



# TUITION, FEES AND OTHER CHARGES

## Metropolitan Campus

Amended: July 20, 2023

TO: Students

FROM: Orlando González, Acting Vice President for Management, Finance, and Systemic Services

RE: INFORMATION OF REGISTRATION COSTS FOR THE 2023-2024 ACADEMIC YEAR

Inter American University of Puerto Rico provides its students this information bulletin regarding tuition, fees and other charges in effect for the 2023-2024 academic year, as approved by the Board of Trustees of this Institution. These costs apply for students in the regular, Avance, and Certificate programs. Also included is general information concerning norms for the payment of tuition and fees, deferred payments, adjustments and reimbursement when a student withdraws from a class after it was paid for.

The academic year consists of various academic terms, which include Semesters, Trimesters, Bimesters, Intensives, and Summer.

### I. ADMISSION

Graduate, except exchange students	-with the application	\$31.00
Doctorate, except exchange students	-with the application	75.00

### II. TUITION

Undergraduate (except for Medical Technology program)	-per credit hour	\$202.00
Technical Certificate	-per credit hour	189.00
Graduate	-per credit hour	227.00
Doctorate (except in Entrepreneurial and Managerial Development and in Finance)	-per credit hour	322.00
Doctorate in Entrepreneurial and Managerial Development and in Finance	-per credit hour	417.00
Professional Certificate	-according to the level of study	
Auditing without credit	-50% of regular per credit cost	

### III. FEES

	Semester	Trimester	Bimester	Summer
General Fees	\$60.00	\$40.00	\$32.00	\$28.00
First Aid Center **	15.00	10.00	9.00	6.00
Student Center **	19.00	13.00	10.00	6.00
Student and Cultural Activities / Student Council **	14.00	10.00	8.00	N/A
Center for Access to Information	40.00	27.00	20.00	12.00
Infrastructure				
Undergraduate				
9 credits or more	100.00	67.00	51.00	55.00
Less than 9 credits	72.00	48.00	36.00	45.00
Graduate and Doctorate	100.00	67.00	51.00	55.00
Construction, Improvement and Maintenance				
Undergraduate				
9 credits or more	63.00	44.00	35.00	31.00
Less than 9 credits	44.00	31.00	35.00	31.00
Graduate and Doctorate	63.00	44.00	35.00	31.00
Goods and Services				
Undergraduate				
9 credits or more	55.00	37.00	28.00	28.00
Less than 9 credits	38.00	25.00	19.00	19.00
Graduate and Doctorate	55.00	37.00	28.00	28.00
Special Nursing Program Fee	N/A	40.00	N/A	N/A
Entrepreneurial and Managerial Development / Finance Doctorate Program Fee	350.00	235.00	175.00	175.00
Special Medical Emergencies Certificate Fee		-once, on the last semester		350.00

### IV. OTHER CHARGES

Minor Concentration Declaration Fee (Undergraduate)	-for each application	\$10.00
Minor Specialization Declaration Fee (Graduate)	-for each application	10.00
Certification of Studies	-for each application	2.00
Late Registration Fee	-at registration	50.00
Withdrawal or changes in courses, Total or Partial *	-upon withdrawal or change	6.00
Additions of courses or changes of one course for another	-upon change	6.00
Deferred Payment Arrangements	-with the arrangement	6.00
Late Payment of Deferred Payment	-when lateness occurs	\$25.00 for each installment
Charge made by IAUPR or company contracted by the University for processing payments by checks	-per returned check	26.00
Late Final Examination	-per exam	19.00
Proficiency Exams	-50% of cost per credit	
Portfolio Evaluation	-50% of cost per credit	
Removal of Incomplete and related academic works	-with application, per course	19.00
Laboratories, for all disciplines that require it, except Open Laboratory	-per laboratory hour	90.00
Open Laboratory	-per course	30.00
Office Systems Administration courses that require the use of technological equipment	-per course	90.00
Internships and Practice Teaching	-per credit hour	19.00
Executive Master in Business Administration Program Fee (MBA)	-per bimester	300.00
Executive Master in Business Administration Program Fee (MBA)	-per each course	250.00
Social Work Fee, for those who declare it as their Major	-per semester	63.00
	-per trimester	42.00
	-per summer session	31.00
Music Program Fee	-per term, two or more courses	125.00
	-per term, one course	63.00
Popular Music Program Fee	-on declaring major	125.00
Design Program Fee	-per trimester	100.00
Change of Major, from second change on	-with application	13.00
Nursing Program Assessment Fee	-on admittance	50.00

\* During reimbursement period only.

