

**TEMPLE UNIVERSITY, JAPAN CAMPUS
TEMPLE UNIVERSITY IN SPAIN**

PAYMENT POLICY & REFUND POLICY

Fee Payment Policy

All students must pay tuition and fee charges at the applicable rate and a one-time program deposit. Students using Temple-arranged housing must pay the housing charges and housing deposit. Please refer to the program estimated costs on our website for details of billable charges and non-billable costs and estimates.

PAYMENT IS DUE AS FOLLOWS:

Program Deposit: A deposit of \$200 is payable within 2 weeks of acceptance. The \$200 program deposit is credited to a student's account, and will appear on the student's bill as a credit. Please note that this deposit is non-refundable if a student withdraws from the program.

Housing Deposit: A deposit of \$200 is payable if a student chooses Temple-arranged housing. A due date for the deposit will appear in the pre-departure postings of a student's Program Home Page. The \$200 housing deposit is credited to the student's account, and will appear on the student's bill as a credit. Please note that this deposit is non-refundable if a student withdraws from the program.

Tuition, Housing and other Fees: Tuition and all other fees are payable when billed according to Temple's standard billing practice. Typically, initial bills for the fall semester are issued in late July with a due date in early August. Initial bills for the spring semester are typically issued in December with a due date in January.

Temple University utilizes an electronic billing system. **NO PAPER BILLS WILL BE SENT.** In order to access invoices electronically, students will need a Temple email address. **Temple students** already have a Temple email address and should be familiar with the electronic billing system. **Non-Temple students** have been sent instructions on activating their Temple email accounts, along with additional billing and payment information. If a non-Temple student's home university is paying Temple directly for all Temple charges, that student will not receive an invoice from Temple. Those few non-Temple students whose home universities will be paying only a portion of the Temple charges will be billed and should pay their balance online.

Refund Policy

In order to determine a student's eligibility for refunds of any fees, International Programs must first receive written notice of withdrawal from the student either by a signed letter or email. International Programs cannot accept notice of withdrawal by any other means, including phone calls or letters from parents. The only exception to this would be if a student were incapacitated. In this case the student's parents or guardians should contact International Programs.

Program and Housing Deposits: The \$200 program deposit and \$200 housing deposit are non-refundable should a student withdraw from the program.

Housing Fees: Please note that Temple makes a commitment to housing partners abroad on behalf of students immediately after the due date of students' housing forms and deposits. If a student withdraws from the program or from Temple-arranged housing after the due date before the start of the program, Temple will attempt to obtain a refund of the housing costs, but students need to know that a refund may not be possible and students may be liable for the full costs of housing and will be billed accordingly. By the time students arrive on-site, Temple has made irrevocable commitments on their behalf. Students withdrawing from the program or leaving their Temple-arranged housing at or after the start of the

program will receive no refund. If a student is responsible for damages or missing items, Temple University will bill the student for the outstanding amount. Academic year students may elect to leave their arranged housing at the end of the first semester, but must notify in writing International Programs by early November.

Tuition and Program Fee: Students may receive a full refund of tuition and program fee up to the end of the second week of classes provided the proper drop/add form and formal notice of withdrawal are completed and submitted in time. After this, refunds are not possible, though there is provision for petitioning for a refund of tuition and program fee after the end of the second week of classes if there are extenuating circumstances. For Temple's refund policy concerning tuition please check the following web site: http://www.temple.edu/bulletin/Enrolling/financial_information/tuition_fees/fininfo_tuition_fees.shtm

Temple reserves the right to amend prices to reflect changes in economic conditions.