the start of the semester and up to the end of week one, 90% of the annual tuition (less the holding fee) is refundable. In week two of the semester, 50% of the annual tuition (less the holding fee) is refundable. At the start of week three of the semester, 0% of the annual tuition is refundable. Example, you are on the **two-part payment** and requested a refund **one week** prior to the start of class. The **non-refundable** portion is: Tuition of \$1,400 - \$250 (HF) = \$1,150 x 10% = \$115. You paid \$700 – (\$250 + \$115) = **\$335 is the Refund**. The published Tuition is due before you start the semester at beginning of a new school year.
4. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING FALL (September):** Full (August 15); Two (August 15 & November 26); Three (August 15, November 2 & January 26)
5. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING FALL (October):** Full (September 15); Two (September 15 & December 2); Three (September 15, November 26 & February 2)
6. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SPRING (January):** Full (December 20); Two (December 20; & March 26); Three (December 20; March 2; & May 26)
7. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SPRING (February):** Full (January 26); Two (January 26; & April 15); Three (January 26; April 15; & July 2)
8. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SUMMER (May):** Full (April 15); Two (April 15 & July 26); Three (April 15; July 2; & September 26)
9. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SUMMER (June):** Full (May 26); Two (May 26 & August 15); Three (May 26; August 15; & October 26)
10. Please read this financial and enrolment agreement before signing. Where any information is unclear, please request clarification at [Enroll@AimUniversityGroup.Org](mailto:Enroll@AimUniversityGroup.Org)
11. Management reserves the right to deregister you from the program after 60 Days for failure to meet the same terms.
12. This agreement contains two (2) pages, **please sign and return page 2**. Signing below indicates acceptance of ALL the terms included.
13. Students under 18 years must have an adult sign as the Financier. Submit a valid ID for all the Signees on this agreement.
14. Students MUST return this Financial And Enrolment Agreement fully signed, with valid IDs, And the \$250 Holding Fee. Please upload these submissions to the EdocuCenter in order to continue the enrolment process.
15. Name Of Student: \_\_\_\_\_
16. Student's Signature: \_\_\_\_\_
17. ID Number for Student: \_\_\_\_\_
18. Date Of Signing: \_\_\_\_\_ (Student)
19. Signature Of Financier/Guardian: \_\_\_\_\_
20. ID Number for Financier/Guardian: \_\_\_\_\_
21. Date Of Signing: \_\_\_\_\_ (Financier/Guardian)
22. Staff Witness Signature: \_\_\_\_\_
23. Date Of Signing: \_\_\_\_\_ (Staff Witness)