\*\* Does not apply to Online Students outside of Puerto Rico.

Vehicles Access & Parking Fees	-per semester, up to a maximum of	\$ 30.00
	-per trimester, up to a maximum of	20.00
	-per summer session, up to a maximum of	15.00
Identification Card Replacement	-with application	7.00
Academic Evaluation Fee	-with application	10.00
Maintenance of Active Status (for those who discontinue their studies)		
Masters	-per semester or trimester	25.00
Doctorate	-per semester or trimester	31.00
Activation fee for Study Abroad students who pay enrollment fees at host institution	-per exchange term	50.00
Graduation	-with application	100.00
Transcripts	-per transcript	6.00
Electronic Transcripts (digital)	-per transcript	10.00
Comprehensive Examination (Masters)	-with application	25.00
Thesis course completion in Doctoral Program	-per credit hour	235.00

#### V. CHANGES IN TUITION, FEES AND OTHER CHARGES

The University reserves the right to revise charges and fees whenever:

1. There is an increase in educational and general expenses and/or mandatory transfers
2. Budget projections indicate a possible increase in these costs
3. After careful analysis of any particular situation, the University administration determines that such changes are reasonable and justified

#### VI. MASTER PROMISSORY NOTE

1. The Master Promissory Note represents a guarantee document for the collection of amounts owed to Inter American University of Puerto Rico.
2. Bonafide students enrolled in the University must fill and submit the Master Promissory Note in the Bursar's Office of his/her academic unit or campus.
3. Students under 21 years of age must sign the Master Promissory Note with their father, mother or tutor. Students 21 years and older can sign the Master Promissory Note without father, mother or tutor consent.

#### VII. PAYMENTS

The total cost of tuition fees and other charges is payable in its entirety at the time of registration.

The difference between the total cost of tuition, fees and other charges and the total amount of financial aid a student receives (except for Work Study benefits) is payable at the time of registration.

Payments can be made through Money Orders, checks (drawn to Inter American University of Puerto Rico), cash, credit cards (Master Card, VISA, American Express, Discover) and the ATH debit card.

Payment may also be made with MasterCard or VISA through the University web page.

#### VIII. DEFERRED PAYMENT ARRANGEMENTS

The University grants students the privilege of a deferred payment for seventy-five percent (75%) of the total cost of registration per semester, trimester or bimester upon signing a duly notarized promissory note. To be eligible for deferred payment, students must have liquidated any debts from previous academic terms. In no case shall the total amount deferred exceed the balance of the debt after discounting the financial aid benefits and loans.

The Chief Executive Officer of the academic unit may, in exceptional cases, increase the percentage of the deferral if it is understood to be beneficial for the Institution, and after analysis that concludes that there is reasonable certainty that the debt will be paid.

The payment of the deferred total cost of tuition, fees and other charges of a semester becomes due seventy-five (75) days after first day of classes, forty-five (45) days in the case of trimesters, and thirty (30) days in the case of bimesters. The deferred amount for a semester is due in a maximum of three (3) equal installments, whereas for a trimester it will be two (2) equal installments, and only one (1) installment payment in a bimester.

The award of a deferred payment carries a fee to cover part of the administrative expenses of this service. There will be a charge of \$25.00 on any installment not paid by its due date.

It is the responsibility of each student to know when payments are due and make according arrangements.

Students who do not meet their financial commitments by the due date will be suspended, withdrawn from classes, and will not receive a grade in courses in which they have enrolled. They will also lose their rights to receive University services until debt is paid in accordance with the Federal and Puerto Rican regulations.

