

	Policy Main Title	Fiscal Resources and Procurement	Effective Date	1/10/2021
Policy Subject	Fees Collection and Refund	Last Review date	27/12/2025	
Policy Number	FPR-07	Next Review date	10/03/2028	
Responsible Entity	Finance Department	Approved By	Chancellor	

Overview

The University tuition fees are determined by the Board of Trustees with the approval of the Supreme President of the University on an annual basis. It may introduce an increase in tuition fees between 3% and 5% to all students, whether new or returning without prior notice, but significantly higher increases are usually applied to new students only. Students may refund their fees in case of dropping the courses. This policy outlines the fees collection from the students and the way students can refund their fees.

Scope

This policy applies to all students (Registered and enrolled) at UoS. The finance, admission and registration departments staff should be aware about this policy.

Purpose

The main purpose of this policy is to:

- Provide framework and mechanism of fees collection and refund.
- Ensure that all students treated same way in fees collection and refund.
- Support finance departments for estimation the budget based on confirmed registered students and completing payment.
- Ensure that collection fees from all students.

Abbreviations and Definitions

UoS: University of Sharjah.

SSF: Student Support Fund.

CGPA: Cumulative Grade Point Average.

CASTO: Career Advanced and Student Training Office.

Fees: The cost charges by the UoS collected from students to cover all academic and administrative facilities and services.

Refund: Process that the student can receive back part or all money they paid to the UoS for the reasons mentioned in this policy.

Policy

- The University tuition fees are determined by the Board of Trustees with the approval of the Supreme President of the University on an annual basis.
- Student Fees for the Semester/Program shall be approved by the Finance Committee before the commencement of admission for the Semester/Program.
- University fees must be paid in full before completing the registration process either in cash or by cheque made to the University due on the date of registration
- University fees must be paid in full before completing registration in any academic courses in any given academic semester.

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- Fees may be paid in cash, by crossed checks issued in the name of the University of Sharjah or by credit card.
- Fees may be paid in two equal installments: the first is paid (in cash or by check) on the due date of registration and the second by a predated check due two months after the first payment.
- Fees may be paid in three installments provided that the first installment is equivalent to 50% of the fees, in cash or by check, and the remaining two checks for the balance will become due one week prior to the mid-semester examinations and one week prior to the date of the final examinations respectively.
- Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fees.
- Students can receive back part or all fees they paid to the UoS for some reasons and circumstances.

Procedures

1. Tuition Fees

The University tuition fees are determined by the Board of Trustees with the approval of the Supreme President of the University on an annual basis. It may introduce an increase in tuition fees between 3% and 5% to all students, whether new or returning without prior notice, but significantly higher increases are usually applied to new students only. Updated fees are provided on the University Website: <https://www.sharjah.ac.ae/> <https://www.sharjah.ac.ae/en/Admissions/Tuition-and-Fees>.

2. Methods of Paying Fees

University fees must be paid in full before completing the registration process either in cash or by cheque made to the University due on the date of registration. However, for those unable to pay the full fees upon registration, the University has implemented the following options:

1. University fees must be paid in full before completing registration in any academic courses in any given academic semester.
2. Fees may be paid in cash, by crossed checks issued in the name of the University of Sharjah or by credit card.
3. Fees may be paid in two equal installments: the first is paid (in cash or by check) on the due date of registration and the second by a predated check due two months after the first payment.
4. Fees may be paid in three installments provided that the first installment is equivalent to 50% of the fees, in cash or by check, and the remaining two checks for the balance will become due one week prior to the mid-semester examinations and one week prior to the date of the final examinations respectively.

3. Financial Assistance

1. Siblings registered at the University in the same semester will be granted a 10% discount each on the net fees payable by each of them separately. Further details are available in the Department of Finance.
2. The University grants a reduction on total tuition fees for distinguished students in accordance with the decisions of the University Administration. A student will be entitled to

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such a reduction if he registers for a minimum of fifteen credit hours during the semester, and such hours will include practical training. IEP students are not eligible for this assistance, which cannot be combined with any other financial assistance available in the University.

