

## Fee Payment Guide for Undergraduate Students Summer 2024

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[www.aus.edu](http://www.aus.edu)

### For Inquiries and Payments by Installments

Office	Time	Phone	Email
Student Accounts	8:00 a.m. to 5:00 p.m.	+971 6 515 2184 +971 6 515 2039	<a href="mailto:studentaccounts@aus.edu">studentaccounts@aus.edu</a>

### Payment of AUS Fees

<b>E-Payment</b>	<p>Students can log in to 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 an on-account payment.</li> </ol>												
<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 <a href="mailto:studentaccounts@aus.edu">studentaccounts@aus.edu</a></li> </ul>												
<b>Direct Bank Transfer and/or Bank Deposits</b>	<table border="1"> <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> </table> <ul style="list-style-type: none"> <li>• The student's name and ID number must be mentioned in the transfer instructions.</li> <li>• Scan the transfer confirmation and email to <a href="mailto:studentaccounts@aus.edu">studentaccounts@aus.edu</a></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 Term

Semester Payment	Payment Deadline	Final Deadline (including late fees)
Summer 2024	A	B
All Students	June 4, 2024	June 11, 2024

- 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:

<b>Due Dates</b>	June 4, 2024 (4 p.m.)	60% of full fees (net of scholarship amount)
	July 4, 2024	40% of full fees (net of scholarship amount)

- Kindly ensure to enroll in a payment plan before the first payment deadline of **4 p.m. June 4, 2024**, if you wish to pay in installments.
- You may enroll in a payment plan alone using the E-payment portal by pressing the button "Enroll in a payment plan" on the main page.
- Deferred credit card payments rejected/not authorized on the date of withdrawal will be subject to AED 500 + 5% VAT charges per transaction.
- If the 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 04, 2024	Full tuition refund
After 3 p.m. on June 04 to 3 p.m. on June 11, 2024	50% of the tuition
After 3 p.m. on June 11 to 3 p.m. on June 18, 2024	25% of the tuition
After 3 p.m. on June 18, 2024 onwards	0%

### Undergraduate and AA Tuition (in AED)

Students registered in <b>All majors</b>	4,350 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	AED 150 + 5% VAT
<b>* 5% VAT Charges Applies</b>		

### Conditional

Lab/Technology Fee A	Applies for each registered course that has a fee A attached as per AUS catalog	AED 1,440
Lab/Technology Fee B	Applies for each registered course that has a fee B attached as per AUS catalog	AED 1,580

### Student Housing

Refundable Dorm Deposit	One-time fee applied when students first register for residential hall rooms – refundable after cancelation.	AED 1,000
<b>Type</b>	<b>Description</b>	<b>Fees</b>
<b>Private</b>	Single occupancy with private bath and kitchenette	AED 6,890
<b>Semi-Private</b>	Single occupancy with a shared bath and kitchenette	AED 4,880

<b>Sharing</b>	Double occupancy with a shared bath and kitchenette	AED 3,710
<b>Single</b>	Single occupancy with a common bath and no kitchenette (men only)	-
<b>Double</b>	Double occupancy with a common bath and no kitchenette (men only)	-

<b>Fines/Charges (if applicable)</b>	
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 a credit card is declined or if the student does not schedule their payment and the system failed to charge any card on the due date)	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	4,350	
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	6,890	
Residential Hall— Semi Private	4,880	
Residential Hall— Sharing	3,710	
Utility Fee (added to any type of residential hall room)	Not applicable during Summer	
Refundable Dorm Deposit (one-time fee for new residential hall registrations)	1,000	
Lab/Technology fee (per lab) Rate A as per AUS catalog	1,440	
Lab/Technology fee (per lab) Rate B as per AUS catalog	1,580	
<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>		