AUS | الجامعة الأميركية في الشارقة
American University of Sharjah

Fee Payment Guide for Graduate Students Fall 2020

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	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	studentaccounts@aus.edu

Payment of AUS Fees

E-Payment	Students can log in into his/her banner system with their AUS username and password and do the following steps: 1.Student services 2. Student records 3. E-payment Main Menu 4. Submit E-payment 5. Then, you can insert the amount you wish to pay as on account payment.
Debit and Credit Cards	• Payments can be made through a credit card (not debit card) by filling out the Credit Card Authorization Form • Debit cards with no online facilities are not accepted for deferred and/or online payment.
Debit and Credit Cards	• 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 • 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; 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
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 • 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
Fall 2020 Graduate Students	September 6, 2020

- If payment is not completed by the deadline, late fees of AED 500 plus 5% VAT will be charged.
- 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 Student Accounts as follows:

Due Dates	September 6, 2020 (4 p.m.)	60% of full fees (net of scholarship amount)
	October 6, 2020	20% of full fees (net of scholarship amount)
	November 6, 2020	20% of full fees (net of scholarship amount)

- Deferment by Credit Card Authorization is subject to approval by 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. on September 6, 2020 for approval.
- 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 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 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.

Graduate Tuition for Academic Year 2020-2021	
Graduate Courses	**Per Credit Hour**
College of Architecture, Art and Design	AED 4,750
College of Arts and Sciences	AED 3,790
College of Arts and Sciences Pd.D. programs	AED 4,750
College of Engineering (including Pd.D. programs)	AED 4,750
School of Business Administration	AED 4,750

Optional			
Health Insurance (either/or)	**Plan I**	AUS-sponsored students	AED 600 + 5% VAT (per semester)
	Plan II	Available for all students	AED 300 (per semester)

Conditional		
Lab/Technology Fee A	Applies for each registered course that has a fee A attached as per AUS catalog	AED 1,340
Lab/Technology Fee B	Applies for each registered course that has a fee B attached as per AUS catalog	AED 1,480
Activity Fee	Applies to all graduate students	100 + 5% VAT
Thesis or Project Extension Fee	Applies to students who require this option	200
Thesis Processing Fee	Applies to students who require this service	1,000
Thesis Binding Fee	Applies to students who require this service	350

Student Housing		
Utilities Service Fee	Fee automatically added to any residential hall room reserved (except summer)	AED 290 + 5% VAT
Refundable Dorm Deposit	One-time fee applied when students first register for residential hall rooms – refundable after cancelation	AED 1,000
Type	**Description**	**Fees**
Private	Single occupancy with private bath and kitchenette	AED 17,230
Semi-Private	Single occupancy with a shared bath and kitchenette	AED 12,200
Sharing	Double occupancy with a shared bath and kitchenette	AED 9,280
Single	Single occupancy with a common bath and no kitchenette (men only)	AED 6,430
Double	Double occupancy with a common bath and no kitchenette (men only)	AED 3,740

Fines/Charges (if applicable)	
Late Payment Fee (initial charge if fees are not settled by the first due date)	AED 500 + 5% VAT
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)	AED 500 + 5% VAT

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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 ☐ Diners ☐ 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 _____