

American University of Sharjah (AUS) Payment of Fees Guide
For Fall 2009 Semester

I. INQUIRIES OF FEES SETTLEMENT CAN BE DONE AT THE STUDENT ACCOUNTS DEPARTMENT THAT CONSISTS OF

TITLE	LOCATION	TIME
4 Cashiers	Main building - Mezzanine Floor	9.00 am to 4.00 pm (Sun-Thu)
2 Student Accountants	Main building - Mezzanine Floor (Office # MM03-A) next to cashiers	8.00 am to 5.00 pm (Sun-Thu)

A new payment guide is posted on <http://www.aus.edu/admin/finance/> prior to pre-registration periods.

II. CONTACT INFORMATION

Phone (9716) 515-2233 or (9716) 515-2282/2039	Web page http://www.aus.edu/admin/finance/ Or go to on www.aus.edu , Select 'Student Accounts' from the 'Quick Links' drop menu
Fax (9716) 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	<ul style="list-style-type: none"> ➤ 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 AUS's Main Building. The bank provides exchange facilities 										
2. CHECKS	<ul style="list-style-type: none"> ➤ 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 check fine ➤ If two or more checks do not clear, checks are no longer accepted as a form of payment of tuition and fees. ➤ A check drop-box is available next to the cashiers for depositing checks at all times. If approved, a receipt will be automatically e-mailed to your registered email address within one working day. 										
3. DEBIT & CREDIT CARDS	<ul style="list-style-type: none"> ➤ 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 +9716-515-2190. There will be an additional handling fee of 2.25% of the total amount paid. (for installment rules & applications read item IV) ➤ Deferred Credit Card payments rejected/Not-authorized on the date of withdrawal will be subject to DH500 charges. ➤ 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 <p>NOTE: Debit cards are not accepted for deferred and/or online payments</p>										
4. BANK DRAFT	<ul style="list-style-type: none"> ➤ UAE Dirhams Only Bank Drafts issued by any bank and made payable to 'American University of Sharjah'. Drafts can be hand-delivered at the cashier's window at the AUS Sharjah campus or couriered to: Finance Department American University of Sharjah PO Box 26666 - Sharjah- United Arab Emirates ➤ The Student's name and ID number and reason for payment need to be mentioned on the draft instructions. 										
5. DIRECT BANK TRANSFER	<table border="1" style="width: 100%;"> <tbody> <tr> <td>Account Name</td> <td>American University of Sharjah</td> </tr> <tr> <td>Account Number</td> <td>0029-200170-001</td> </tr> <tr> <td>Bank</td> <td>Sharjah Islamic Bank</td> </tr> <tr> <td>Branch</td> <td>University City - Sharjah Branch</td> </tr> <tr> <td>Swift</td> <td>NBSHAEAS</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ The Student's name and ID number need to be mentioned on the transfer instructions. ➤ Scan the transfer confirmation & email to studentaccounts@aus.edu or Fax to Finance on (9716) 515-2190 	Account Name	American University of Sharjah	Account Number	0029-200170-001	Bank	Sharjah Islamic Bank	Branch	University City - Sharjah Branch	Swift	NBSHAEAS
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Account Number	0029-200170-001										
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6. BANK DEPOSITS

Payment can be made at any branch of the Sharjah Islamic Bank. The following information *has* to be noted on the deposit slip:

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

➤ Scan the Deposit Slip & email to studentaccounts@aus.edu or Fax to Finance on (9716) 515-2190

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

SEMESTER PAYMENT	PAYMENT DEADLINE	FINAL DEADLINE (INCLUDING LATE FEES)
FALL 2009	A	B
RETURNING STUDENTS	20 AUGUST 2009	3 SEPTEMBER 2009
NEW STUDENTS	27 AUGUST 2009	3 SEPTEMBER 2009

If payment is not completed by the deadline 'A' late fees of Dh 400 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 are paid including late fees of Dh400 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 DATES		
	August 20, 2009 (5 p.m.)	60% Full Fees (Net of Scholarship amount)
	October 2, 2009	20% Full Fees (Net of Scholarship amount)
	November 2, 2009	20% Full Fees (Net of Scholarship amount)

