



SKYLINE UNIVERSITY COLLEGE

P.O.Box 1797 - University City of Sharjah, UAE

Tel No.: +97165441155

Fax No.: +97165441166

Website: www.skylineuniversity.ac.ae

E-mail: Admissions@skylineuniversity.ac.ae



ESTD 1990

GRADUATE (FINANCIAL RULES & REGULATIONS) AY 2024-2025

1. All payments against Tuition fees, miscellaneous fees (Refer Graduate financial rules and regulations) AY 2024-2025 and any other fees direct / indirect is subject to 5% value added tax (VAT) in line with Federal Decree-Law No.8 of 2017.
2. Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in the student's LMS.
3. First installment fee is non-refundable once the class has commenced even if the student has not attended the class.
4. No refund after the commencement date of the intake.
5. Tuition Fees are to be paid according to the payment plan given to the students.
6. Tuition fee paid in excess can be transferred to the next semester. No refund applicable.
7. Tuition fee cannot be transferred from one student account to another student account, what so ever may be the reason
8. Students having tuition fee due will have their academic record withheld and would not be allowed to proceed the semester as well as not to register for the next semester.
9. Monthly Installments fall due on the 1st day of every month and to be paid before 10th of every month as mentioned in the Student Handbook. It is the responsibility of the student to pay the fee on time; SUC will not issue reminders.
10. Students who wish to apply for TOC are required to pay **AED 850 /-** +VAT 5% additional as TOC processing fees. Once the TOC is granted, it will be informed to student along with the graduation plan for review & consent with signature.
11. If the student wishes to postpone to the next intake, the same can be done by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay **AED 3000 /-** +VAT 5% as postponement fee and new fee structure will apply [not applicable for visa, visa-embassy letter & international students].
12. Hostel fee, if applicable, is **AED 22000/-** per year [subject to change] (inclusive of rent, water and electricity charges) on a twin sharing basis. Once hostel is booked and the student wishes to cancel, the student is liable to pay for the complete academic year
13. Transportation fee, if applicable, is additionally charged as per published fees by Finance Dept, for a minimum period of one month (please refer to additional services fee).
14. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.
15. A mandatory re-registration process is required before the commencement of new semester.
16. Convocation fee of **AED 3,800.00/-** + VAT 5% will be additional and will be applicable in the final semester of Graduation year along with the registration process of the final semester.
17. Kindly refer the SUC Finance policy for the terms and conditions.

I acknowledge that I have read & understand above mentioned rules and regulations

DATE	08/07/2024	STUDENT/GUARDIAN SIGN	
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DEPOSIT & SECURITY - GRADUATE 2024-2025

SUBJECT TO CHANGE ANNUALLY

PARTICULARS	AMOUNT	VAT	NET TOTAL
HOSTEL STUDENTS - CAUTION DEPOSIT	1,000	0	1,000
VISA DEPOSIT [REFUNDABLE]	7,500	0	7,500

Bank Details: First Abu Dhabi Bank

Account No.: 1661323764347018 Swift Code: NBADAEAA Iban: AE310351661323764347018

Beneficiary: Skyline University College LLC Branch: Sharjah Main Branch, UAE

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**FINE AND PENALTY - GRADUATE
2024-2025****SUBJECT TO CHANGE ANNUALLY**

PARTICULARS	AMOUNT	VAT	NET TOTAL
CHEQUE RETURN CHARGES	600	30	630
LOSS / DAMAGE - LOCKER KEY REPLACEMENT	75	4	79
PARKING / SPEEDING FINE	250	13	263
SMOKING FINE	75	4	79

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**MISCELLANEOUS FEES - GRADUATE
2024-2025****SUBJECT TO CHANGE ANNUALLY**

PARTICULARS	AMOUNT	VAT	NET TOTAL
ANNUAL MEMBERSHIP FEES - ALUMNI / OUTSIDERS	500	25	525
CONVOCATION FEES - MBA	3,800	190	3,990
COURSE SYLLABI	400	20	420
COURSE SYLLABI (URGENT)	500	25	525
DELAY IN BOOK RETURN [PER DAY]	5	0	5
DUPLICATE CERTIFICATE - MBA	1,000	50	1,050
DUPLICATE TRANSCRIPT [FINAL] - MBA	350	18	368
FEE PER COURSE [NON SUC STUD] - MBA	7,500	375	7,875
HOSTEL FEES - BOYS - 1ST INSTALLMENT	11,000	0	11,000
HOSTEL FEES - GIRLS - 1ST INSTALLMENT	11,000	0	11,000
HOSTEL FEES - MAY OR JUNE/ SEP	22,000	0	22,000
HOSTEL FEES - MAY OR JUNE/ SEP	22,000	0	22,000
HOSTEL FEES - MAY OR JUNE/ SEP	22,000	0	22,000
HOSTEL FEES - SPRING	14,670	0	14,670
IELTS BOOK	1,000	50	1,050
IELTS EXAM - PAPER BASED	1,100	55	1,155
LATE RE-REGISTRATION FEES	1,000	50	1,050
LETTERS (URGENT)	300	15	315
LETTERS (WITHIN 24 HOURS)	130	7	137
LOCAL ATTESTATION - SUC (INTERNAL)	75	4	79
MEDICAL INSURANCE (2 YRS)	2,250	113	2,363
MITIGATION REEXAM - MBA	1,000	50	1,050
MQP CHALLENGE EXAM	950	48	998
MQP CHALLENGE EXAM (CR)	950	48	998
MQP FEES (PER SUBJECT)	3,250	163	3,413
POSTPONEMENT FEES (1ST SEMESTER)	2,750	138	2,888
POSTPONEMENT FEES (2ND)	1,750	88	1,838
PROVISIONAL CERTIFICATE	700	35	735
PROVISIONAL CERTIFICATE (URGENT)	1,000	50	1,050
RE-ACTIVATION FEES (CONTINUING FEES)	1,900	95	1,995
RE-EXAM FEES - MBA	1,000	50	1,050
REMEDIAL COURSE - (3 COURSES @ AED 3250/-)	9,750	488	10,238
REPEATING COURSE - MBA	6,500	325	6,825

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RE-VALUATION FEES	300	15	315
SMART LABELS - ADDITIONAL PER CHIP	650	33	683
TOASTMASTER MEMBERSHIP FEES	550	28	578
TOC APPLICATION FEES - MBA	750	38	788
TRANSCRIPT - MBA	375	19	394
TRANSCRIPT - MBA (URGENT)	475	24	499
TRANSPORT FEES - AJMAN AREAS	550	0	550
TRANSPORT FEES - DEIRA / BUR DUBAI / KARAMA / SATWA	600	0	600
TRANSPORT FEES - EMIRATES HILLS / GREENS / MEADOWS / GARDENS	825	0	825
TRANSPORT FEES - QUSAIS	550	0	550
TRANSPORT FEES - SHARJAH AREAS	550	0	550
TRANSPORT FEES - UMM SEQUIM / JUMEIRAH / AL SAFA / MIRDIFF	700	0	700
VISA FEES - 1 YEAR RESIDENCE	3,250	163	3,413
VISA FEES - EMIRATES ID	525	26	551
VISA POSTPONEMENT - NEW STUDENTS BEFORE ARRIVAL TO UAE	2,750	138	2,888
VISA RENEWAL - 1 YEAR	3,250	163	3,413

NOTE: Note: Kindly note that any additional courses taken will be charged as per the applicable course fees during that period of time)

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