

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. The installment plan shall be effective until termination by either AUBH or the Student.

Student ID: _____

Student Name: _____

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	15th March
3rd Installment	-	25% of fees	~17% of fees	28th November	15th April
Final Installment	-	-	~17% of fees	28th December	15th May
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: _____

Date: _____

Effective From: _____

Director of Finance
Signature: _____

Processed By: _____

Date: _____