

Fee Payment Guide for Undergraduate Students Fall 2018

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 for account holders only
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 AED 500 per check fine. If two or more checks do not clear, checks are no longer accepted as a form of payment. 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 can also be made through a credit card (not debit card) either online through the Banner online access or by filling out the Credit Card Authorization Form and faxing this form to the AUS Cashier at +971 6 515 2190. Debit cards with no online facilities are not accepted for deferred and/or online payment.
Direct Cash Deposits at Al Ansari Exchange / UAE Exchange	<ul style="list-style-type: none"> Deposits can be made at any branch of Al Ansari Exchange or UAE Exchange; where available all over UAE. Deposits are accepted in the form of cash only. The student's name and AUS ID number must be mentioned on the deposit instructions. Scan the deposit confirmation and email to studentaccounts@aus.edu or fax to Finance at +971 6 515 2190.

Direct Bank Transfer and/or Bank Deposits	Bank:	Sharjah Islamic Bank
	Account Name:	American University of Sharjah
	Account Number:	0011 200170 001
	Branch:	University City - Sharjah Branch
	Swift:	NBSHAEAS
	IBAN:	AE02 0410 0000 1120 0170 001
	<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 or the cash deposit machines where available. 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	Final Deadline (including late fees)
<i>Fall 2018</i>	<i>A</i>	<i>B</i>
Returning Students	August 30, 2018	September 13, 2018
New Students	September 6, 2018	September 13, 2018

- If payment is not completed by the deadline, late fees of AED 500 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 1,500 reinstatement fee and AED 500 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 in order to receive a refund.
- Payment can be made any time before registration.

Payment by Installment

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

Due Dates	August 30, 2018 (4 p.m.)	60% of full fees (net of scholarship amount)
	September 30, 2018	20% of full fees (net of scholarship amount)
	October 30, 2018	20% 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. August 30, 2018.
- Deferment by Credit Card Authorization is subject to approval by the Student Accounts. 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. August 30, 2018 for approval.
- Checks returned for insufficient funds or similar reasons are subject to an AED 500 + 5% VAT fee per check.
- Deferred credit card payments rejected/not authorized on the date of withdrawal will be subject to AED 500 + 5% VAT charges per transaction.
- 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.
- Failure to attend a course (no show) does not result in a refund of charges. Students not planning to attend must drop their registration during the drop/add period. 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, 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.

Withdrawals and Refunds

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

Before 4 p.m. September 6	Full tuition refund less AED 500 pre-registration fee
After 4 p.m. September 6—4 p.m. September 13	50% of the tuition
After 4 p.m. September 13—4 p.m. September 20	25% of the tuition
After 4 p.m. September 20	0%

Undergraduate Tuition Applicable During the Academic Year 2018-2019

Credit Hours	Per Semester (AED)
Less than 12 credits	4,100 per credit hour
12 to 16 credits	47,130
Over 16 credits	47,130 + 3,140 per credit hour exceeding 16 credit hours
Achievement Academy	30,610

Undergraduate Fees Applicable During the Academic Year 2018-2019

Fee Type	Compulsory	Per Course AED	Per Semester AED
Lab/Technology Fee A	Applies for each registered course that has a fee "A" attached as per AUS catalog.	1,310	-
Lab/Technology Fee B	Applies for each registered course that has a fee "B" attached as per AUS catalog.	1,450	-
Student Activities	All Students	-	300 + 5% VAT
IXO Outings and Events Fees	All Incoming Exchange/ Visiting Students		600 + 5% VAT
Reinstatement Fee	If Applicable	-	1,500 + 5% VAT
Late Registration	If Applicable	-	500 + 5% VAT
Late Payment	If Applicable	-	500 + 5% VAT
Health Insurance: Plan I Plan II	AUS-Sponsored Students	-	600 + 5% VAT
	For all students who are not on Plan I	-	300
	For all Students - Medical Services at University Hospital Sharjah's Primary Care Clinic & Emergency Room		112.50

Student Housing Fees Applicable During the Academic Year 2017-2018

AUS has residence halls for men and women. Living on campus is optional. Students should contact the Office of Student Affairs for information regarding individual requirements.

Room		Per Semester	Per Summer Session
	<i>Refundable Dorm Damage Deposit - AED 1,000</i>	AED	AED
Private	Single occupancy with private bath and kitchenette	17,230	6,890
Semi-Private	Single occupancy with a shared bath and kitchenette	12,200	4,880
Sharing	Double occupancy with a shared bath and kitchenette	9,280	3,710
Single	Single occupancy with a common bath and no kitchenette (men only)	6,430	-
Double	Double occupancy with a common bath and no kitchenette (men only)	3,740	-
Utilities Service Fee	Compulsory for all students residing in dormitories – will be added to the respective room rate when charged to the student account	290 + 5% VAT	-

Calculation Sheet (Full-Time Students)

Name: _____

ID @: _____

Select relative fees and fill in the selection column.

Fee Type	Amount (AED)	Selection
Achievement Academy	30,610	
Tuition (12 to 16 credits)	47,130	
Extra Credits (per credit over 16)	3,140	
Student Activities Fee	300 + 5% VAT	
Medical Insurance—Plan I	600 + 5% VAT	
Medical Insurance— Plan II	300	
University Hospital Sharjah Charge	112.50	
Residential Hall—Private Room	17,230	
Residential Hall—Semi-private	12,200	
Residential Hall—Sharing	9,280	
Residential Hall—Single	6,430	
Residential Hall—Double	3,740	
Utility Fee (added to any type of residential hall room)	290 + 5% VAT	
Refundable Dorm Deposit (one-time fee for new residential hall registrations)	1,000	
Lab/Technology fee (per lab) Rate A as per AUS catalog	1,310	
Lab/Technology fee (per lab) Rate B as per AUS catalog	1,450	
Total Fees		
Less Grants (if applicable)		
Less Merit/Other Scholarships (if applicable)		
Less Payments Made		
Net Balance Payable to AUS (AED)		

Fee Payment Guide for Undergraduate Students Spring Semester 2017

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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 or email it to studentaccounts@aus.edu .

I authorize American University of Sharjah to charge the amounts given below in the schedule on the dates specified.

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 _____