

Student Installment Plan Request Form



The American University of Bahrain (AUBH) offers students, at its sole discretion, the option to pay the Fall and Spring semester tuition, only, in installments. Students interested must complete this form and submit it to the Finance Department by e-mail or by hand.

Date: _____

Student ID: _____

Student Name: _____

Installment Plan Period: One Semester Two Semesters All Semesters

Reason for requesting an installment plan:

Installment plans options (Please select one):

Option 1 (2 Installments)

Option 2 (3 Installments)

Option 3 (4 Installments)

Installment	Option 1	Option 2	Option 3	Fall Deadlines	Spring Deadlines
1st Installment	50% of fees	50% of fees	50% of fees	Last day of the Add/Drop Period	
2nd Installment	50% of fees	25% of fees	~17% of fees	28th October	28th February
3rd Installment	-	25% of fees	~17% of fees	28th November	28th March
Final Installment	-	-	~17% of fees	28th December	28th April
Installment Payment Plan Administrative Fee	BHD 10	BHD 20	BHD 30	Payable with the deferred Installments per semester	

Student Declaration:

I hereby agree to adhere to the installment plan and to pay each installment in addition to the administrative fee in full as specified. I acknowledge that AUBH reserves the right to revoke the installment plan in the event of failure to comply with the installment plan. Failure to pay each installment by the specified deadline will invoke a **Late Payment Fee of BHD 50**.

Student Signature: _____

Date: _____

**Confirmation of application approval will be sent via email within three working days of form submission.
The installment plan will be sent via email within five working days of course registration.
The installment plan will be viewable in the student portal within five working days after the end of the add/drop period.**

For Finance Department Use Only

Decision: _____ Effective From: _____

Finance Director Signature: _____ Date: _____