



# Fee payments

- Tuition fees are published on the University's website. Students or applicants may receive advice on the schedule of payments from the Student Administration department or the Finance department;
- A non-refundable advance payment for doctorate, Master's and Bachelor's programmes is payable upon acceptance of a place on a programme of study offered by the University. This payment is non-refundable and contributes towards the overall tuition fee for the programme.
- Tuition fees for modules or term instalments become due at the beginning of each term upon registration;
- The University will engage with a student who experiences financial constraints to agree a payment plan that allows the student to continue with his/her programme of study. Students with financial difficulties will be allowed to make monthly payments subject to the approval either from the Vice Chancellor or the Registrar and Chief Administrative Officer, in which case the student will give cheques post-dated per month at the beginning of the term;
- All fees charged and penalties levied by the University are subject to VAT at applicable rates.

# Modes of payment

- Cheques payable to The British University in Dubai to be made in person to the Finance department at the University;
- Bank standing order or deposits to the University's bank account;
- Cash payment to be made in person to the Finance department at the University;
- Credit/debit card payments to be made in person to the Finance department at the University or
- Through the online payment portal.

# Fee collection and control

- The Finance department will provide a schedule of fee payments to all students at the time of enrolment in the programme;
- The Finance department will communicate and follow up with students about fees due via their University email account;
- Students with outstanding dues will be denied access to Library and IT facilities;
- The University will withhold access to its resources, notification of grades, issue of award, graduation, and confirmation of award/transcript to external parties up to and until fees owed are paid in full.
- The University will levy a penalty (refer to Annex A) for every dishonored cheque. Payment is due within 2 weeks of the dishonored cheque. Also, a Late Registration Fee will be imposed to students not adhering to the official deadline of module registrations.

# Sponsorships & Scholarships

- For students who are sponsored by their employers, the Sponsorship Form must be completed, signed and stamped and given to the Head of Student Administration. Alternatively, a letter from the sponsoring company will suffice, if it is on company letter headed paper, signed and stamped. The University will then make arrangements with the sponsor for payment. In the case that sponsorship is withdrawn, the student is liable for all fees.
- Students who are awarded scholarships and discounts will have the value of the scholarship and discount deducted from the due tuition fees on a pro-rata basis.

# Refunds

- Refunds after a programme has started are at the sole discretion of the University.
- The advance payment made at the time of admission is non-refundable;
- Students withdrawing before completing 30% of the module's class sessions will be fully refunded the module's fee;
- Students withdrawing after completing 30% of the module's class sessions and before surpassing 50% of it will be refunded 50% of the module's fee;
- Students withdrawing after completing 50% of the module's class sessions will not be refunded for its fee;
- Students registering for individual modules in Continued Professional Development programmes will not be granted any refund on withdrawal;
- Refunds will be made only after submission and approval of the Request to Withdraw Form;

## Suspension or withdrawal from the programme:

- Students wishing to suspend or withdraw from their studies do so according to the University procedures outlined in the relevant policies. Students suspending or withdrawing from the programme must settle their dues for the modules or terms that they have completed.

# Credit Transfer

- **Students who have earned academic credits from an accredited degree of other universities may apply to transfer their credits for a similar programme offered by the University;**
- **An application fee as indicated in Annex A will be charged to evaluate the credit approval for the module for the respective programmes. Decisions made by the Assessment Committee will be final;**
- **Students who are granted approval for credit transfer will receive a fee waiver only for the approved credits.**

# Annex A: Additional fees

Fees and charges	Amount (AED)
Certificate fee	100
Cheque return fee	200
Credit transfer fee per module (Master's and doctorate)	1,000
Credit transfer fee per module (Bachelor's)	500 (min 1,000 – max 2,500 for 12 modules)
Transfer out of concentration or programme fee	1,000
Dissertation extension fee	5,000
Dissertation re-registration fee	1,500
Dissertation retake fee	100% of module fee
Project retake fee for MBA (addition)	100% of module fee
Programme Extension Fee (Doctoral programmes - per term, maximum 1 year) (addition)	10,000
Graduation fee	As advised by the Marketing, Admissions, and Student Services department
Library fines	As advised by Library Services and Learning Resources department
Module retake fee (Bachelor's, Master's, and doctoral programmes)	100% of module fee
Proposal defence re-schedule – 1 <sup>st</sup> reschedule	2,000
Proposal defence re-schedule – 2 <sup>nd</sup> reschedule	5,000
Re-admission fee	1,000
Student letter fee	50
Student service fee	50
Transcript fee	100
Late Registration Fees	500
Other applicable fees	To be determined as appropriate

**THANK YOU ,  
ALL THE BEST !**

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البريطانية في  
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The  
British University  
in Dubai