

Fee Payment Guide for Undergraduate Students Summer Term 2012

PO Box 26666, Sharjah, UAE
Tel +971 6 515 2282 Fax +971 6 515 2190
www.aus.edu

For Inquiries and Payments by Installments

Title	Location	Time	Phone	Fax	Email
Student Accounts	Main Building, Mezzanine Floor, Office MM03-A Next to Cashier's Office	8:00 a.m. to 5:00 p.m.	+971 6 515 2039 +971 6 515 2282	+971 6 515 2190	studentaccounts@aus.edu

Direct Payments

Direct payments are accepted at the Cashier's Office in the Main Building, Mezzanine Floor, from 9:00 a.m. to 4:00 p.m.

Payment of AUS Fees

Cash	<ul style="list-style-type: none"> Payable only in UAE Dirhams at the Cashier's Office on the Mezzanine Floor of the AUS Main Building. The Sharjah Islamic Bank has a branch located in the AUS Main Building. The bank provides exchange facilities.
Checks	<ul style="list-style-type: none"> Current dated UAE Dirhams checks drawn on a UAE bank made payable to American University of Sharjah are acceptable. Include the student's name, ID number and semester on the back of the check. Checks that do not clear due to insufficient funds or closure of account are charged an AED500 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 Cashier's Office for depositing checks during non-cashier hours. If approved, a receipt will be automatically emailed to your registered email address within one working day.
Debit and Credit Cards	<ul style="list-style-type: none"> All major debit cards and credit cards are accepted for payment at the Cashier's Office. Payments made using MasterCard, Visa, Visa Electron, Electron, Maestro, NSwitch and Diner's will have an additional handling fee of 1.65 percent of the total amount paid. Payments made using American Express will have additional handling fees of 2.25 percent. Payments can also be made through a credit card (not debit cards) by filling out the Credit Card Authorization Form and faxing this form to the AUS Cashier at +971 6 515 2190. An additional handling fee of 2.25 percent of the total amount paid will be charged. Debit cards with no online facilities are not accepted for deferred and/or online payment.

Direct Bank Transfer and/or Bank Deposits	<table border="1"> <tr> <td>Bank:</td> <td>Sharjah Islamic Bank</td> </tr> <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>Branch:</td> <td>University City - Sharjah Branch</td> </tr> <tr> <td>Swift:</td> <td>NBSHAEAS</td> </tr> <tr> <td>IBAN:</td> <td>AE65 0410 0000 2920 0170 001</td> </tr> </table>	Bank:	Sharjah Islamic Bank	Account Name:	American University of Sharjah	Account Number:	0029-200170-001	Branch:	University City - Sharjah Branch	Swift:	NBSHAEAS	IBAN:	AE65 0410 0000 2920 0170 001
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<ul style="list-style-type: none"> • The student's name and ID number must be mentioned on the transfer instructions. • Scan the transfer confirmation and email to studentaccounts@aus.edu or fax to Finance at +971 6 515 2190. • Deposits can be made at any Sharjah Islamic Bank Branch. • Post-dated checks should not be deposited at the bank. 													

Deadlines for Settlement of Tuition and Fees for the Current Semester

Semester Payment	Payment Deadline	
<i>Summer 2012</i>	<i>A</i>	<i>B</i>
All Students	June 14, 2012	June 21, 2012

- If payment is not completed by the deadline, late fees of AED 200 will be charged.
- If payment is not completed by deadline B, registration will be dropped and only reinstated when the full fees and the AED 1,000 reinstatement fee and AED 200 late payment fee are fully paid. Failure to attend a course (no show) does not result in a refund for courses registered. Students must drop excess credits before the add/drop deadline.
- Payment can be made any time before registration.

Payment by Installment

If full fees cannot be paid immediately, installments can be arranged for with the Student Accounts Department as follows:

Due Dates		
June 14, 2012 (4 p.m.)		60% of full fees (net of scholarship amount)
July 14, 2012		40% of full fees (net of scholarship amount)

