



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



UNDERGRADUATE (FINANCIAL RULES & REGULATIONS) AY 2018-2019

1. All payments against Tuition fees, miscellaneous fees (Refer Under Graduate financial rules and regulations) AY 2018-2019 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 advance on an annual basis.
3. First installment fee is non-refundable once the class has commenced even if the student has not attended the class or is yet to give TOEFL exam or result is still awaited.
4. Student registering after the commencement date of the intake accepts that there will be no refund applicable under any circumstances.
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. Student having two months outstanding will be deactivated and if the fees are not cleared before the final examination, student will be withdrawn from the semester
9. Monthly Installments fall due on the 1st day of every month and to be paid before 10th of every month after which fine will be applied as mentioned in the Student Handbook. It is the responsibility of the student to pay the fee on time; SUC will not issue reminders **AED 10/-** +VAT 5% per day from the 11th of the due month.
10. Students who wish to apply for TOC are required to pay **AED /-** +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 /-** +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 1750/-** +VAT 5% per month [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.

I acknowledge that I have read & understand above mentioned SUC Payment terms

DATE	15/10/2018	STUDENT/GUARDIAN SIGN	
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Website: www.skylineuniversity.ac.aeE-mail: Admissions@skylineuniversity.ac.ae**MISCELLANEOUS FEES AND DEPOSITS - UNDERGRADUATE****2018-2019****SUBJECT TO CHANGE ANNUALLY****PARTICULARS**

DEPOSIT	AMOUNT	VAT	NET TOTAL	
HOSTEL STUDENTS - CAUTION DEPOSIT	1,000	0	1,000	
PASSPORT GUARANTEE [REFUNDABLE]	2,500	0	2,500	
MISCELLANEOUS FEES		AMOUNT	VAT	NET TOTAL
ANNUAL MEMBERSHIP FEES - ALUMNI / OUTSIDERS	500	25	525	
CDD	315	16	331	
CDD (URGENT)	420	21	441	
CHANGE OF MAJOR - 1ST YEAR - BBA	2,100	105	2,205	
CHANGE OF MAJOR - 2ND YEAR - BBA	3,150	158	3,308	
CHANGE OF MAJOR - 3RD & 4TH YEAR - BBA	4,200	210	4,410	
CHEQUE RETURN CHARGES	525	26	551	
CONVOCATION FEES - BBA	3,000	150	3,150	
DUPLICATE BACHELOR CERTIFICATE - BBA	750	38	788	
DUPLICATE EXAMINATION ENTRY SLIP	100	5	105	
ENGLISH CRASH COURSE	4,000	200	4,200	
FEE PER COURSE [NON SUC STUDENTS] - BBA	5,250	263	5,513	
FINE - DELAY IN BOOK RETURN [PER DAY]	5	0	5	
FINE - OUTSTANDING FEES - AED 50000 ONWARDS	1,000	50	1,050	
FINE - OUTSTANDING FEES < AED 5000/-	50	3	53	
FINE - OUTSTANDING FEES AED 10001 TO AED 15000	100	5	105	
FINE - OUTSTANDING FEES AED 15001 TO AED 20000	150	8	158	
FINE - OUTSTANDING FEES AED 20001 TO AED 25000	200	10	210	
FINE - OUTSTANDING FEES AED 30001 TO AED 35000	400	20	420	
FINE - OUTSTANDING FEES AED 35001 TO AED 40000	500	25	525	
FINE - OUTSTANDING FEES AED 40001 TO AED 45000	700	35	735	
FINE - OUTSTANDING FEES AED 45001 TO AED 50000	900	45	945	
FINE - OUTSTANDING FEES AED 5001 TO AED 10000	75	4	79	
FINE - SMOKING	55	3	58	
FINE - TUITION FEE LATE PAYMENT [PER DAY]	10	1	11	
FINE OUTSTANDING FEES AED 25001 TO AED 30000	300	15	315	
HOSTEL FEES - MAY OR JUNE/ SEP	21,000	1,050	22,050	
HOSTEL FEES - BOYS - 1ST INSTALLMENT	10,500	525	11,025	
HOSTEL FEES - GIRLS - 1ST INSTALLMENT	10,500	525	11,025	
HOSTEL FEES - JAN BATCH	14,000	700	14,700	

Bank Details: National Bank of Abu Dhabi

Account No.: 6206491349 Swift Code: NBADAEAA Iban: AE400350000006206491349

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

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HOSTEL STUDENTS - CAUTION DEPOSIT	1,000	0	1,000
IELTS ACADEMIC & GENERAL TRAINING 3 WEEKS	5,000	250	5,250
IELTS BOOK	900	45	945
IELTS EXAM	1,000	50	1,050
IESOL 3 WEEKS	4,000	200	4,200
IESOL BOOK FEES	500	25	525
IESOL EXAM FEES	900	45	945
LETTERS (URGENT)	160	8	168
LETTERS (WITHIN 24 HOURS)	80	4	84
LOCAL ATTESTATION - SUC (INTERNAL)	55	3	58
LOSS / DAMAGE - LOCKER KEY	55	3	58
MATHS CRASH COURSE	3,000	150	3,150
MEDICAL INSURANCE (4YRS)	4,000	200	4,200
MITIGATION REEXAM - BBA	785	39	824
PARKING / SPEEDING FINE	210	11	221
PASSPORT GUARANTEE [REFUNDABLE]	2,500	0	2,500
PET + IESOL 13 WEEKS	14,000	700	14,700
POSTPONEMENT FEES - NEW & CONTINUING STUDENTS	2,100	105	2,205
PROVISIONAL CERTIFICATE	525	26	551
PROVISIONAL CERTIFICATE (URGENT)	785	39	824
RE-ACTIVATION FEES (CONTINUING FEES)	1,575	79	1,654
RE-EXAM FEES - BBA	785	39	824
REPEATING COURSE - BBA	4,000	200	4,200
RE-VALUATION FEES	200	10	210
SMART LABELS - ADDITIONAL PER CHIP	525	26	551
TOASTMASTER MEMBERSHIP FEES	420	21	441
TOC APPLICATION FEES - BBA	420	21	441
TOEFL BOOKS	550	28	578
TOEFL EXAM FEES	800	40	840
TRANSCRIPT - BBA	260	13	273
TRANSCRIPT - BBA (URGENT)	360	18	378
TRANSPORT - UMM SEQUIM / JUMEIRAH / AL SAFA / MIRDIF	540	27	567
TRANSPORT FEES - AJMAN AREAS	480	24	504
TRANSPORT FEES - DEIRA / BUR DUBAI / KARAMA /SATWA	520	26	546
TRANSPORT FEES - EMIRATES HILLS / GREENS / MEADOWS / GARDENS	700	35	735

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TRANSPORT FEES - QUSAIS	460	23	483
TRANSPORT FEES - SHARJAH AREAS	460	23	483
VISA FEES - 3 YEAR RESIDENCE (INCLUDING HEALTH CARD)	6,300	315	6,615
VISA FEES - EMIRATES ID	525	26	551
VISA POSTPONEMENT - NEW STUDENTS BEFORE ARRIVAL TO UAE	2,500	125	2,625
VISA RENEWAL - WITH HEALTH CARD - 1 YEAR	3,500	175	3,675

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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