

## Fee Payment Guide for Graduate 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 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 scanning the form to studentaccounts@aus.edu</li> </ul> <p>Debit cards with no online facilities are not accepted for deferred and/or online payment</p>												
<b>Direct Cash Deposits at Al Ansari 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%; border-collapse: collapse; margin-bottom: 10px;"> <tbody> <tr> <td style="padding: 2px;">Bank:</td> <td style="padding: 2px;">Sharjah Islamic Bank</td> </tr> <tr> <td style="padding: 2px;">Account Name:</td> <td style="padding: 2px;">American University of Sharjah</td> </tr> <tr> <td style="padding: 2px;">Account Number:</td> <td style="padding: 2px;">0011-200170-001</td> </tr> <tr> <td style="padding: 2px;">Branch:</td> <td style="padding: 2px;">University City - Sharjah Branch</td> </tr> <tr> <td style="padding: 2px;">Swift:</td> <td style="padding: 2px;">NBSHAEAS</td> </tr> <tr> <td style="padding: 2px;">IBAN:</td> <td style="padding: 2px;">AE02 0410 0000 11200170 001</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The student's name and ID number should be mentioned on the transfer instructions.</li> <li>• Scan the transfer confirmation and email to studentaccounts@aus.edu.</li> </ul> <p>Deposits can be made at any Sharjah Islamic Bank branch or at the cash deposit machines where available.</p>	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 11200170 001
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**Deadlines for Settlement of Tuition and Fees for the Current Semester**

Semester Payment	Payment Deadline
Fall 2021 Graduate Students	September 5, 2021

- 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 5, 2021 (4 p.m.)	60% of full fees (net of scholarship amount)
	October 5, 2021	20% of full fees (net of scholarship amount)
	November 5, 2021	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 send to the Student Accounts office before 4 p.m. on September 5, 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 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 2021-2022

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 (including Pd.D. programs))	AED 4,750

Optional		
Health Insurance (either/or)	<b>Plan I</b> AUS-sponsored students	AED 600 + 5% VAT (per semester)
	<b>Plan II</b> 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
<b>Private</b>	Single occupancy with private bath and kitchenette	AED 11,000

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 emailing it to the AUS Cashier on 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** \_\_\_\_\_