3. The University offers financial assistance to needy students studying on a regular basis. However, the University will have the right to withhold such assistance in some or all semesters. The student must have registered for a minimum of 15 credit hours in the previous semester and attained a G.P.A. of (3) or better. The University determines the period in which such an application may be submitted and the amount of assistance that a student may receive. It should be noted that the University does not provide any assistance in cash, but only credit towards payment of fees.
4. The University will grant a 50% reduction of tuition fees for the first semester only to students obtaining 90% or more on the General Secondary School Examination. This reduction will not apply to students who obtain a full scholarship.

In addition, the University offers financial support to students with and outstanding academic performance of 3.6 GPA and above. For more information on the University financial policies, kindly refer to the Finance Department.

<https://www.sharjah.ac.ae/en/Admissions/Tuition-and-Fees/Admission-Tuition-Fees>

Undergraduate Programs Tuition Fees:

<https://www.sharjah.ac.ae/-/media/project/uos/sites/uos/admission/tuition-fees/ug--after-w-ch.pdf>

Master's Programs Tuition Fees:

<https://www.sharjah.ac.ae/-/media/project/uos/sites/uos/admission/tuition-fees/master-after-w-ch.pdf>

PHD Programs Tuition Fees:

<https://www.sharjah.ac.ae/-/media/project/uos/sites/uos/admission/tuition-fees/phd-after-w-ch.pdf>

4. Student Fees and Discounts

1. Student Fees for the Semester/Program shall be approved by the Finance Committee before the commencement of admission for the Semester/Program.
2. Based on the Courses and Programs enrolled by the students and the respective approved fee structure, an Invoice shall be issued to non-sponsored Students after the 'Add & Drop' period.
3. Invoice to Sponsors shall be issued within three weeks from the 'Add & Drop' period based on the official letter received from Sponsors.
4. A Student/ Sponsor Invoice shall contain following particulars:

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- “Student Invoice” (or “Sponsor Invoice” in case of Sponsor) clearly displayed at the top
- The name, address, logo of UOS
- Invoice Number
- The date of issue of Invoice
- Student Name and ID
- Sponsor’s Name and Address (If Applicable)
- Detail of Semester/ Program
- The gross amount payable expressed in AED
- Payment due date
- Stamp of UOS Finance Department

5. In case the service provided to Students are taxable, a “Standard Tax Invoice” shall be issued with the following additional particulars:

- The words “Tax Invoice” clearly displayed at the top
- Tax registration number of UOS
- The Tax amount payable expressed in AED
- (Please refer to VAT Policy for more details).

6. Discount and scholarship shall be applied and accordingly calculated as per the “Discount & Scholarship Framework”. Please refer to the latest policy Framework at <https://www.sharjah.ac.ae/en/Admissions/fees-scholar/Pages/gfd.aspx>

7. Discounts and scholarship shall be applied on the gross tuition fees if the student receives partial financial support.

8. Student can apply for financial support as per the “Student Support Fund Framework”. Please refer to the latest policy at <https://www.sharjah.ac.ae/en/Administration/fd/Pages/SSF.aspx>. This service shall be available for all students except newly (first semester in University) admitted students.

5. Collection and Follow-up from Students

1. Following mode of Payments are available for Students to pay their Fees.

- Online/ Credit Card
- Direct Deposit in UOS bank account
- Cheque (Current and Post Dated)

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2. Upon confirmation of Student application, a Student ID shall be created and access to student online portal shall be provided by Admission and Registration Department.
3. Students are encouraged to pay through student online portal unless the payment mode is through cheques, wherein the Student shall deposit at UOS Collection Counter.
4. Postponement of cheque deposits shall only be approved by AR Head if following conditions are fulfilled:
 - 50% of the outstanding is immediately paid; and
 - Deposit of Cheque is deferred up to 10 days.
5. Current dated or post-dated cheques received from Student shall be tracked separately and adjusted prior to follow-ups with Students for the outstanding balances.
6. Two instances of bounced cheques by a Student, shall result in Student ID being flagged. This will disable acceptance of Cheque as a mode of payment for the respective student.
7. On a monthly basis, AR Head shall also request Admission and Registration Department to provide list of Students exposed to academic dismissal/ disciplinary actions/ withdrawals to access the recoverability of outstanding amount.
8. Following Dunning activities shall take place:

