

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

**AIM University Group |
UPDATED FOR 2022-2023**



THE SHORT PROFESSIONAL AND CAREER COURSES

TUITION & FEES US\$

• Admission Application Fee \$30.00 (NON-REFUNDABLE)

• One-Payment For Tuition USD \$540

• Two-Payments of USD \$300

It is optional to purchase the Airline Course Manual And Study Guide.

This quoted tuition and fee does not cover the course manual. The price for the Airline Course Manuals is \$45

OTHER INFORMATION REGARDING TUITION AND FEES

- Short Course Is ONE Semester: January/February – April; September/October – December; and May/June – August
- New Cohorts start: September AND October (Fall), January AND February (Spring), and May AND June (Summer).
- Distant Learners can start on the first week of any month.

FRESHMAN SCHEDULE:

1. Fill out the online admission Application Form at: www.AimUniversityGroup.Org
2. Pay the application fee of US\$30
3. Take the Entrance Test online (you can attempt it 3 times)
4. Receive the offer of a place (Offer Letter)
5. Pay the full tuition of \$540 or use the two-part-payment of \$300
6. Submit all the required documents e.g., ID, proof of qualification, one Passport-size Photograph, and sign and submit the two Financial And Enrollment Agreements,
7. Attend the Referencing and Term-paper Induction Classes
8. Receive the acceptance letter
9. Download the Timetable and register for the classes
10. Purchase your shirt and manual
11. Attend your timetabled classes
12. Study, participate and submit your assignments on time
13. Earn a passing grade on the units and request your Certificate of Completion

Financial And Enrollment Agreement Between The American Institute Of Management And Science University Group And The Student And Parent/Financer | Page 2

Terms of The Financial And Enrollment Agreement

1. REFUND RULES: Refund Request Forms are available on the enrolment page at aimuniversitygroup.org. All Refund requests must be submitted in writing to enroll@aimuniversitygroup.org before the start of week three of the new College Year. The refund amount is calculated on the total cost of the tuition and not the amount you deposited. The payment plan that you are using provides the cost of tuition used in the refund calculation. The refund period is calculated using the official start date of the semester, and not the date that you commenced classes.
2. The Refund/Withdrawal Policy specifies that: The \$30 Application is non-refundable and non-transferable. Tuition paid by the student includes tuition and holding fee. Three weeks before the start of the semester and up to the end of week one, 50% of the fee paid is refundable (not the application fee). At the start of week two of the semester, 0% of the fees are refundable.
3. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING FALL (SEPTEMBER): Full (September 15); Two (September 15 & November 26).**
4. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING FALL (OCTOBER): Full (October 8); Two (October 8 & December 2).**
5. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SPRING (JANUARY): Full (December 23); Two (December 23; & March 26).**
6. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SPRING (FEBRUARY): Full (February 8); Two (February 8; & April 15).**
7. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SUMMER (MAY): Full (May 15); Two (May 15 & July 26).**
8. **SCHEDULE OF PAYMENT FOR STUDENTS ENTERING SUMMER (JUNE): Full (June 8); Two (June 8 & August 15).**
9. Please read this financial and enrolment agreement before signing. Where any information is unclear, please request clarification at Enroll@AimUniversityGroup.Org
10. Management reserves the right to deregister you from the program after 30 Days for failure to meet the same terms.
11. Signing below indicates acceptance of ALL the terms included.
12. Students under 18 years must have an adult sign as the Financier.
13. 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 Tuition Receipt. You'll need to return to the email to upload these documents.
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)