



## SKYLINE UNIVERSITY COLLEGE

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

Tel No.: +97165441155

Fax No.: +97165441166

Website: [www.skylineuniversity.ac.ae](http://www.skylineuniversity.ac.ae)

E-mail: [Admissions@skylineuniversity.ac.ae](mailto:Admissions@skylineuniversity.ac.ae)



ESTD 1990

### UNDERGRADUATE (FINANCIAL RULES & REGULATIONS) AY 2024-2025

1. All payments against Tuition fees, miscellaneous fees (Refer Under 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 4,250.00/-** + 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 - UNDERGRADUATE  
2024-2025****SUBJECT TO CHANGE ANNUALLY**

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

**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 - UNDERGRADUATE  
2024-2025****SUBJECT TO CHANGE ANNUALLY**

<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>NET TOTAL</b>
<b>CHEQUE RETURN CHARGES</b>	<b>600</b>	<b>30</b>	<b>630</b>
<b>FINE - DELAY IN BOOK RETURN [PER DAY]</b>	<b>10</b>	<b>1</b>	<b>11</b>
<b>LOSS / DAMAGE - LOCKER KEY REPLACEMENT</b>	<b>75</b>	<b>4</b>	<b>79</b>

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

<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>NET TOTAL</b>
ANNUAL MEMBERSHIP FEES - ALUMNI / OUTSIDERS	500	25	525
CHANGE OF CONCENTRATION / MAJOR	3,750	188	3,938
CHANGE OF PROGRAM	3,750	188	3,938
CONVOCATION FEES	4,250	213	4,463
COURSE SYLLABI	4,500	225	4,725
COURSE SYLLABI (URGENT)	550	28	578
COURSERA FEES - YEARLY	375	19	394
DUPLICATE BACHELOR CERTIFICATE	1,250	63	1,313
FEE PER COURSE [NON SUC STUDENTS] - BBA	5,750	288	6,038
HOSTEL FEES - (SUMMER & FALL)	22,000	0	22,000
HOSTEL FEES - BOYS - 1ST INSTALLMENT	11,000	0	11,000
HOSTEL FEES - GIRLS - 1ST INSTALLMENT	11,000	0	11,000
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	150	8	158
LETTERS (URGENT)	300	15	315
LOCAL ATTESTATION - SUC (INTERNAL)	100	5	105
MATHS CRASH COURSE	3,250	163	3,413
MEDICAL INSURANCE (1 YR)	1,250	63	1,313
MITIGATION REEXAM	1,150	58	1,208
POSTPONEMENT FEES - NEW & CONTINUING STUDENTS	3,000	150	3,150
PROVISIONAL CERTIFICATE	950	48	998
PROVISIONAL CERTIFICATE (URGENT)	1,250	63	1,313
RE-ACTIVATION FEES	2,250	113	2,363
RE-EXAM FEES - BBA	1,150	58	1,208
REPEATING COURSE - BBA	4,850	243	5,093
RE-VALUATION FEES	400	20	420
SMART LABELS - ADDITIONAL PER CHIP	750	38	788
TOASTMASTER MEMBERSHIP FEES	650	33	683
TOC APPLICATION FEES	850	43	893
TRANSCRIPT	450	23	473
TRANSCRIPT (URGENT)	550	28	578

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<b>TRANSPORT - UMM SEQUIM / JUMEIRAH / AL SAFA / MIRDIF</b>	<b>700</b>	<b>0</b>	<b>700</b>
<b>TRANSPORT FEES - AJMAN AREAS</b>	<b>600</b>	<b>0</b>	<b>600</b>
<b>TRANSPORT FEES - DEIRA / BUR DUBAI / KARAMA /SATWA</b>	<b>650</b>	<b>0</b>	<b>650</b>
<b>TRANSPORT FEES - EMIRATES HILLS / GREENS / MEADOWS / GARDENS</b>	<b>825</b>	<b>0</b>	<b>825</b>
<b>TRANSPORT FEES - QUSAIS</b>	<b>600</b>	<b>0</b>	<b>600</b>
<b>TRANSPORT FEES - SHARJAH AREAS</b>	<b>600</b>	<b>0</b>	<b>600</b>
<b>VISA FEES - 1 YEAR RESIDENCE (INCLUDING HEALTH CARD)</b>	<b>3,750</b>	<b>188</b>	<b>3,938</b>
<b>VISA FEES - EMIRATES ID</b>	<b>750</b>	<b>38</b>	<b>788</b>
<b>VISA POSTPONEMENT - NEW STUDENTS BEFORE ARRIVAL TO UAE</b>	<b>3,250</b>	<b>163</b>	<b>3,413</b>
<b>VISA RENEWAL - 1 YEAR</b>	<b>3,750</b>	<b>188</b>	<b>3,938</b>

*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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