Dunning	Timeline	Activity
1	5 days prior to due date	Automated Alert via Email and SMS
2	Due Date	Automated Alert via Email and SMS
3	7 days post-due date	Automated Follow-Up Letter via Email and a subsequent call from AR Accountant
4	15 days post-due date	<ul style="list-style-type: none"> ▪ AR Head to share List of defaulters to Registration and Deanship of Academic Support Department and inform that an access to the Learning Management System shall be put on hold due to non-compliance with payments terms within a week. ▪ The Account Receivable Team shall activate financial holds on student accounts in case of non-compliance with UOS student payment terms. This action shall restrict the access to view grades, and registration for upcoming courses.

9. Document Control and Record-Keeping Unit shall issue the Graduation Certificate and Official transcript to Students only after obtaining NOC from Accounts Receivable Team and shall deactivate the Student ID.

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6. Housing Fees

DORMS FEES			
UOS DORMS	Annual	Semester	Summer
Single Special	11,805	5,903	2,731
Single Normal	10,079	5,040	1,949
Double Special	5,788	2,894	1,347
Double Normal	4,284	2,142	995
Triple	3,428	1,714	791
UH DORMS	Annual	Semester	Summer
Deluxe Single	17,714	8,857	4,082
Deluxe Double	6,229	3,115	1,785

Internal Housing Policy:

- A deposit of 1000 AED is paid in advance; the student is fully refunded this deposit in the event of evacuation without any losses.
- 25% of the total room fee shall be paid in advance, the remaining amount will be completed during the semester.
- 25% of advance payment for all Dorms, Non –refundable In case of withdrawal or non-enrolment.
- If the student withdraws from Internal Housing during the first month of accommodation, the student is fined 25% of the fees.
- If the student withdraws from Internal Housing during the second month of accommodation, the student is fined 50% of the fees.
- If the student withdrawal from Internal Housing after two months, the student is not refunded any part of the fees.
- All Master's and Internship students (except teaching assistants) pay the Internal Housing fees + 50% Additional as well.

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7. Internship and Residency Program

Internship & Residency Fees	
Programs	Fees
Internship UOS graduates	50,400
Internship Non - UOS graduates	68,250
Residency UOS graduates	11,025
Residency Non - UOS graduates	22,050

8. Guidelines for Discounts

- The University of Sharjah ("the University") offers its students a maximum discount of 50% of the tuition fee per semester.
- The University reserves the right to withdraw or change the discount rate for any or all semesters.

Undergraduate Student

High School Discount

- The University provides a 50% discount on semester tuition fees (for the first semester only – the semester that the student joins the University) to students who obtain an average of 90% or more in their High School results. (Accepted Grade is reviewed by Admission Department).
- This discount is applicable to all colleges but does not apply to students on full scholarships / sponsorships and/or transfer students.

Distinction Discount

- The Distinction Discount is an incentive discount provided by the University to encourage outstanding students to continue performing with distinction at the University. The University reserves the right to withhold this scholarship during any semester.
- Excluded from this discount are students enrolled in the College of Graduate Studies and Research and students enrolled in IEP programs.
- Students are not permitted to obtain a Refund against the Distinction discount and it is not provided to graduates or students who are withdrawing from the University.
- To receive the Distinction Discount, students are required to enroll in at least 15 Credit Hours (excluded are students in the Colleges of Medicine and Fine Arts).
- Discount applies to the end of the respective semester of study (i.e. to the same semester of study).

GPA Criteria for Distinction Discount (except college of Medicine ,Dentistry and Fine Arts)

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TERM GPA(TGPA or Per semester GPA)	Percent of Discount on Tuition fee
3.95 - 4.00	50%
3.90 - 3.94	40%
3.80 - 3.89	30%

GPA Criteria for College of Medicine & Dentistry.

