

**American University of Sharjah (AUS) Settlement of Fees Guide**  
**For Summer 2009 Semester**

Inquiries of fees and settlement can be done at the Student Accounts Department on the Mezzanine floor of the Main Building.

**I. THE STUDENT ACCOUNTS SECTION CONSISTS OF:**

TITLE	LOCATION	TIME
4 Cashiers	Main building - Mezzanine Floor	9:00 a.m. to 4:00 p.m.
2 Student Accountants	Main building - Mezzanine Floor (Office # MM03-A) next to cashiers	8:00 a.m. to 4:00 p.m.

**II. CONTACT INFORMATION**

**Phone** (971-6) 515-2039 or 515-2282

**Fax** (971-6) 515-2190

**Email address:** Studentaccounts@aus.edu

**III. PAYMENT OF AUS FEES**

American University of Sharjah Tuition and Fees can be paid in any of the following options:

**1. Cash**

Denomination of UAE Dirhams only payable at the cashier's window on the mezzanine floor of the 'Main Building' at the American University of Sharjah, University City campus.

The Sharjah Islamic Bank has a branch located in the University's Main Building. The bank provides exchange facilities.

**2. Checks**

- Current dated UAE Dirhams Checks drawn on a UAE bank made payable to "American University of Sharjah".
- Include the student's name, ID and semester at the back of the check.
- Checks that do not clear due to insufficient funds or closure of account are charged a Dh500 returned check fine
- If 2 or more checks do not clear, checks are no longer accepted as a form of payment of tuition and fees.

- **NEW** - A check drop box is available next to the cashiers for depositing checks at all times. A receipt will be automatically e-mailed to your registered email address.

**3. Debit and Credit cards**

- All major debit cards and credit cards are accepted for payment at the cashier's window.
- All debit and credit card transactions will have an additional handling fee of 2.25% of the total amount paid.
- Payments can also be made through a credit card (debit cards not accepted) by filling out the credit card charge authorization form (attached) and faxing this form to the AUS Cashier fax number +971-6-515-2190. There will be an additional handling fee of 2.25% of the total amount paid.
- Registered Students can make online credit card payment by using their Banner access. Detailed instruction of how to make this payment can be found on the following link: <http://www.aus.edu/admin/finance/payweb/index.php>. Online payment's additional handling fee is 2.25%.

**NOTE:** Debit cards are not accepted for deferred or online payments

**4. Bank Draft**

Bank Draft drawn in UAE Dirhams by any bank and made payable to 'American University of Sharjah' is accepted and can be hand delivered at the cashier's window at the AUS Sharjah campus or couriered to the following address:

<p><i>Finance Department</i> <i>American University of Sharjah</i> <i>PO Box 26666</i> <i>Sharjah</i> <i>United Arab Emirates</i></p>
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- The Student's name and ID number and reason for payment need to be mentioned on the draft instructions.

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**5. Bank Transfer:** Direct Transfer to

Account Name	American University of Sharjah
Account Number	0029-200170-001
Bank	Sharjah Islamic Bank
Branch	University City - Sharjah Branch
Swift	NBSHAEAS

- The Student's name and ID number need to be mentioned on the transfer instructions.
- Please scan the transfer confirmation and email it to [studentaccounts@aus.edu](mailto:studentaccounts@aus.edu) or fax it to AUS accounts department fax # (9716) 515-2190

**6. Bank Deposits:** Payment can be made at any branch of the Sharjah Islamic Bank but the following information need to be noted on the deposit slip, and copy of the Deposit slip to be scanned and emailed to [studentaccounts@aus.edu](mailto:studentaccounts@aus.edu) or faxed to the accounts department's fax # (9716) 515-2190:

Account Name	American University of Sharjah
Account Number	0029-200170-001
Bank	Sharjah Islamic Bank
Branch	University City - Sharjah Branch
Detail of Payment	Student Name and ID and reason for payment

**IV. DEADLINES FOR SETTLEMENT OF TUITION AND FEES FOR THE CURRENT SEMESTER ARE;**

SEMESTER PAYMENT	PAYMENT DEADLINE	FINAL DEADLINE (INCLUDING LATE FEES)
SUMMER 2008	<b>A</b>	<b>B</b>
UG STUDENTS	8 JUNE 2009	15 JUNE 2009

If payment is not completed by the deadline 'A' late fees of Dh 200 will be charged. If payment is not completed by deadline 'B' the registration for that semester will be cancelled and will not be reinstated until full fees is paid including late fees of Dh200 and reinstatement fees of Dh1,000.

**NOTE:** *Payment can be made any time before registration.*

**V. PAYMENT BY INSTALLMENT**

If full fees cannot be paid immediately, Installments can be arranged for, with the student accounts office, as follows:

DUE DATE		
June 8, 2009 (3 p.m.)	60% Tuition & Other Fees	
July 1, 2009	40% Tuition & Other Fees	

Credit card authorization and deferment schedule guaranteeing the above installments need to be submitted to and approved by the Student Accounts Office before 4pm June 8, 2009.

