

**TRN : 10039352910003****FEE STRUCTURE FOR INTERNATIONAL VISA APPLICANT (IN USD)****2018-2019 JAN-2019 INTAKE****SCHOOL OF BUSINESS**

- MBA FINANCE MBA INTERNATIONAL BUSINESS & MARKETING MBA STRATEGIC HUMAN RESOURCE MANAGEMENT
 MBA PROJECT MANAGEMENT MBA SUSTAINABLE DEVELOPMENT MBA STRATEGIC MANAGEMENT & LEADERSHIP
 MBA E-GOVERNANCE

YEAR LEVEL	DESCRIPTION	INST	VAT (5)%	TOTAL	NO MONTH	FROM	TO	TOTAL	NET TOTAL LEVEL WISE
FIRST SEMESTER	1ST INSTALLMENT	5206	260.30	5466.30	1	JAN 2019		5,466.30	5,466.30
SECOND SEMESTER	2ND INSTALLMENT	5206	260.30	5466.30	1	MAY 2019		5,466.30	5,466.30
THIRD SEMESTER	3RD INSTALLMENT	5206	260.30	5466.30	1	SEP 2019		5,466.30	5,466.30
FOURTH SEMESTER	4TH INSTALLMENT	5206	260.30	5466.30	1	JAN 2020		5,466.30	10,932.60
	5TH INSTALLMENT	5206	260.30	5466.30	1	MAY 2020		5,466.30	
NET TOTAL MBA FEES WITH VAT [Excluding Visa Fees][INCLUDES BOOKS & RESOURCES UTILITY]								27,331.50	27,331.50

NET TOTAL FEES	TOTAL FEES	VAT 5%	NET TOTAL
		26,030.00	1,301.50

Note:

Tuition fees, Miscellaneous & Additional fees are subject to change. Any changes in the fees will be communicated to students through email and will be published on the website, catalog, notice board and student handbook.

All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities

FEE PAYMENT TERMS

- 1) All payments against Tuition fees, miscellaneous fees (refer MBA 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.

A. Admission Fees

- 2) At the time of admission, student-applicant must pay:

FEES	AMOUNT	VAT 5 % (IN USD)	TOTAL
First Installment Fee (Non-refundable)	5,206.00	260.30	5,466.30
Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed)	1,726.00	86.30	1,812.30
Passport Guarantee (Refundable at the time of visa cancellation)	685.00	0.00	685.00
UAE National ID	144.00	7.20	151.20
IESOL Exam Fee	247.00	12.35	259.35
IESOL Book	137.00	6.85	143.85
Hostel Fees 1st Installment	2,880.00	144.00	3,024.00
Hostel Deposit (Refundable)	275.00	0.00	275.00
Medical Insurance (2 Years)	548.00	27.40	575.40
Toast Master	115.00	5.75	120.75
TOTAL FIRST PAYMENT	11,963.00	550.15	12,513.15

- 3) IELTS-CES exam fees of USD 274/- + VAT (5%) (subject to change) or IESOL exam fees of USD 247/- + VAT (5%) is to be paid along with the application fees. Students holding required TOEFL (IBT) or IELTS (Academic) scores as per the admission criteria (mentioned in GRADUATE Catalog) are exempted from the English Placement Test. Student appearing for TOEFL (Institutional) at SUC can repeat the exam maximum 2 times by paying the required fees.

- 4) USD 247 + VAT (5%) is the charge for the purchase of IELTS book and USD 137 + VAT (5%) is the charge for the purchase of IESOL book.

- 5) Toastmaster fee USD 115 + VAT (5%)

- 6) It is the student's responsibility to take the books & materials from the library at the beginning of the semester / quarter.

- B. Miscellaneous Fees (Please refer to Annexure 1 - GRADUATE Financial Rules & Regulations), subject to VAT (5%).

