

**TRN : 100393529100003****FEE STRUCTURE FOR VISA APPLICANT/VISA-EMBASSY LETTER CASE FROM SUC (IN AED)****2019-2020 JUN-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                     | APPLICATION FEE       | 1000.00  | 50.00    | 1050.00  | 1        | JUN 2019 |    | 1,050.00          | 23,887.50            |
|                                    | FIRST INSTALLMENT FEE | 6500.00  | 325.00   | 6825.00  | 1        | JUN 2019 |    | 6,825.00          |                      |
|                                    | 1ST CHEQUE            | 15250.00 | 762.50   | 16012.50 | 1        | JUN 2019 |    | 16,012.50         |                      |
| SECOND SEMESTER                    | 2ND CHEQUE            | 15250.00 | 762.50   | 16012.50 | 1        | SEP 2019 |    | 16,012.50         | 32,025.00            |
|                                    | 3RD CHEQUE            | 15250.00 | 762.50   | 16012.50 | 1        | DEC 2019 |    | 16,012.50         |                      |
| THIRD SEMESTER                     | 4TH CHEQUE            | 15250.00 | 762.50   | 16012.50 | 1        | MAR 2020 |    | 16,012.50         | 32,025.00            |
|                                    | 5TH CHEQUE            | 15250.00 | 762.50   | 16012.50 | 1        | JUN 2020 |    | 16,012.50         |                      |
| FOURTH SEMESTER                    | 6TH CHEQUE            | 16250.00 | 812.50   | 17062.50 | 1        | SEP 2020 |    | 17,062.50         | 17,062.50            |
| <b>NET TOTAL MBA FEES WITH VAT</b> |                       |          |          |          |          |          |    | <b>105,000.00</b> | <b>105,000.00</b>    |

| NET TOTAL FEES | TOTAL FEES | VAT 5%   | NET TOTAL  |
|----------------|------------|----------|------------|
|                | 100,000.00 | 5,000.00 | 105,000.00 |

**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 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:

| FEES  | AMOUNT           | VAT 5 % (IN AED) | TOTAL            |
|---|------------------|------------------|------------------|
| Application Fee (Non-refundable)  | 1,000.00         | 50.00            | 1,050.00         |
| First Installment Fee (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.) | 6,500.00         | 325.00           | 6,825.00         |
| Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed)  | 6,500.00         | 325.00           | 6,825.00         |
| Passport Guarantee (Refundable at the time of visa cancellation)  | 2,500.00         | 0.00             | 2,500.00         |
| UAE National ID   | 525.00           | 26.25            | 551.25           |
| 1st Cheque Payment (Non-refundable)   | 15,250.00        | 762.50           | 16,012.50        |
| IESOL Exam Fee  | 1,000.00         | 50.00            | 1,050.00         |
| IESOL Book  | 600.00           | 30.00            | 630.00           |
| Hostel Fees 1st Installment   | 10,500.00        | 525.00           | 11,025.00        |
| Hostel Deposit (Refundable)   | 1,000.00         | 0.00             | 1,000.00         |
| Medical Insurance ( 2 Years)  | 2,250.00         | 112.50           | 2,362.50         |
| Toast Master  | 500.00           | 25.00            | 525.00           |
| <b>TOTAL FIRST PAYMENT</b>  | <b>48,125.00</b> | <b>2,231.25</b>  | <b>50,356.25</b> |

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 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 - GRADUATE Financial Rules & Regulations), is subject to VAT (5%).

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

**GENERAL TERMS & CONDITIONS**

- Application Fees is non-refundable.
- 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.
- Student registering after commencement of the program will not be eligible for any refund.
- Military clearance is mandatory for UAE Nationals below 30 years of age (applicable for male students only).
- Students joining the Graduate Program are required to undergo an English Placement Test approved by MOE.
  - 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 Graduate Catalog & additional fees is payable as per the published fees structure.
  - Students undergoing an English Foundation Program must pass the examination within the current semester/quarter; else the scholarship / fee waiver will be forfeited.
- Students enrolled for the MBA Qualifying Program (MQP) must successfully pass the program (as specified in the Graduate Catalog) before embarking into the main Graduate Program.
- Transfer of Credits: Students applying for Transfer of credits needs to complete the application form and submit all the necessary documents as per published admission policy and pay the required fees as per the published Fees Structure. Once the Transfer of Credits are approved, student will be eligible for a fee waiver of 50% on per credit as per the published Tuition Fees for the approved courses only.



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8. 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.
9. 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.
10. 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.
11. In case student abstain from scheduled classes beyond one month, and doesn't initiate formal postponement process, their admission stands cancelled, thereafter a student wishes to rejoin, new admission process with latest published fees structure will be applicable.
12. 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 either SMS or emails and will be published on the website, portal, catalog, notice board and student handbook at the beginning of each academic year. Students are required to take note of such changes and clarify with appropriate officials if needed.
13. 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.
14. 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.
15. 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.
16. 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.
17. Medical Insurance is mandatory for students opting for University visa.
18. Student availing hostel facilities will have to stay for a minimum period of one academic year.
19. 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.

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

|      |            |                            |  |
|------|------------|----------------------------|--|
| DATE | 18/02/2019 | STUDENT/GUARDIAN SIGNATURE |  |
|------|------------|----------------------------|--|