- Students in the College of Medicine and Dentistry receive Distinction Discount based on the current year percentage once they complete the Foundation year and are promoted to First year Medicine or Dentistry.
- For students admitted to the University before the academic year 2019/2020 (U18XXXXXX and prior), the discount applicable is dependent on TGPA, as per table below:

Annual Year TGPA in percentage	Percentage of Discount on Annual Tuition Fee
95 - 100	40%
90 - 94	30%
85 – 89	25%

- For students admitted to the University in the academic year 2019/2020 onwards (U19XXXXXX and after), the discount applicable is dependent on TGPA, as per table below:

Annual Year TGPA in percentage	Percentage of Discount on Annual Tuition Fee
90 - 100	40%

GPA Criteria for College of Fine Arts

- Existing Student FA (Annual basis) the discount applicable is dependent on TGPA, as per table below:

Annual Year TGPA in percentage	Percentage of Discount on Annual Tuition Fee
94.92 – 100	40%
92.46 – 94.91	30%
90 – 92.45	25%

- For students admitted to the University in the academic year 2019/2020 onwards (UG Semester Basis) the discount applicable is dependent on Semester GPA, as per table below:

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TERM GPA(TGPA or Per semester GPA)	Percent of Discount on Semester Tuition fee
3.95 - 4.00	50%
3.90 - 3.94	40%
3.80 - 3.89	30%

Siblings Discount

- The University provides 10% sibling discount over all tuition fees.
- Sibling discount is limited to one member per family regardless of the number of siblings studying at the University. The discount will be applied to the sibling who is charged the lowest tuition fee amount.
- This discount is not provided automatically to students and will only be applied upon their request after presenting a copy of students' ID cards. The student should apply for the discount during each academic year (from 1 September to 31 August) and the discount cannot be claimed for previous years.
- If one of the siblings is no longer registered in a given semester, the other sibling forfeits his/her discount.
- The discount is decreased or increased depending upon the course schedule for each sibling in case of dropping or adding courses.
- The discount is not applicable to students in the College of Graduate Studies, Research, internship & residency program (Dentistry College).

9. University Support Fund

- University of Sharjah is dedicated to empowering students and inspiring them to pursue their educational objectives. The Student Support Fund (SSF) has been set up to focus on supporting students whose financial circumstances may prevent them from continuing their university education with ease.
- The dates of each SSF application period are published on the University Website and sent to students by email, in addition to an updated list of requirements. Please click [here](#) for more details on the application process and the required documents.
- Please note that if you face technical difficulties in applying contact us through the email : ssf@sharjah.ac.ae. It is important to note that any incomplete application will not be considered.

Process

- Students applying for SSF must successfully complete applications based on the requirements announced each semester.
- A Committee appointed by the University reviews the required documents and information submitted by the applicants through the online application and ensures that any support given complies with the University's rules and regulations.

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- The level of SSF is determined after a comprehensive assessment of the candidate's eligibility based on need.
- Please note that submission of a complete application does not guarantee receipt of financial aid.

Eligibility and Selection Criteria

- Newly admitted students (only who are in their First Semester) cannot apply for the SSF until they complete the first semester. They can then apply from subsequent semesters.
- Only undergraduate students are eligible to benefit from SSF.
- Student must be able to provide documentary evidence of financial need.
- Students can benefit from SSF only once in each academic year.
- Any amounts given to a student by SSF but is not subsequently required to be used for any educational or housing fees will be returned back to SSF. The amount cannot be refunded to the student.

Application Process

- The student must prepare and submit the minimum documentation required in an online application.
- The dates of each SSF application period is published on the University Website and sent to students by email, in addition to an updated list of requirements.

Student support does not include the below cases:-

- Students who have an academic withdraw optional withdrawal, academic dismissal, and registration termination.
- To apply to SSF students must achieve a minimum CGPA (2 points) in the regular Term (Fall & Spring)..
- New admitted students are entitled to apply after completing a full academic year (Fall & Spring).
- Postgraduate students (Master & PHD)
- The student is entitled to benefit from the support fund once every academic year
- Please note that applying to the Student Support Fund does not mean obtaining support
- The value of the financial support granted to the student is not refundable or transferred from one account to another.

10. University Services Fees

The university charges the following fees for the registered student. The university reserves the right to make changes without notice in the published tuitions and fees.

