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Fee Payment Guide for Undergraduate Students

Spring Semester 201

PO Box 26666, Sharjah, UAE

Tel +971 6 515 2282 Fax +971 6 515 2190

www.aus.edu

**For Inquiries and Payments by Installments**

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| --- | --- | --- | --- | --- | --- |
| **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](mailto: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

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| **Cash** | * 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** | * 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** | * 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](http://www.aus.edu/admin/forms/docs/FD%20-%20Payment%20Methods%20Form%20-%20FA-FD-041.pdf) 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** | • 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. |

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| **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 |  * The student’s name and ID number must be mentioned on the transfer instructions. * Scan the transfer confirmation and email to [studentaccounts@aus.edu](mailto: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

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| **Semester Payment** | **Payment Deadline** | **Final Deadline (including late fees)** |
| *Spring 2018* | *A* | *B* |
| Returning Students | January 18, 2018 | February 1, 2018 |
| New Students | January 25, 2018 | February 1, 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:

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| **Due Dates** | January 18, 2018 (4 p.m.) | 60% of full fees (net of scholarship amount) |
| February 18, 2018 | 20% of full fees (net of scholarship amount) |
| March 18, 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. January 18, 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. January 18, 2018 for approval.
* Checks returned for insufficient funds or similar reasons are subject to an AED 500 fee per check.
* Deferred credit card payments rejected/not authorized on the date of withdrawal will be subject to AED 500 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:

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| Before 4 p.m. January 25 | Full tuition refund less AED 500 pre-registration fee |
| After 4 p.m. January 25—4 p.m. February 1 | 50% of the tuition |
| After 4 p.m. February 1—4 p.m. February 8 | 25% of the tuition |
| After 4 p.m. February 8onwards | 0% |

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| **Undergraduate Tuition Applicable During the Academic Year 2017-2018** | | | | | | | | | |
| **Credit Hours** | | **Per Semester (AED)** | | | **Fees For Summer (AED)** | | | | |
| Less than 12 credits | | 4,100 per credit hour | | | 3,980.00 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 | | | 3,980 per credit hour | | | | |
| **Undergraduate Fees Applicable During the Academic Year 2017-2018** | | | | | | | | | |
| **Fee Type** | | | **Compulsory** | | **Per Course AED** | | **Per Semester**  **AED** | | **For Summer Session – 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 | | 150 |
| Reinstatement Fee | | | If Applicable | | - | | 1,500 | | 1,500 |
| Late Registration | | | If Applicable | | - | | 500 | | 500 |
| Late Payment | | | If Applicable | | - | | 500 | | 500 |
| Health Insurance: Plan I | | | AUS-Sponsored Students | | - | | 600 | | 300 |
| Plan II | | | For all students who are not on Plan I | | - | | 300 | | 150 |
|  | | | 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** | |
|  | ***Refundable Dorm Damage Deposit - AED 1,000*** | | | | | **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 | | - | |

*The above fees and charges are exclusive of UAE Value Added Tax (VAT). Effective January 1, 2018, VAT shall be introduced in the UAE. VAT will NOT be applied on Tuition Fees or Dorm Charges or Health Insurance (Plan II). However it will be applied on Activities Fee, Health Insurance (Plan I) and Dorm Utilities Service Fee at the rate of 5% in accordance with the Federal Decree Law No (8) of 2017 on Value Added Tax and its Executive Regulations issued under Cabinet Decision No. (52) of 2017. Therefore, effective 1 January 2018 the VAT charges, where applicable, shall be made to the statement of fees. Other Fines and charges may also be subject to VAT at 5% in accordance with the UAE VAT Law*

**Calculation Sheet (Full-Time Students)**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID @**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select relative fees and fill in the selection column.

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| **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 |  |
| Medical Insurance—Plan I | 600 |  |
| 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 |  |
| 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)** |  | |

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**Credit Card Authorization Form**

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| **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](mailto: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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |