

Fee Payment Guide for Undergraduate Students Summer Term 2020

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	Location	Time	Phone	Fax	Email
Student Accounts	Main Building, Mezzanine Floor, Office # MM03-A Next to Cashier's Office	8:00 a.m. to 3:00 p.m.	+971 6 515 2039 +971 6 515 2282	+971 6 515 2190	studentaccounts@aus.edu

Direct Payment

Direct payments are accepted at the Cashier's Office in the Main Building, Mezzanine Floor, from 9:00 a.m. to 4:00 p.m.

Payment of Fees

Cash	<ul style="list-style-type: none"> Payable only in UAE Dirhams at the Cashier's Office on the Mezzanine Floor of the AUS Main Building. The Sharjah Islamic Bank has a branch located in the AUS Main Building. The bank provides exchange facilities for account holders only. 												
Checks	<ul style="list-style-type: none"> Current dated UAE Dirhams checks drawn on a UAE bank made payable to American University of Sharjah are acceptable. Include the student's name, ID number and semester on the back of the check. Checks that do not clear due to insufficient funds or closure of account are charged an AED 500 per check fine. If two or more checks do not clear, checks are no longer accepted as a form of payment. A check drop-box is available next to the Cashier's Office for depositing checks during non-cashier hours. If approved, a receipt will be automatically emailed to your registered email address within one working day. 												
Debit and Credit Cards	<ul style="list-style-type: none"> All major debit cards and credit cards are accepted for payment at the Cashier's Office. Payments can also be made through a credit card (not debit card) by filling out the Credit Card Authorization Form and faxing this form to the AUS Cashier at +971 6 515 2190. Debit cards with no online facilities are not accepted for deferred and/or online payment. 												
Direct Bank Transfer and/or Bank Deposits	<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 11200170 001</td></tr> </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 or fax to Finance at +971 6 515 2190. Deposits can be made at any Sharjah Islamic Bank Branch or the Cash Deposit Machines where available. Post-dated checks should not be deposited at the bank. 	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												
Direct Cash Deposits at Al Ansari Exchange / UAE 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 or fax to Finance at +971 6 515 2190. 												

Deadlines for Settlement of Tuition and Fees for the Current Term

Semester Payment	Payment Deadline	Final Deadline (including late fees)
Summer Term 2020	A	B
All Students	June 8, 2020	June 15, 2020

- 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	June 8, 2020 (3 p.m.)	60% of full fees (net of scholarship amount)
	July 8, 2020	40% of full fees (net of scholarship amount)

- Current and post-dated checks dated as above and equivalent to the above amounts should be submitted at the Cashier's Office before 3 p.m. on June 8, 2020.
- 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 office before 3 p.m. June 8, 2020 for approval.
- Checks returned for insufficient funds or similar reasons are subject to an AED 500 + 5% VAT fee per check.
- 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 returned checks, then checks are no longer a valid method of payments or installments.
- 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.

Withdrawals and Refunds

Withdrawal from the university is subject to the following refund policy:

Before 3 p.m. June 11	Full tuition refund less AED 500 pre-registration fee
After 3 p.m. June 11—3 p.m. June 16	50% of the tuition
After 3 p.m. June 16—3 p.m. June 18	25% of the tuition
After 3 p.m. June 18 onwards	0%

Undergraduate and AA Tuition (in AED)

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

Student Activities Fee	For all students	AED 145*
IXO Outing & Events Fees	All Incoming Exchange/ Visiting Students	AED 300 + 5% VAT
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

*: 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 6,890
Semi-Private	Single occupancy with a shared bath and kitchenette	AED 4,880
Sharing	Double occupancy with a shared bath and kitchenette	AED 3,710
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 Registration Fee or 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
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

Credit Card Authorization Form

PO Box 26666, Sharjah, UAE
Tel +971 6 515 2282 Fax +971 6 515 2190
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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 faxing it form to the AUS Cashier at +971 6 515 2190 or 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 _____