Type of Service	Fees in AED	Type of Service	Fees in AED
Application fee (Nonrefundable)	360	Lost Time Table Replacement	5.25

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Type of Service	Fees in AED	Type of Service	Fees in AED
Application Fee-Master's Program(nonrefundable)	500	To Whom it May Concern Certificate- registration/ Finance	27
Change of College Request	53	Official Academic Transcript	53
Change of Major Request within the same College	53	Official Transcript for Graduated Student	53
College Transfer Request	53	Incomplete Application	37
TOEFL Fees	685	Mailing of University Performance Results	29.5
IELTS Exam Fee	950	Smart-Chip fees (certificate ratification in ministry)	150
Cheque Return request	52.50	University ID Card Fee (valid for 4 years)	105.00
Course Final Exam Grade Review	21	University ID Renewal	15.75
Penalty – Bounced Cheques	525.00	University ID Replacement	21
University Locker Rental Fee (One Semester)	52.50	Lost University ID Replacement Fee	52.50
Graduation expenses (UG stud.)	545.00	Graduation expenses (GR & DR stud.)	945.00

Ref No:	Course Name	Fees
1	Applied Corporate Finance	292
2	Business Statistics	246
3	Calculus I	221
4	Calculus I for Engineering	
5	Calculus II	
6	Calculus II for Engineers	
7	Calculus III	

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Ref No:	Course Name	Fees
8	Engin. Statistical Analysis	241
9	Engineering Statistics	241
10	English for Academic Purposes	231
11	Financial Management	205
12	Financial Markets and Instit.	257
13	General Chemistry (1) Lab	54
14	General Chemistry for HS	221
15	General Chemistry Lab for HS	54
16	General Chemistry(1) for MS	359
17	Intensive English Foundation 1	103
18	Intensive English Foundation 2	
19	Intensive English Preparatory3	
20	Intensive English Preparatory4	
21	Intro Probability & Statistics	241
22	Linear Algebra I	220
23	Organic Chemistry for HS	221
24	Physics 1	220
25	Physics 2	
26	Physics 3	
27	Physics for Health Sci	
28	Physics for Medical Sciences	
29	Physics I for sciences	
30	Remedial Physics	

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11. Payment Mechanisms

Tuition Fees:

- Before registering in courses for a new semester, students have to complete all pending payments from previous semesters, if any in cash, credit cards or through MY UDC.
- Tuition fees for each semester can be paid in two installments maximum. The first installment should be not less than 50% of the total amount and should be paid in cash or credit card. The rest of the dues 50% are Paid by 2 cheques, as mentioned in the payment policy.
- Payments can be made in cash, check (for University of Sharjah), credit card, direct bank transfer, or electronically through depositing the amount in the Sharjah Islamic Bank ATM.

Type of Payment	Installment 1	Installment 2	Installment 3
Cash (First Payment)	50% of Tuition fee		
PDC (should be submit before last date deadline)		25% of tuition fee date on 01/03/2023	25% of tuition fee date on 01/04/2023

*NOTE: To hold any cheque student must pay the cheque amount and inform us through sa@sharjah.ac.ae before 10 days of the cheques date\

12. Payment Terms and Methods

New Student (Admitted in Fall 2022/2023)

- The new students must pay AED12,000. Before registering for their courses, (AED 3,000.00 will not be refundable in case of withdrawal from University) according to the approved payment methods.
- High school discount is granted to new students who are eligible, for only one semester (first semester).
- If a student has a 50% discount (high school discount or other Sponsorship), the student should pay the remaining tuition fee by cash or credit card (net of discount and AED 12K)
- Payment of remaining fees can be done in the form of cash, credit card, bank transfers, and postdated cheques. If payment is not completed and cheques submitted by the deadline, late payment fees of AED 500 will be charged.
- All the Post Dated Cheques will be sent to the bank before the Due Date. In some cases, the student may have an opportunity to pay the Cheque amount 10 days before the due date at an additional fee.
- If the Cheques bounce from the Bank, a Penalty of AED 525/- will be charged. If two or more Cheques do not clear, Cheques are no longer accepted as a form of payment
- 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 as per the academic calendar.

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- The University will provide updated fee information, payment mechanism information and scholarship policies for each new academic year on its website, through social media or other approved channels of communication, once the fees have been duly approved.
- The University will primarily contact students using the University of Sharjah student email account that the University issues to each student upon their admission (ending in @sharjah.ac.ae). Students and their guardians agree to check this email account regularly for updates.

