



# TUITION, FEES AND OTHER CHARGES

## School of Law

TO: Students

*Olga Luna López*

FROM: Olga Luna López, Vice President for Management, Finance, and Systemic Services

RE: INFORMATION OF REGISTRATION COSTS FOR THE 2022-2023 ACADEMIC YEAR

Inter American University of Puerto Rico provides its students this information bulletin regarding tuition, fees and other charges in effect for the 2022-2023 academic year, as approved by the Board of Trustees of this Institution. Also included is general information concerning norms for the payment of tuition and fees, deferred payments, and adjustments and reimbursement when a student withdraws from a class after it was paid for.

The academic year consists of two regular Semesters, a Summer Session of six (6) weeks and Intensive Session.

### I. ADMISSION

Application form: JD and Masters of Law	-with the application	\$63.00
Application form: Juridical Science Doctorate (JSD)	-with the application	75.00
Seat Reservation *	-when admitted	125.00
Preparatory course JD *	-when admitted	485.00

### II. TUITION

Students admitted or readmitted 2012-2022	-per credit hour	\$485.00
Masters of Law	-per credit hour	650.00
Juridical Science Doctorate (JSD) **		
First year First phase: Academic Residence	-annual (two semesters)	7,800.00
Second year Second phase: Teaching and Publication	-annual (two semesters)	4,000.00
Third year Third phase: Thesis Dissertation	-annual (two semesters)	4,000.00
Auditing without credit	-50% of regular per credit cost admitted or readmitted students	

### III. FEES

	Semester	Summer
General Fees	\$60.00	\$60.00
First Aid Center ****	15.00	6.00
Student and Cultural Activities / Student Council Fee****	20.00	N/A
Center for Access to Information	40.00	12.00
Infrastructure Fee	100.00	55.00
Construction, Improvement and Maintenance Fee	125.00	63.00
Goods and Services Fee	55.00	28.00
Bar Fee (Juris Doctor - English Program)	595.00	N/A
Professional Development Fees	20.00	10.00
Bar Preparation Support Program Fee (Juris Doctor - Spanish Program)	85.00	N/A
Extension of Thesis Dissertation Fees (LLM Program - Notarial Registry Law)	45.00	N/A

### Juridical Science Doctorate Fees

	Semester
First year	\$100.00
Second year	200.00
Third year	300.00
Extension Thesis Dissertation Fee	700.00

### IV. OTHER CHARGES

Minor Evaluation Application Fee	-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
Removal of Incomplete and related academic works	-with application, per course	19.00
Law Review	-once a year, at registration	15.00
Parking Permit	-per semester	15.00
Vehicles Access & Parking Fees	-per semester, up to a maximum of	30.00
	-per summer session, up to a maximum of	10.00
Identification Card Replacement	-with application	7.00
Academic Evaluation Fee	-with application	10.00
Graduation JD	-with application	100.00
Graduation and Thesis Defense JSD	-just one time	800.00
Transcripts	-per transcript	6.00
Simulated Exam *	-just one time	35.00

### 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 cost.
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 owe to with 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.

\* These fees are non-refundable.

\*\* The costs of the third year of studies will be extended up to a possible fifth year, when the student requires that additional period to complete the degree requirements.

\*\*\* During reimbursement period only.

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

## 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 (MasterCard, VISA, American Express, Discover) and the ATH debit card.

Payments 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 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 or 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. The deferred amount for a semester is due in a maximum of three (3) equal installments.

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 their debt is removed in accordance with the Federal and Puerto Rican regulations.

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

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 to third day of classes.

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

THERE WILL BE NO REIMBURSEMENT AFTER THE FIFTH 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 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 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:

Days earned / Total term days 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%) percent 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 dispersed 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)