Current and Post dated checks as per above dates and equivalent to the above dues may also be directly submitted at the cashiers before 4 pm June 8, 2009 (4 p.m. June 15, 2009 for Newly admitted students). Provided the student account history shows no previously returned checks.

**NOTE:** *A 500 DHS returned check fine is levied in cases when checks are rejected for insufficient funds or similar reasons.*

**VI. WITHDRAWALS AND REFUNDS**

Withdrawal from the university is subject to the following refund policy:

Before 3pm June 11	Full tuition refund less Dh500 pre-registration
After 3pm June 11 – 3pm June 14	50% of the tuition
After 3pm June 14– 3pm June 15	25% of the tuition
After 3pm June 15	0%

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UNDERGRADUATE TUITION APPLICABLE DURING SUMMER 2009		
Level	Major	Fees For Summer DHS
Undergraduate	All Majors except IEP	2,580 per credit hour
IEP	Intensive English Program (IEP)	7,510
Graduate	College of Arts & Sciences – Humanities & Social Science	2,240 per credit hour
Graduate	College of Arts & Sciences - Science	2,830 per credit hour
Graduate	School of Business & Management	2,830 per credit hour
Graduate	College of Engineering	2,830 per credit hour
Graduate	School of Architecture & Design	2,830 per credit hour

UNDERGRADUATE FEES DURING SUMMER 2009		
Fee Type	Compulsory	For Summer Session DHS
Lab/Technology Fee A	Applies for each registered course that has a fee “A” attached. As per AUS catalogue.	490
	Applies for each registered course that has a fee “B” attached. As per AUS catalogue.	670
Student Activities	All Students	50
Reinstatement Fee	If Applicable	1,000
Late Registration	If Applicable	200
Other Expenses	Costs of textbooks and supplies are responsibility of student	

STUDENT HOUSING		
LIVING ON CAMPUS IS OPTIONAL. STUDENTS SHOULD CONTACT THE OFFICE OF STUDENT AFFAIRS FOR INFORMATION REGARDING INDIVIDUAL CASES.		
Room		Per Summer Session
<i>Non Refundable Dorm Room Reservation Deposit-Dhs. 500</i>		
<i>Refundable Dorm Damage Deposit-Dhs. 1,000 (only the first time a dorm room is assigned)</i>		
Private	Single Occupancy with private bath and kitchenette	Dhs. 4,860
Semi-Private	Single Occupancy with a shared bath and kitchenette	Dhs. 3,460
Sharing	Double occupancy with a shared bath and kitchenette	Dhs. 1,950

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Student Accounts  
**AMERICAN UNIVERSITY OF SHARJAH**  
 P.O. Box 26666, Sharjah, UAE  
 Tel: (971-6) 515-2233 Fax: (971-6) 515-2190  
 Email address: Studentaccounts@aus.edu

**CREDIT CARD PRE-AUTHORIZATION FORM**

<b>OTHER METHODS OF PAYMENTS</b>	If you wish to pay by: Cash, checks, bank transfers or deposits or in person using credit cards and debit cards then please refer to 'Accepted forms of payment at AUS' on our webpage <a href="http://www.aus.edu/admin/finance/">http://www.aus.edu/admin/finance/</a>
<b>CREDIT CARDS ONLY</b> (Paid via written authorization)	Payments can be made through a credit card ( <i>Debit cards Not accepted</i> ) by filling out the credit card charge authorization form (Found on <a href="http://www.aus.edu">www.aus.edu</a> ) and faxing this form to the AUS Cashier fax number +971-6-5152190. All Payments are subject to 2.25% handling fees of the total amount paid.

I authorize the American University of Sharjah to charge the amounts given below in the schedule on the dates specified, in addition to the handling fees stated above.

AMOUNT TO BE DEBITED ON EACH INSTALLMENT	DATE TO DEBIT CREDIT CARD

**PLEASE FILL THE CREDIT CARD INFORMATION BELOW:**

**NAME OF CARD HOLDER:** \_\_\_\_\_

**SIGNATURE OF CARD HOLDER:** \_\_\_\_\_

**CREDIT CARD TYPE:**  VISA,  MASTERCARD,  DINNERS,  AMEX  OTHER (PLEASE SPECIFY) \_\_\_\_\_

**CREDIT CARD EXPIRY DATE:** Month \_\_\_\_\_ / Year \_\_\_\_\_

**CREDIT CARD NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**UAE TEL. NO. (\_\_\_\_\_) \_\_\_\_\_ OTHER TEL. NO. (\_\_\_\_\_) \_\_\_\_\_**

**FAX NO. (\_\_\_\_\_) \_\_\_\_\_**

**DATE (OF SUBMITTING THIS DOCUMENT):** \_\_\_\_\_

**PLEASE FILL THE STUDENT'S INFORMATION BELOW:**

**STUDENT NAME:** \_\_\_\_\_

**STUDENT ID NO.** \_\_\_\_\_

**E-MAIL ADDRESSES: (1) \_\_\_\_\_ (2) \_\_\_\_\_**

**REMARKS & REASON FOR PAYMENT:** \_\_\_\_\_