Highly Important

1. Current and Post dated checks as per above dates and equivalent to the above dues should be submitted at the cashiers before 5 pm August 20, 2009 (5 p.m. August 27, 2009 for Newly admitted students).
2. Deferment by Credit Card Authorization is subject to **APPROVAL** by the Student Accounts Department. Fill the form as per the above dates and equivalent to the above dues and then submit to the Student Accounts Office before 5pm August 20, 2009 (5 p.m. August 27, 2009 for Newly admitted students) for approval.
For a copy of the Form go to www.aus.edu select 'Student Accounts' from the 'Quick Links' menu, then go to 'Finance Forms'
3. Checks returned for insufficient funds or similar reasons are subject to DH500 charges.
4. Deferred Credit Card payments rejected/Not- authorized on the date of withdrawal will be subject to DH500 charges.
5. If student has two or more returned checks, then checks are no longer a valid method of payments or installments.
6. If student has two or more rejected credit card payments, then credit cards are no longer a valid method for installments.
7. If an excess balance exists on your student account and you have paid by installments using Post Dated Checks, then you are required to replace your checks at least five working days prior to the date of the check otherwise the **EXCESS BALANCE** will automatically be transferred to the next term and **REFUNDS** will not be an option.

VI. WITHDRAWALS AND REFUNDS

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

Before 5pm August 27	Full tuition refund less Dh500 pre-registration
After 5pm August 27 – 5pm September 3	50% of the tuition
After 5pm September 3 – 5pm September 10	25% of the tuition
After 5pm September 10	0%

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Students Registered in <i>ALL MAJORS</i> Except IEP	Rate A * Per Semester- AED	Rate B ** Per Semester - AED	Fees For Summer AED
Less than 12 credits	2,970 per credit hour	3,090 per credit hour	2,970 per credit hour
12 to 16 credits	33,820	35,360	-
Over 16 credits	33,820 + 2,250 Per credit hour exceeding 16 credit hours	35,360 + 2,360 Per credit hour exceeding 16 credit hours	-
(IEP) Intensive English Program	23,710	30,750	7,510
* Rate A: For continuing undergraduate and IEP students and undergraduate students matriculated from IEP, with uninterrupted registration from Spring 2007.			
** Rate B: For undergraduate and IEP students admitted after Spring 2007 and for students returning in or after Fall 2008 after not attending AUS for at least one regular semester (Spring or Fall).			

COMPULSORY Undergraduate-Fees in AED Applicable For Fall 2009-Spring 2010		
Textbook Fee	For all full time undergraduate students, excluding IEP, redeemable only at the AUS Bookstore.	1,250
Student Activities	All Students	100
Health Insurance (either/or)	PLAN I - AUS Sponsored Students	600
	PLAN II - For all students who are <u>NOT</u> on Plan I	300
FOR THE SUMMER SEMESTER ONLY ACTIVITY FEES APPLIES TO CONTINUING STUDENTS		50

CONDITIONAL Undergraduate- Fees Academic Year 2009-2010			
Fee Type	Conditional	Per Term AED	Summer AED
Lab/Technology Fee A	Applies for each registered course that has a fee "A" attached. As per AUS catalogue.	560	560
Lab/Technology Fee B	Applies for each registered course that has a fee "B" attached. As per AUS catalogue.	770	770
Reinstatement Fee	If Applicable	1,000	1,000
Late Registration OR Late Payment	If Applicable	400	200
Returned Check penalty (Per Check) And / OR Declined Credit Card (for Deferred payments)	If Applicable	500	500

Student Housing Fees Applicable During the Academic Year 2009 - 2010			
AUS has twelve residence halls (eight for men & four for women). Living on campus is optional. Students should contact the Office of Student Affairs for information regarding individual cases.			
Utilities Service Fee	Fee automatically added to any dorm reserved (except summer)		140
Refundable Dorm Deposit	One-time fee applied when students first register for dorms – refundable after cancellation		1,000
Type	Description	Per Term	Summer
Private	Single Occupancy with private bath and kitchenette	13,900	5,560
Semi-Private	Single Occupancy with a shared bath and kitchenette	9,850	3,940
Sharing	Double occupancy with a shared bath and kitchenette	5,400	2,160
Single	Single Occupancy with a common bath and no kitchenette (men only)	5,240	-
Double	Double occupancy with a common bath and no kitchenette (men only)	3,200	-

Postgraduate Tuition Applicable During the Academic Year 2009-2010	
Graduate Courses	Per Credit Hour - AED
MBA	3,250
College Of Engineering	3,250
School of Architecture & Design	3,250
College of Arts & Science: Science	3,250
Humanities & Social Sciences	2,580

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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

OTHER METHODS OF PAYMENTS	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 http://www.aus.edu/admin/finance/
CREDIT CARDS ONLY (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 www.aus.edu) 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: _____