



TRN : 100393529100003

FEE STRUCTURE FOR VISA APPLICANT/VISA-EMBASSY LETTER CASE FROM SUC (IN AED)

2019-2020 JUN-2019 INTAKE

SCHOOL OF BUSINESS

- Checkmarks for BBA International Business (BIB), BBA Marketing & Retail Management (BMR), BBA Accounting & Finance (BAF), BBA HRM & Psychology (BHP), BBA Tourism & Hospitality Management (BTH), BBA Public Administration (BBP), BBA Innovation & Entrepreneurship (BIE)

Main fee structure table with columns: YEAR LEVEL, DESCRIPTION, INST, VAT (5)%, TOTAL, NO MONTH, FROM, TO, TOTAL, NET TOTAL LEVEL WISE. Rows include fees for First, Second, Third, and Fourth years.

Summary table for NET TOTAL FEES, VAT 5%, and NET TOTAL.

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 BBA Financial Rules and Regulations) AY 2019-2020 and any other direct / indirect fees are 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, applicant must pay:

Detailed table for VISA APPLICANT/VISA LETTER/ EMBASSY LETTER with columns: AMOUNT, VAT 5% (IN AED), TOTAL. Rows include Application Fee, First Installment Fee, Visa Fee, Passport Guarantee, UAE National ID, 1st Cheque Payment, IESOL Exam Fee, IESOL Book, Hostel Fees 1st Installment, Hostel Deposit, Medical Insurance, Toast Master, and TOTAL FIRST PAYMENT.

- 3) IELTS-CES exam fees of AED 1,000/- + VAT (5%) (subject to change) or IESOL exam fees of AED 1,000/- + 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 UNDER 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) AED 1,000 + VAT (5%) is the charge for the purchase of IELTS book and AED 600 + VAT (5%) is the charge for the purchase of IESOL book.
5) Toastmaster fee AED 500 + VAT (5%) per annum.
6) It is the responsibility of the student to take the books & materials from the library at the beginning of the semester / quarter.

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

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

GENERAL TERMS & CONDITIONS

- 1. Application Fees is non-refundable.
2. First Installment fee is non-refundable after commencement of the program even if the student has not attended the class or yet to appear for an English Placement Test as per MOE requirements or awaiting result.
3. Student registering after commencement of the program will not be eligible for any refund.
4. Military clearance is mandatory for UAE Nationals below 30 years of age (applicable for male students only).



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5. Student joining the Under Graduate Program is required to undergo an English Placement Test approved by MOE and the Mathematics Placement Test.
 - a. In case the student is unable to clear the English Placement test, they must undergo the English Foundation Program as per the admission criteria mentioned in the Under Graduate Catalog & additional fees is payable as per the published fees structure.
 - b. Student unable to clear the Mathematics Placement Test must undergo the Mathematics Crash Course as per the admission criteria mentioned in the Under Graduate Catalog & additional fees is payable as per the published fees structure.
 - c. Students joining the English Foundation Program and / Mathematics Crash Course must pass these programs within the current semester/quarter; else the scholarship / fee waiver will be forfeited.
6. Transfer of Credits: Students applying for Transfer of credits needs to complete the application form and submit all the documents as per admission policy and pay the required fees as per published Fees Structure. Once the Transfer of Credits (TOC) are approved, student will be eligible for a fee waiver of 50% (on the per credit published Tuition Fees) for the TOC approved courses.
7. All undertakings and documents mentioned in the application checklist for local and international students should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of admission with no refund of fees, and release of records.
8. Students are required to deposit postdated cheque(s) or avail direct debit facility at the time of application and before the commencement of each semester/quarter. Post Dated Cheque(s) can be exchanged in lieu to Cash Payments, 5 days prior to the date of the cheque(s). If the student avails direct debit facility the payment date cannot be altered.
9. If student wishes to postpone to the next semester/quarter of the current academic year, postponement charges as per the published fee structure will be applicable. If a student postpones from one semester/ quarter to another falling in subsequent academic year, the postponement fees and tuition fees as per the new academic year will be applicable. In case student does not join in the upcoming semester/quarter, it will result in cancellation of admission, with no refund of fees.
10. In case student abstain from scheduled classes beyond one month, and doesn't officially fills up the postponement process, they will be considered cancelled, thereafter if the student wishes to rejoin, the student will be considered as a new admission and the published fees structure of the academic year will be applicable.
11. Tuition Fees is non-transferable & 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 official communication and will be published on the website, catalog, notice board and student handbook also at the beginning of the academic year.
12. If student defaults on any of the payments and it is overdue by 1(ONE) month, student's admission will be deactivated, and the portal access will be blocked. If the student defaults beyond 2(TWO) month, the student's admission will be cancelled. If student wish to join back the reactivation policy will be applicable.
13. All the Miscellaneous Fees as per the published Fees Structure is applicable and is subject to change annually.
 - a. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.
 - b. 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.
 - c. Graduation fee of AED 3,000/- + VAT will be additional and will be applicable in the final year.
14. 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.
15. In the event student would like avail visa letter, policies pertaining to visa letter will be applicable. Visa letter will be issued only for a period of one year upon submission of documents and including current and post dated cheque(s) as per the published fees structure.

SCHOLARSHIP & FEE WAIVER

1. Student is eligible only for one type of fee waiver/scholarship throughout the period of their studies.
2. In case of Transfer of Credits (TOC) a maximum of 15% scholarship can be availed.
3. All undertakings and documents mentioned in the application checklist for local and international students should be completed within the first semester/Quarter, non-compliance will forfeit the scholarship applied.
4. 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 cheque(s) as per the invoice issued.
5. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure before the fee waiver/scholarship. Any fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
6. If student is unable to maintain the required CGPA, scholarship will be scaled down as per the SCHOLARSHIP MATRIX for the remaining period of their studies and will not be reverted back to initially applied scholarship.

SCHOLARSHIP MATRIX					
SR.NO	SCHOLARSHIP (AT THE TIME ADMISSION)	CGPA 3.0 AND ABOVE	CGPA 2.5 TO 2.99	CGPA 2.0 TO 2.49	CGPA LESS THAN 2.0
1	50%	50%	25%	15%	0
2	30%	-	30%	15%	0
3	25%	-	25%	15%	0

<i>I acknowledge that I have read & understand above mentioned SUC Payment terms</i>			
DATE	18/02/2019	STUDENT/GUARDIAN SIGNATURE	