General Payment Method:-

Payments to the University are accepted in the following forms:

1. Cheque: Current & Post Dated should be in UAE Dirhams and drawn on UAE Bank
2. Online Payment (credit card): Through MY UDC ([Steps for online payment](#))
3. Cash payment: through SIB CCDM Machine or any SIB Branches
4. Bank transfer to:

(Inside & Outside Country)

Beneficiary : **University of Sharjah**

Bank : **Sharjah Islamic Bank**

Branch : **Sharjah – UAE**

IBAN NR : **AE080410000011200147001**

Swift : **NBSHAEAS**

The student's name and University **ID number** must be mentioned on the Deposit /Transfer instruction

Please scan the deposit slip or transfer confirmation and e-mail them to: sa@sharjah.ac.ae

13. Payment Terms and Conditions

In order to register for the upcoming semesters, please make sure that settlement of all your outstanding balance including Post-Dated Cheques and installments is made in addition to the advance payment towards your next semester's tuition fees as follows:

- To register for the Fall 2022/2023 semester, kindly make the advance payment of AED 10,000.
- To register for the Spring 2022/2023 semester, kindly make the advance payment of AED 10,000.
- To register for Summer 2022/2023 semester, kindly make the advance payment of AED 5,000
- To register for Summer 2022/2023 & Fall 2023/2024 semesters together, kindly make the advance payment of AED 15,000.

Important Note: If you have registered for your courses, you need to ensure that the advance payment (as mentioned above) is settled in full within 3 working days. If not, the registered courses will be dropped automatically.

- Registering to Fall semester only:

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- Advance payment of AED 10,000 of tuition fees for the upcoming semester must be paid to register.
- settlement of all your outstanding balance including Post-Dated Cheques
- installments should be made in order to be able to register early for the upcoming semester.

The deadline for fee payment

The deadline for fees payment for Fall semester 2022/2023 is 08-Sep-2022. without **late payment penalty**.

Registering to Spring semester only:

- Advance payment of AED 10,000 of tuition fees for the upcoming semester must be paid to register.
- settlement of all your outstanding balance including Post-Dated Cheques
- installments should be made in order to be able to register early for the upcoming semester.

The deadline for fee payment

The deadline for fees payment for Spring semester 2022/2023 is 19-Jan-2023 without late payment penalty.

The deadline for fee payment

The deadline for fees payment for Summer semester 2022/2023 is 06 June 2023

Add/Drop period and withdrawal

- Tuition fees will not be charged to students if courses are dropped during the Add/Drop period (up to 06- June-2023)
- Starting from 07th June 2023 till the end of summer course the tuition fees will not be refunded in the following cases:
 - Withdrawal from semester.
 - Withdrawal from University.
 - Drop any course

14. Penalty Details

PENALTY DETAILS for Spring 2022/2023 Registered Student		
(Withdrawal from University - Withdrawal from Semester - Drop courses)		
Period	-	Penalty
After 26 Jan 2023 to End of Semester	Census Date	100% Penalty
The Deadline for Fee Payment spring 2022/2023 is 19- Jan -2023		
AED 500/- Late Payment fee Charged After 19- Jan -2023		

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After the date of January , 262023 till the end of Spring course the tuition fees will not be refunded in the following cases:

- Withdrawal from semester.
- Withdrawal from University.
- Drop any course

15. Value Added Tax (VAT)

As of 01 January 2018, Federal Government of the UAE has introduced VAT, from this date VAT will apply to most goods and services supplied in the UAE at the standard rate of 5% except where a supply is specifically zero rated or exempt under the VAT law.

To be compliant with the VAT law, our services will be subject to the following:

Sr. No.	Description	Rate	Remarks
1.	Tuition fees	0%	No VAT is applicable
2.	Application Fees	5%	wherever applicable VAT will be charged @5%
3.	Student Accommodation fees	Exempt	No VAT is applicable
4.	Services such as Transfer of college, major, Toefl Exam, transcripts etc	5%	No VAT is applicable
5.	other charges	5%	wherever applicable VAT will be charged @5%

Schedule of other charges including VAT

Please refer to the below schedule of other charges subject to VAT @5%. All the amounts mentioned below is inclusive of VAT.

