



SCHOOL OF MEDICINE

AMERICAN UNIVERSITY OF THE CARIBBEAN

MEDICAL EDUCATION ADMINISTRATIVE SERVICES
901 PONCE DE LEON BLVD., SUITE 700 • CORAL GABLES, FL 33134
Tel.: 305-446-0600 • Fax: 305-444-6791 • www.aucmed.edu

PROVIDING QUALITY MEDICAL EDUCATION SINCE 1978

DATE: July 18, 2011

TO: All Current Clinical Students

FROM: Office of the Registrar

RE: Registration for the September 2011 Semester

IF YOU DO NOT PLAN TO ROTATE AT ALL DURING THE **September 2011** SEMESTER; **YOU MUST FILE A LEAVE FORM WITH MEAS PRIOR TO THE START OF THE SEMESTER.**

The **September 2011** semester will begin on **August 29, 2011** (your payment each semester covers up to 16 weeks of clinical rotations). Full tuition must be paid each semester even if you do not rotate all 16 weeks of the semester. Once 72 weeks have been paid, you will not be billed again unless you rotate beyond the required 72 weeks.

Registration for the **September 2011** semester will end on **December 16, 2011**. The \$100 late fee will be assessed one month after the due date. Failure to report as scheduled after acceptance of an assignment will result in a forfeiture fee of \$1,000. The amount of tuition due is as follows:

Professional Liability Insurance

\$1,500 – Professional Liability Ins. is a one-time fee prior to starting clinicals. This will cover you for 72 weeks of Clinical Rotations.

Current semester 6, 7, 8 & 9 students:

United States and England: **\$18,900** total

Current semester 9.5 students will need to pay for half a semester:

United States and England: **\$9,450** total

You must send a Cashier's Check, Certified Check or International Money Order; all checks must be drawn on a U.S. bank. Please be sure to print your full name, social security number and semester status legibly in the space for the remitter on your check. Make the check payable to: **American University of the Caribbean**. Please submit separate checks if issuing payment for more than one student. The check should be mailed along with the completed Registration Form, Student Update Form and the Student Confidential Evaluation Form, to:

Medical Education Administrative Services, 901 Ponce de Leon Blvd., Suite #700, Coral Gables, FL 33134.

TO OBTAIN A RECEIPT, PLEASE SEND A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR PAYMENT

REMEMBER: August 29, 2011 IS THE DEADLINE FOR THE September 2011 SEMESTER REGISTRATION

Students who receive permission to register late (request must be submitted in writing) may make payment of tuition, along with the required \$100 late fee from **August 29** through **December 16, 2011**

Students who do not make their payment by **August 29th** and have not received permission to register late, will be put on Financial HOLD. The hospital where you are scheduled to rotate will be notified. No paperwork (transcripts, applications for USMLE, etc.) will be processed for students with a balance due.

Students are responsible for tuition payments when they are due. Please be advised if applying for a student loan(s); **TUITION PAYMENT WILL NOT BE DEFERRED EVEN IF YOU ARE WAITING DISBURSEMENT OF A LOAN(S).**

REMINDER: Your 4 ½ semesters of clinical tuition payments cover a total of 72 weeks. Students who complete additional weeks of rotations will be billed prior to graduation.