

## Fee Payment Guide for Undergraduate Students Fall 2021

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	Time	Phone	Email
Student Accounts	8:00 a.m. to 5:00 p.m.	+971 6 515 2039 +971 6 515 2282	<a href="mailto:studentaccounts@aus.edu">studentaccounts@aus.edu</a>

### Payment of AUS Fees

<b>E-Payment</b>	<p>Students can log in into his/her banner system with their AUS username and password and do the following steps:</p> <ol style="list-style-type: none"> <li>1. Student services</li> <li>2. Student records</li> <li>3. E-payment Main Menu</li> <li>4. Submit E-payment</li> <li>5. Then, you can insert the amount you wish to pay as on account payment.</li> </ol>												
<b>Debit and Credit Cards</b>	<ul style="list-style-type: none"> <li>• Payments can be made through a credit card (not debit card) by filling out the Credit Card Authorization Form</li> <li>• Debit cards with no online facilities are not accepted for deferred and/or online payment.</li> </ul>												
<b>Debit and Credit Cards</b>	<ul style="list-style-type: none"> <li>• All major debit cards and credit cards are accepted for payment at the Cashier's Office.</li> <li>• 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</li> <li>• Debit cards with no online facilities are not accepted for deferred and/or online payment.</li> </ul>												
<b>Direct Cash Deposits at Al Ansari Exchange / UAE Exchange</b>	<ul style="list-style-type: none"> <li>• Deposits can be made at any branch of Al Ansari Exchange or UAE Exchange; where available all over UAE.</li> <li>• Deposits are accepted in the form of cash only.</li> <li>• The student's name and AUS ID number must be mentioned on the deposit instructions.</li> <li>• Scan the deposit confirmation and email to studentaccounts@aus.edu</li> </ul>												
<b>Direct Bank Transfer and/or Bank Deposits</b>	<table border="1" style="width: 100%;"> <tbody> <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>0011 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>AE02 0410 0000 1120 0170 001</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The student's name and ID number must be mentioned on the transfer instructions.</li> <li>• Scan the transfer confirmation and email to studentaccounts@aus.edu</li> <li>• Deposits can be made at any Sharjah Islamic Bank Branch or the cash deposit machines where available.</li> <li>• Post-dated checks should not be deposited at the bank</li> </ul>	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
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### Deadlines for Settlement of Tuition and Fees for the Current Semester

Semester Payment	Payment Deadline	Final Deadline (including late fees)
<i>Fall 2021</i>	<i>A</i>	<i>B</i>
Returning Students	August 26, 2021	September 9, 2021
New Students	September 2, 2021	September 9, 2021

- If payment is not completed by the deadline, late fees of AED 500 plus 5% VAT 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 plus 5% VAT reinstatement fee and AED 500 plus 5% VAT 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	Payment Schedule	Percentage of Full Fees (net of scholarship amount)
August 26, 2021 (4 p.m.) (September 2 for new students)		60% of full fees (net of scholarship amount)
September 26, 2021 (October 3 for new students)		20% of full fees (net of scholarship amount)
October 26, 2021 (November 2 for new students)		20% of full fees (net of scholarship amount)

- 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 sent by email to studentaccounts@aus.edu before 4 p.m. August 26, 2021 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 credit card authorization for the first installment is returned, then the balance of 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 2	Full tuition refund less AED 500 pre-registration fee
After 4 p.m. September 2—4 p.m. September 9	50% of the tuition
After 4 p.m. September 9—4 p.m. September 16	25% of the tuition
After 4 p.m. September 16	0%

<b>Undergraduate Tuition Applicable During the Academic Year 2021-2022</b>				
<b>Credit Hours</b>	<b>Per Semester (AED)</b>			
Less than 12 credits	4,180 per credit hour			
12 to 16 credits	48,070			
Over 16 credits	48,070 + 3,200 per credit hour exceeding 16 credit hours			
Achievement Academy	31,220			
<b>Undergraduate Fees Applicable During the Academic Year 2021-2022</b>				
<b>Fee Type</b>	<b>Compulsory</b>	<b>Per Course AED</b>	<b>Per Semester AED</b>	
Lab/Technology Fee A	Applies for each registered course that has a fee "A" attached as per AUS catalog.	1,340	-	
Lab/Technology Fee B	Applies for each registered course that has a fee "B" attached as per AUS catalog.	1,480	-	
Activity Fee	Compulsory for all undergraduate and AA students		300 + 5% VAT	
IXO Outings and Events Fees	All Incoming Exchange/ Visiting Students		700 + 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+ 5% VAT	
<b>Student Housing Fees Applicable During the Academic Year 2021-2022</b>				
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.				
<b>Room</b>		<b>Per Semester</b>		
	<b>Refundable Dorm Damage Deposit - AED 1,000</b>	<b>AED</b>		
<b>Private</b>	Single occupancy with private bath and kitchenette	11,000.00		
<b>Utilities Service Fee</b>	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	31,220	
Tuition (12 to 16 credits)	48,070	
Extra Credits (per credit over 16)	3,200	
Medical Insurance—Plan I	600 + 5% VAT	
Medical Insurance— Plan II	300	
University Hospital Sharjah Charge	112.50+ 5% VAT	
Activity Fee	300 + 5% VAT	
Residential Hall—Private Room	11,000.00	
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	1,340	
Lab/Technology fee (per lab) Rate B as per AUS catalog	1,480	
<b>Total Fees</b>		
Less Grants (if applicable)		
Less Merit/Other Scholarships (if applicable)		
Less Payments Made		
<b>Net Balance Payable to AUS (AED)</b>		

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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 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** \_\_\_\_\_