

## Fee Payment Guide for Undergraduate Students Spring 2023

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### For Inquiries and Payments by Installments

Title	Time	Phone	Email
Student Accounts	Monday to Thursday 8:00 a.m. to 6:00 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 in Current Account Balance space as ADD. <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></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>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 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> </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>Spring 2023</i>	<i>A</i>	<i>B</i>
Returning Students	January 19, 2023	January 26, 2023
New Students	January 26, 2023	February 02, 2023

- 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:

<b>Due Dates</b>	January 19, 2023 (4 p.m.) (January 26, 2023 for new students)	60% of full fees (net of scholarship amount)
	February 19, 2023 (February 26, 2023 for new students)	20% of full fees (net of scholarship amount)
	March 19, 2023 (March 26, 2023 for new students)	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 19, 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, 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 a bank deposit. 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. on January 26, 2023	Full tuition refund less AED 500 pre-registration fee
After 4 p.m. on January 26, 2023 to 4 p.m. February 02, 2023	50% of the tuition
After 4 p.m. on February 02, 2023 to 4 p.m. February 09, 2023	25% of the tuition
After 4 p.m. on February 09, 2023 onwards	0%

### Undergraduate Tuition Applicable During the Academic Year 2022-2023

Credit Hours	Per Semester (AED)
Less than 12 credits	4,390 per credit hour
12 to 16 credits	50,470
Over 16 credits	50,470 + 3,360 per credit hour exceeding 16 credit hours
Achievement Academy	32,780

### Undergraduate Fees Applicable During the Academic Year 2022-2023

Fee Type	Compulsory	Per Course AED	Per Semester AED
Lab/Technology Fee A	Applies for each registered course that has a fee "A" attached as per AUS catalog.	1,410	-
Lab/Technology Fee B	Applies for each registered course that has a fee "B" attached as per AUS catalog.	1,550	-
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

### Student Housing Fees Applicable During the Academic Year 2022-2023

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
<b>Residential Halls Maintenance Deposit</b>	One-time fee applied when student's first register for residential hall rooms – refundable after cancelation	AED 1,000
<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*
<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

\* New first-time students joining Fall 2022 will receive a 50% discounted rate for any room type. This discount will continue for Fall 2022 and Spring 2023.

\*Applicants who cancel their room reservations after the deadline set by the Student Residential Life Department will be charged AED 500, which will be deducted from the Refundable Dorm Damage Deposit.

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

**Name:** \_\_\_\_\_

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

Select relative fees and fill in the selection column.

<b>Fee Type</b>	<b>Amount (AED)</b>	<b>Selection</b>
Achievement Academy	32,780	
Tuition fees Less than 12 credits/ per credit	4,390	
Tuition (12 to 16 credits)	50,470	
Extra Credits (per credit over 16)	3,360	
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	15,000*	
Residential Hall— Semi Private	11,000*	
Residential Hall— Sharing	7,000*	
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	1,410	
Lab/Technology fee (per lab) Rate B as per AUS catalog	1,550	
<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>		