

## Fee Payment Guide for Graduate Students Spring 2023

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 | Monday to Thursday<br>8:00 a.m. to 6:00 p.m | +971 6 515 2039<br>+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 in Current Account Balance space as ADD.</li> </ol> <p><u>"Please make sure to fill up all the required details on the payment page, including the postal code. Please insert 00000 if you do not have one"</u></p>  |       |                      |               |                                |                 |                 |         |                                  |        |          |       |                             |
| <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> <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</b> | <ul style="list-style-type: none"> <li>• Deposits can be made at any branch of Al Ansari 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 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 |
| 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   |       |                      |               |                                |                 |                 |         |                                  |        |          |       |                             |

### Deadlines for Settlement of Tuition and Fees for the Current Semester

| Semester Payment              | Payment Deadline |
|-------------------------------|------------------|
| Spring 2023 Graduate Students | January 30, 2023 |

- 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:

|                  |                           |  |
|------------------|---------------------------|--|
| <b>Due Dates</b> | January 30, 2023 (4 p.m.) | 60% of full fees (net of scholarship amount) |
|                  | February 28, 2023         | 20% of full fees (net of scholarship amount) |
|                  | March 30, 2023            | 20% of full fees (net of scholarship amount) |

- Deferment by Credit Card can now be done through Banner itself before 4 p.m. on January 30, 2023. Please login to the link to know how to make your own payment plan [Payment Portal Step by Step](#) .
- 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 for insufficient funds, 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 through bank deposit. The student in this case will no longer have the privilege of paying in installments.

### Graduate Tuition for Academic Year 2022-2023

| Graduate Courses  | Per Credit Hour        |
|---|------------------------|
| College of Architecture, Art and Design                     | AED 4,990              |
| College of Arts and Sciences<br>PhD<br>Masters              | AED 4,990<br>AED 3,980 |
| College of Arts and Sciences PhD. programs                  | AED 4,990              |
| College of Engineering (including PhD. programs)            | AED 4,990              |
| School of Business Administration (including PhD. programs) | AED 4,990              |

| 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 1,410    |
| Lab/Technology Fee B            | Applies for each registered course that has a fee B attached as per AUS catalog | AED 1,550    |
| 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 |
| Residential Halls Maintenance Deposit | One-time fee applied when student's 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 15,000       |
| <b>Semi Private</b>                   | Single occupancy with a shared bath and kitchenette  | AED 11,000       |
| <b>Sharing</b>                        | Double occupancy with a shared bath and kitchenette  | AED 7,000        |

| Fines/Charges (if applicable)   |                  |
|---|------------------|
| Late Payment Fee (initial charge if fees are not settled by the first due date)             | AED 500 + 5% VAT |
| Declined Credit Card Fee (per transaction for deferred payments if credit card is declined) | AED 500 + 5% VAT |