 UAEU	Admissions and Enrollment Policies Manual	Policy Number	AE-10
		Effective Date	02-Mar-2014
	Subject Student Fees and Accounts	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
Responsible Office: DVC for Students Affairs & Enrollment		Pages of this Policy	1 of 1

10. Student Fees and Accounts

Overview

Covers policies and procedures relating to the management of tuition and fees.

Scope


Applies to all students and all academic and related administrative units of the University.

Objective

Ensures that the tuition and fee assessment and student accounts functions of the University are conducted in a manner that is consistent with academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs, and operates with necessary integrity, fairness, consistency, and effectiveness.

Policy

1. Within the context and limits of applicable UAE federal laws, the University is authorized to assess and collect tuition and fees for various academic and related services as approved by the Signatory Authority. Tuition is charged for all instruction to graduate students. Tuition and fee schedules are published on the UAEU website.
2. Tuition charges are due and payable in full at the specified deadlines of each academic semester. The final responsibility for payment of tuition and fees charges rests with the individual student, and the student will be held responsible individually for all properly documented financial liabilities to the University.

 UAEU	Admissions and Enrollment Procedures Manual	Related Policy	AE-10
		Effective Date	01-Sep-2014
	Subject Student Fees and Accounts	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (10) - Student Fees and Accounts

1. Tuition and Fees

- a) The University will publish annually a Schedule of Tuition and Fees including relevant applicability and amounts.
 - (i) Tuition is assessed on a per credit hour basis at rates established by the University. Additional fees may be assessed for textbooks. Tuition charges are based on student classification, residency, academic program, and degree level.
 - (ii) Fees are charges for specific academic, student support, and related services provided by or through the University, including but not limited to, application processing, enrollment functions and services, special course activities and services, housing, dining, direct services for individual students, academic records services, tuition installment payment fees, fines and late processing/late action fees, refundable and non-refundable deposits, textbooks, and other fees as specified by the University.
 - (iii) In the case of courses offered for zero (0) credit hours, tuition and fee charges equivalent to the instructional time of the course will apply.
- b) Changes in the published Schedule of Fees may be made at any time upon approval according to the Signatory Authority.

2. Payment of Tuition and Fees

- a) Tuition charges are due and payable in full, according to the relevant deadlines in each academic semester in the Schedule of Tuition and Fees.
- b) Students paying all or a portion of their tuition charges directly (“self-pay” students) are eligible to participate in an installment payment program provided that they make the required initial payment by the initial payment deadline and follow the installment plan.
- c) Students claiming external sponsorship for the payment of tuition charges must provide written confirmation of the sponsorship as specified in the Schedule of Tuition and Fees not later than the initial payment deadline. Sponsored students who do not submit the required confirmation of sponsorship and continue in enrollment will assume personal responsibility for all tuition charges and applicable fees.
- d) Students who fail to pay all applicable tuition charges by the established payment deadline(s) or who are late in paying their fees may be subject to denial of academic services, required to pay in advance fees in full for future semesters, and/or cancellation of current and/or future registration.
- e) Unless otherwise specified, fees are due and payable at the time the services are provided or within (30) days of billing:
 - (i) Application processing fees, selected individual services fees, and required enrollment and housing deposits are due and payable in advance. Applications for admission will not be processed and specified individual services will not be provided in the absence of the required fees, and students who have not paid any required enrollment and housing deposits will be denied the associated services.

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- (ii) Fines, fees for damages to property, and other fees as specified by the University are due and payable within (30) days of the date that the fees were billed to the student by the University's Student Accounts Office.
- (iii) Special course activity fees, other course-related fees, and installment payment fees are due and payable in conjunction with tuition payment requirements and procedures.
- f) In the event that a student's registration is cancelled due to non-payment of tuition and fees, the student is not eligible to attend classes for the remainder of that semester or to take final examinations, and the cancelled registration cannot be subsequently restored. Any work completed is forfeited and outstanding tuition and fee charges for the semester will be owed to the University.
- g) Payments of tuition and fees may be made by means specified in the published Schedule of Tuition and Fees, and notification of tuition and fee charges by the Student Accounts Office via the student's University e-mail address constitutes official notice of financial liability.
- h) Students who wish to challenge the accuracy or applicability of tuition or fee assessments may do so by filing a written claim with the Office of the University Registrar according to the defined procedures.
- i) Except as specified in the published Schedule of Tuition and Fees, all tuition charges and fees are non-refundable.