- C. Refund Policies (Please refer to Annexure 2 - GRADUATE Refund Policy)

GENERAL TERMS



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2018-2019 JAN-2019 INTAKE

SCHOOL OF BUSINESS

1. Military clearance is mandatory for UAE Nationals below 30 years of age (applicable for male students only).
2. Prospective student joining the SUC Graduate Program is required to undergo or pass one of the English Placement Test approved by MOE.
 - a. Pass – Successfully embarks to the main program
 - b. Fail - undergo the English Foundation Program as per the admission criteria mentioned in Graduate Catalog & additional fees will be payable as per the published fees structure.
3. Students joining the English Foundation Program must clear the entrance requirement within one semester; else, the scholarship / fee waiver will be forfeited.
4. Students enrolled for the MBA Qualifying Program (MQP) must successfully pass the program (mentioned in the Graduate Catalog) before embarking into the main Graduate Program.
5. All Undertakings and documents mentioned in the checklist must be completed before the final exams of the first semester, failing to submit the same will result in forfeiture of the scholarship.
6. Students will be required to maintain CGPA of 3.00 to continue to qualify for 50% scholarship and 2.50 to continue to qualify for 25% scholarship. At the end of each semester in any case the student falls below the above mentioned marks respectively the scholarship will be withdrawn for the next semester. Once student recuperate and achieved the required CGPA respectively the scholarship will be reinstated for the upcoming semester.
7. Students cannot shift between weekday and weekend batches once enrolled in the program.
8. If a student postpones his admission, postponement fees as per the miscellaneous fee structure will be applicable.
9. If the student abstains from classes beyond one semester without any official intimation, will be considered as new admission and published Tuition Fee for the new admission will be applicable. Tuition Fee is subject to change annually and will be applicable for new admission only.
10. Student will be issued a fee payment plan at the time of admission where after completing all formalities and admission criteria the scholarship will be applied. The student must complete the admission requirements before the final exams of the first semester.
11. Student invoices will be issued with a welcome letter within one week of filling of admission form as a confirmation of the admission and it is the student's responsibility to go through the same and pay the fees as per the invoices issued and as per the University policy.
12. Student is eligible only for one type of fee waiver/scholarship throughout the study period. Student applying for TOC will be eligible for maximum of 15% scholarship.
13. Scholarship recommendation letter must be submitted within 30 days of class commencement, non-compliance will forfeit the scholarship applied. Once the scholarship is approved the student will have to replace the cheques as per the revised fee structure.
14. Fee waiver/Scholarship will be adjusted in the final two years. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure and the fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
15. Student is required to submit postdated cheques, credit card or bank transfer authorization as per the fee payment plan issued to the student at the time of the admission, all payments should be paid before 10th of the month, no exchange of cheques is allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques. Post Dated Cheque (PDC) for next Academic Year should be submitted before commencement of final examination of the Spring Semester each AY for re-registration for next AY. Once paid the 1st installment for the next AY will be non-refundable.
16. Tuition Fees is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. Any changes in the Tuition Fee will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook at the beginning of the academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.
17. Miscellaneous Fees is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. Any changes in the Miscellaneous Fee will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook at the beginning of the academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.
18. Transportation fee of minimum period of one month will be applicable to the students availing the facility including hostel students staying outside the SUC Campus.
19. Graduation fee of USD 822/- + VAT will be additional and will be applicable in the final year.
20. Visa charges and issuance are as per the government rules & regulations.
21. Students are required to pay a predefined deposit as per the published fee structure at the time of admission. These deposits are refundable at the time of exiting the institution after any deductions, which may be applicable due to dues arising out of damages, or pending fees payable during the duration of the students stay in the university.
22. Medical Insurance is mandatory for students seeking SUC visa.
23. Student availing hostel facilities will have to stay for a minimum period of one academic year.
24. All payments against Tuition fees, Miscellaneous Fees & Additional Fees are subject to 5% Value Added Tax (VAT) in line with Federal Decree-Law No.8 of 2017. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.

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

DATE	15/10/2018	STUDENT/GUARDIAN SIGNATURE	
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