THERE IS NO DEFERRED PAYMENT PLAN DURING THE SUMMER SESSIONS, except by the express authorization of the Vice President for Management, Finance and Systemic Services. This deferred amount must be paid within thirty (30) days from the last day of classes of the summer session in which the deferment was awarded.

#### IX. OUTSTANDING DEBTS

The University reserves the right of suspending any services, such as transcripts, grades, exams and others, if a student or former student maintains an outstanding debt with or without a payment plan.

#### X. ADJUSTMENTS AND REIMBURSEMENTS

##### PARTIAL WITHDRAWAL

##### Per Semester, Trimester or Bimester

100% of the cost of credits and laboratory fees (not including other fees) dropped before the start of classes.

75% of the cost of credits and laboratory fees (not including other fees) dropped during the first week of classes.

50% of the cost of credits and laboratory fees (not including other fees) dropped during the second week of classes.

THERE WILL BE NO REIMBURSEMENT AFTER THE SECOND WEEK OF CLASSES.

These adjustments will be applicable to students who pay the total cost of their tuition in CASH.

FEES AND OTHER CHARGES ARE NOT REFUNDABLE AFTER CLASSES BEGIN.

##### Per Summer Session

100% of the cost of credits and laboratory fees (not including other fees) dropped before the start of classes.

75% of the cost of credits and laboratory fees (not including other fees) dropped during the first or second day of classes.

50% of the cost of credits and laboratory fees (not including other fees) dropped during the third or fourth day of classes.

THERE WILL BE NO REIMBURSEMENT AFTER THE FOURTH DAY OF CLASSES.

These adjustments will be applicable to students who pay the total cost of their tuition in CASH.

FEES AND OTHER CHARGES ARE NOT REFUNDABLE AFTER CLASSES BEGIN.

##### Per Special Summer and Intensive Term

100% of the cost of credits and laboratory fees (not including other fees) dropped before the start of classes.

75% of the cost of credits and laboratory fees (not including other fees) dropped on the first day of classes.

50% of the cost of credits and laboratory fees (not including other fees) dropped on the second day of classes.

THERE WILL BE NO REIMBURSEMENT AFTER THE SECOND DAY OF CLASSES.

These adjustments will be applicable to students who pay the total cost of their tuition in CASH.

FEES AND OTHER CHARGES ARE NOT REFUNDABLE AFTER CLASSES BEGIN.

#### XI. MILITARY LEAVES AND WITHDRAWALS

##### A. Total Withdrawal Reimbursement:

1. If a student is called to active duty, or is activated due to a national emergency, and presents official evidence to this effect, every effort will be made to ensure that the student may benefit from the different types of study programs available to avoid withdrawing from his or her courses. Withdrawals should be the last resort.

2. In the case of total withdrawals, the reimbursement will be made in accordance with the provisions of federal Title IV and Military Tuition Assistance (TA).

The schedule for the return of unearned TA funds are based on a proportional daily calculation up to sixty percent (60%). To calculate reimbursement to the government the university follows a daily formula where:

Number of Days Completed / Total days in the enrollment period\* = Percent (%) Earned

A reimbursement will be calculated if the percentage is less than sixty percent (60%).

An example calculation follows:

Term	Total days	Earned days	Unearned %	Comments
Semester	111	66	40%	60% of course completed
Trimester	90	54	40%	60% of course completed
Bimester	65	39	40%	60% of course completed
Intensive	11	7	40%	60% of course completed
Summer	21	13	40%	60% of course completed

**B. Reimbursement by Course – Return TA Policy:**

If a Service member using Tuition Assistance withdraws from a course before completing sixty percent (60%) of the period of enrollment, the Institution will calculate the amount of the Tuition Assistance the student did not earn and return these funds to the appropriate military service. The amount of unearned TA equals the difference between Tuition Assistance that was dispensed and the amount of Tuition Assistance that was earned. This earned TA calculation is based on a percentage of the calendar days completed divided by the total calendar days in the enrollment period. There is no return for students withdrawing after sixty percent (60%) of the academic term.

The formula is:

Number of Days Completed / Total days in the enrollment period\* = Percent (%) Earned

\* Total Days of the Term (from start to end date)