

Fee Payment Guide for Undergraduate Students Summer 2022

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www.aus.edu

For Inquiries and Payments by Installments

Title	Time	Phone	Email
Student Accounts	8:00 a.m. to 6:00 p.m.	+971 6 515 2039 +971 6 515 2282	studentaccounts@aus.edu

Payment of AUS Fees

E-Payment	<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"> 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	<ul style="list-style-type: none"> • 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. 												
Direct Cash Deposits at Al Ansari Exchange	<ul style="list-style-type: none"> • Deposits can be made at any branch of Al Ansari Exchange or UAE 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	<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"> • 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. 	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 Term

Semester Payment	Payment Deadline	Final Deadline (including late fees)
Summer Term 2022	A	B
All Students	May 26, 2022	June 2, 2022

- 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 Student Accounts as follows:

Due Dates	May 26, 2022 (4 p.m.)	60% of full fees (net of scholarship amount)
	June 27, 2022	40% 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 (by email to studentaccounts@aus.edu) office before 4 p.m. May 26, 2022 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 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. 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 3 p.m. on June 02	Full tuition refund
After 3 p.m. on June 02 to 3 p.m. on June 09	50% of the tuition
After 3 p.m. on June 09 to 3 p.m. on June 16	25% of the tuition
After 3 p.m. on June 16 onwards	0%

Undergraduate and AA Tuition (in AED)

Students registered in all majors	4,060 Per credit Hour
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Compulsory

Health Insurance	Plan I: AUS-Sponsored and Students without medical insurance	AED 300 + 5% VAT
	Plan II: For all students who are NOT on Plan I	AED 150
University Hospital Fees		AED 45 + 5% VAT
Activity Fee	Compulsory for all undergraduate and AA students	150 + 5% VAT

*** 5% VAT Charges Applies**

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

Student Housing		
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 5,998
Semi-Private	Single occupancy with a shared bath and kitchenette	AED 4,400
Sharing	Double occupancy with a shared bath and kitchenette	AED 2,798
Single	Single occupancy with a common bath and no kitchenette (men only)	-
Double	Double occupancy with a common bath and no kitchenette (men only)	-

Fines/Charges (if applicable)	
Late Payment Fee (initial charge if fees are not settled by the first due date)	AED 500 + 5% VAT
Reinstatement Fee (additional charges if fees are not settled by the second due date)	AED 1,500 + 5% VAT
Declined Credit Card Fee (per transaction for deferred payments if credit card is declined)	AED 500 + 5% VAT

Calculation Sheet (Full-Time Students)

Name: _____

ID @: _____

Select relative fees and fill in the selection column.

Fee Type	Amount (AED)	Selection
Tuition fees Less than 12 credits/ per credit	4,060	
Medical Insurance—Plan I	300 + 5% VAT	
Medical Insurance— Plan II	150	
University Hospital Sharjah Charge	45 + 5% VAT	
Activity Fee	150 + 5% VAT	
Residential Hall—Private Room	5,998	
Residential Hall— Semi Private	4,400	
Residential Hall— Sharing	2,798	
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	
Total Fees		
Less Grants (if applicable)		
Less Merit/Other Scholarships (if applicable)		
Less Payments Made		
Net Balance Payable to AUS (AED)		

Credit Card Authorization Form

PO Box 26666, Sharjah, UAE
studentaccounts@aus.edu
www.aus.edu

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.

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 _____