Sr. No.	Description	VAT @ 5%	Amount Including VAT
1	Renewal ID Card Charges.	5%	15.75
2	Lost ID Card.	5%	52.50
3	Lost Time Table.	5%	5.25
4	To Whom It may Concern.	5%	27.00
5	Lost Housing Key.	5%	31.50
6	Locker - For One Semester.	5%	52.50
7	Return Cheque Charges.	5%	52.50

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Sr. No.	Description	VAT @ 5%	Amount Including VAT
8	Lost Password Charges.	5%	21.00
9	ID Card Charges For (4 Years).	5%	105.00
10	Penalty- Bounced Cheque	5%	525.00
11	Official Transcript	5%	53.00
12	Non official Transcript	5%	11.00

Photocopy charges amounts will vary and VAT will be applicable @5% on the variable amount. Please note that the services listed are not exhaustive, if you wish to discuss any of the matters in further detail, please feel free to contact us at vatquestions@sharjah.ac.ae

16. Financial Regulation for Student Transactions

Admission Confirmation

- Students accepted by the University have to pay in order to reserve their seats and confirm their admission to the University of Sharjah:

- Students joining BA programs pay AED 12000.
- Students joining MA programs pay AED 12000.

-This amount is deducted from the student's tuition fees. Students who withdraw from the university before registering the courses will lose:

- 3000 in BA program and the remaining will be refundable.
- 5000 in MA program and the remaining will be refundable.

- Students joining Medical College have to pay AED 1500 as an administrative fee to join the competition.

If the student is not accepted, he/she does not have the right to request a refund of this fee.

If the student is accepted, the fee is deducted from the student's tuition fees.

If the student withdraws, he/she is fined AED 3000 (withdrawal fine).

Postponing Admission (New Students):

Unregistered students who wish to postpone their admission pay the following fees:

AED 1500 before the registration deadline.

AED 3000 after the registration deadline.

Students who wish to cancel their acceptance cannot request a refund of their admission confirmation fees

Add and Drop

The University sets up an academic calendar at the beginning of each academic year and announces it in

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University brochures and on the University's website. The Academic Calendar provides the dates that students are required to adhere to during the registration period and when starting classes. They may drop some courses and add others in exchange or drop courses altogether. In accordance with these dates, tuition and tuition refunds are calculated for adding and dropping courses as follows:

- During the Add/Drop Period (as per Academic Calendar):

If any courses are dropped during the Add/Drop period, the student's account is fully refunded the course tuition.

- During the Drop Period without receiving 'F' (as per Academic Calendar):

If any courses are dropped after the Add/Drop period or during the Drop Period without receiving 'F', no tuition fees are refunded to the student's account for the dropped courses.

All of the abovementioned periods are specified in the Academic Calendar issued by the Departments of Admission and Registration and approved by the Chancellor unless the University Administration issues a decision to shorten or extend these periods.

These policies are applied to all UOS students, including scholarship students who are responsible for paying the amount of courses dropped if they drop courses after the Drop/Add period or during the Drop Period without 'F'. Students, without scholarship, are responsible for paying the tuition fees for these courses.

Postponing Registration

Postponing registration is when continuing students postpone their registration for one semester or more for any reason to maintain their status as students at the University. Tuition fees for the semester postponed, according to University policy, depend on the date that registration was postponed as follows:

If the student has not yet registered for the semester, the student will not be required to pay any tuition fees and any amount paid earlier by the student will be transferred to the student's account for the coming semester.

If the student has already registered for the semester, and then decides to postpone registration, the following applies:

- If registration is postponed within the Census date, all amounts will be carried forward and applied toward the coming semester.

- If registration is postponed after the Census Date, the student will be required to pay 100% of the tuition, deducted from fees already paid for the semester.

- Students, without scholarship, are required to pay all of the fines above.

- Dates announced in the Academic Calendar, or any official changes from the Departments of Admission and Registration, are considered in calculating the above tuition fees and fines.

All the above-mentioned dates and deadlines are set by the Admissions Department and are part of the University of Sharjah's Academic Calendar.

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Withdrawing from University of Sharjah

Withdrawal takes place when already accepted and registered students withdraw completely from the university.

