

The SAIS Europe **BUSINESS OFFICE** is located on the third floor (Room 314) and has the following office hours:

Mon-Wed-Fri: 8:30-13:00 and 13:30-16:30

Tue-Thu: 8:30 - 13:00

Payment of **tuition** and fees are due as follows:

MA, MAIA, MIPP and Diploma students:

- Balance of the **Pre-Term** full course fee due Thursday, August 17, 2017.
- **Fall Semester** Tuition and Student Committee fee due Wednesday, September 20, 2017.
- **Spring Semester** Tuition due Wednesday, January 31, 2018.

MAGR student payment deadlines:

- **1st tuition payment** due Thursday, August 17, 2017.
- **2nd tuition payment** due Wednesday, January 31, 2018.

Options how to pay your school fees:

Bank wire transfer:

Beneficiary: JOHNS HOPKINS UNIVERSITY

Bank: Unicredit SpA
Agenzia 3307
P.zza Aldrovandi 12/A, Bologna, Italy

EURO account: **IBAN** : IT 58 L 02008 02457 000020010971 **BIC** : UNCRITM1PM7

US DOLLAR account: **IBAN** : IT 64 J 02008 02457 000020011010 **SWIFT** : UNCRITMMXXX

comments field (required): Student's name, purpose of payment (ie: tuition, pre-term, etc.)

You may have money transferred directly into the Euro or US Dollar accounts for payments to the school. Students are responsible for any bank charges.

Personal checks:

School fees can be paid by personal checks in Euro€, US\$, CAN\$ or GBPE. The Business Office will provide you with the exact rate for currencies other than Euro€ (amount for checks in US\$, CAN\$ or GBPE).

Make the check payable to: JOHNS HOPKINS UNIVERSITY

Credit Cards:

School fees can be paid by credit card in Euro€ or US\$. Please note that your bank may assess foreign currency transaction fees.

- For charges in Euro€ only VISA or MASTERCARD are accepted. Please provide the following information: Card Holder's Name, Card number, Expiration Date, Security Code (CVV2)
- For charges in US\$ only VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER are accepted. Please provide the following information: Card Holder's Name, Card number, Expiration Date, US ZIP Code

Traveler's Checks:

School fees can be paid with Euro€ or US\$ Traveler's Checks, even if they are not commonly used in Italy.

PLEASE NOTE THAT PAYMENTS BY PERSONAL CHECK, CREDIT CARD AND TRAVELER'S CHECKS, HAVE TO BE MADE IN PERSON IN THE BUSINESS OFFICE