- Current and post-dated checks dated as above and equivalent to the above amounts should be submitted at the Cashier's Office before 4 p.m. on June 14, 2011.
- 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 4 p.m. on June 14, 2012 for approval.
- Checks returned for insufficient funds or similar reasons are subject to an AED 500 fee.
- Deferred credit card payments rejected/not authorized on the date of withdrawal will be subject to AED 500 charges.
- If student has two or more returned checks, then checks are no longer a valid method of payments or installments.
- If student has two or more rejected credit card payments, then credit cards are no longer a valid method for installments.
- 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.
- Failure to attend a course (no show) does not result in a refund of charges. Students not planning on attending must drop their registration during drop/add. Students reported as "no show" in class will be withdrawn from the class without a refund. These students shall be placed on a drop/delete hold and will not be able to register in future semesters unless the fees are paid in full in advance.
- If the check or credit card authorization for the first installment is returned for insufficient funds, then the balance of post-dated checks/credit card authorizations for the remaining installments shall be reversed and the student shall be requested to complete the full payment in cash. The student in this case will no longer have the privilege of paying in installments.
- If a student who has made a deferment plan has missed the first payment due date and is making a payment on the second payment due date, then the first installment amount will need to be paid in cash or current credit card. Post-dated checks and credit card deferments will not be accepted.
- If a student who has made a deferment plan has missed the first payment due date and is making a payment on the second payment due date, then the first installment amount will need to be paid in cash or current credit card. Post dated checks and credit card deferments will not be accepted.

Withdrawals and Refunds

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

Before 4 p.m. June 20	Full tuition refund less AED 500 pre-registration fee
After 4 p.m. June 20—4 p.m. June 27	50% of the tuition
After 4 p.m. June 27—4 p.m. July 3	25% of the tuition
After 4 p.m. February 23 onwards	0%

Undergraduate Tuition (in AED)

Students registered in <u>all majors</u> including Achievement Academy	3,230 per credit hour
Less than 12 credits	3,230 per credit hour

Compulsory

Student Activities Fee	For all students	AED 100
Health Insurance	Only new students starting Summer 2012 pay AED 300 for Plan I and AED 150 for Plan II	

Conditional

Lab/Technology Fee A	Applies for each registered course that has a fee A attached as per AUS catalog	AED 610
Lab/Technology Fee B	Applies for each registered course that has a fee B attached as per AUS catalog	AED 840

Student Housing

Refundable Dorm Deposit	One-time fee applied when students first register for residential hall rooms – refundable after cancellation	AED 1,000
Type	Description	Fees
Private	Single occupancy with private bath and kitchenette	AED 5,960
Semi-Private	Single occupancy with a shared bath and kitchenette	AED 4,220
Sharing	Double occupancy with a shared bath and kitchenette	AED 2,310

Fines/Charges (if applicable)

Late Registration Fee or Late Payment Fee (initial charge if fees are not settled by the first due date)	AED 200
Reinstatement Fee (additional if fees are not settled by the second due date)	AED 1,000
Returned Check Penalty (per check if returned by bank) and /or Declined Credit Card Fee (per transaction for deferred payments if credit card is declined upon charging)	AED 500

Calculation Sheet (Full-Time Students)

Name: _____

ID @: _____

Select the relative fees and fill in the selection column.

Fee Type	Amount (AED)	Selection
Achievement Academy	3,230 per credit	
Tuition (all majors)	3,230 per credit	
Student Activities Fee	100	
Residential Hall—Private Room	5,960	
Residential Hall—Semi-private	4,220	
Residential Hall—Sharing	2,310	
Refundable Dorm Deposit (one-time fee for new residential hall registrations)	1,000	
Lab/Technology fee (per lab) Rate A as per AUS catalog	610	
Lab/Technology fee (per lab) Rate B as per AUS catalog	840	
Total Fees		
Less Grants (if applicable)		
Less Merit/Other Scholarships (if applicable)		
Less Payments Made		
Net Balance Payable to AUS (AED)		

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Credit Card Authorization Form

Credit Cards Payments
(paid via written authorization)

Payments can be made through a credit card (debit cards not accepted) by filling out this Credit Card Authorization Form and faxing it form to the AUS Cashier at +971 6 515 2190. All payments are subject to a 2.25 percent handling fee of the total amount paid.

I authorize 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 complete the credit card information below:

Name of Card Holder: _____

Signature of Card Holder: _____

Credit Card type: Visa MasterCard Diner's American Express Other (please specify) _____

Credit Card Expiry Date: Month _____ Year _____

Credit Card Number: _____ - _____ - _____ - _____

UAE Tel: (_____) _____ **Other Tel:** (_____) _____

Fax: (_____) _____

Date of Submitting This Document: _____

Please complete the student's information below:

Student Name: _____

Student ID No.: _____

Email Addresses: (1) _____ (2) _____

Remarks and Reason for Payment: _____