Semester or Academic Year Tuition-fee refunds are regulated according to the date of withdrawal:

PENALTY DETAILS - Registered Student	
(Withdrawal from University - Withdrawal from Semester - Drop courses)	
Period	Penalty
From when Class begin – up to Census date	0% Penalty
After Census Date	100% Penalty

Fees Refund

In some cases, a student's account may show a remainder of more than the tuition fees due, as a result of the student obtaining a scholarship after having already paid the required tuition fees at the beginning of the semester or because of paying more than the semester fees.

Below is the policy followed for addressing surpluses in student accounts:

- Priority is given for refunds according to the following (for a surplus in a student's account):
 - Students who have withdrawn from the University
 - Graduates
 - Students on Scholarships
- Refunds are paid directly to those who paid the tuition (i.e. students, parents/guardians, or third party who granted the scholarship).
- Refunds are not made during the periods of registration until the end of the Add/Drop period.
- Students are required to request Refund Application through E -SERVICE along with designated refund form and the required documents.
- Refunds will be transferred on a monthly basis to the bank account specified on the form (if submitted before the 15th of the month).

Bounced Cheques Penalty

- If any cheques to the University from a student bounce, a fine of AED 525 is applied to each bounced Cheque and the bounced cheque is not returned to the student until the cheque and fine are paid in cash.
- If more than two cheques bounce while a student is studying at the University of Sharjah, the student must pay tuition for his/her remaining periods of study in cash and the University will not accept any further cheques from the student in question.

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External Training and Excellence Programs (Hours completed outside the University):

- Some programs and study plans include field training hours that the students complete in certain institutions, companies, departments, and organizations. These internships are essential for the students to complete their program requirements and graduate. During these hours, the students are supervised and evaluated by their university professors as well as CASTO. The fees for these training hours are:
- For students whose study plans require training hours to complete the number of credits for graduation: the fee for each external training hour = the same fee as the credit hour in their college.
- For students whose study plans do not require training hours to complete the number of credits for graduation: the training fee is AED 1216 and the training is handled by CASTO.

For any update and more information about financial issue, please visit UoS Website:

<https://www.sharjah.ac.ae/en/Admissions/fees-scholar/Pages/default.aspx>

17. Fees Refund in Case of Dropping Fall/Spring Credit Courses

- Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fees.
- Students dropping courses after the first week of the semester and before the end of the third week of the Fall/Spring semester will receive 100% refund of the tuition fees. In such cases a "Withdrawal without Penalty" (W) grade will be entered in their record,
- Students dropping courses after the third week of the Fall/Spring semester will receive no refund, and will be awarded a W grade for that course,
- If students do not withdraw from courses during these specified periods, they will be considered as being registered for the course, and held accountable,
- A 100% refund of tuition fees will be given for courses canceled by UoS,
- The University reserves the right to cancel any course/level where the number of students registered does not meet the minimum required number of students.
- There are no fees required from students for the period to complete their thesis amendments.

Refund

- Students shall be eligible for Refund in the following cases:

Scenario of Refund	Documents Required
Students who have received Scholarship after paying the Tuition Fees	<ul style="list-style-type: none"> a. Scholarship Certificate / Sponsorship Letter (Indicating the % of Scholarship) b. Payment receipt

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Scenario of Refund	Documents Required
Withdrawal of application from UOS before Census date	a. Clearance Certificate from University b. Payment receipt
Dorms Deposit	a. Clearance Certificate from Dorms Dept. b. Payment receipt
Visa Deposit	a. 'Confirmation on Cancellation' from Passport Section b. Payment receipt
Surplus in Graduate Student Account	a. Clearance Certificate from University

- A Refund can be only requested through E-SERVICE channel along with a Refund Request Form.
- Refunds shall be processed twice a month i.e. on 15th and 30th of the month if the required documents (along with the Form) are submitted 5 days prior to processing date.
- Refunds shall be directly credited to the account holder from whom the initial payment has been received.
- Students need to submit no objection letter from the Sponsor to get the refund amount in case the credit balance is available in the Student account from Sponsor support.

Timeline	Penalty
Within first month	25% of the total Housing Fees
Within second month	50% of the total Housing Fees
After second month	100% of the total Housing Fees