



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



GRADUATE (FINANCIAL RULES & REGULATIONS) AY 2019-2020

1. All payments against Tution fees, miscellaneous fees (Refer Graduate financial rules and regulations) AY 2019-2020 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months outstanding will be deactivated and if the fees are not cleared before the final examination, student will be withdrawn from the semester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 500 /-** +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 1575 /-** +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	18/02/2019	STUDENT/GUARDIAN SIGN	
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	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		350	18	368
CDD (URGENT)		450	23	473
CHANGE OF MAJOR - 1ST & 2ND SEMESTER - MBA		2,100	105	2,205
CHANGE OF MAJOR - 3RD & 4TH SEMESTER - MBA		3,150	158	3,308
CHANGE OF MAJOR - 4TH SEMESTER ONWARDS - MBA		4,200	210	4,410
CHEQUE RETURN CHARGES		550	28	578
CONVOCATION FEES - MBA		3,250	163	3,413
DUPLICATE CERTIFICATE - MBA		1,000	50	1,050
DUPLICATE EXAMINATION ENTRY SLIP		100	5	105
DUPLICATE TRANSCRIPT [FINAL] - MBA		350	18	368
ENGLISH CRASH COURSE		4,000	200	4,200
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 25001 TO AED 30000		300	15	315
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		75	4	79
FINE - TUITION FEE LATE PAYMENT [PER DAY]		10	1	11
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
HOSTEL FEES - MAY OR JUNE/ SEP		21,000	1,050	22,050

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	1,000	50	1,050
IELTS EXAM	1,000	50	1,050
IESOL 3 WEEKS	4,000	200	4,200
IESOL BOOK FEES	600	30	630
IESOL EXAM FEES	1,000	50	1,050
LETTERS (URGENT)	175	9	184
LETTERS (WITHIN 24 HOURS)	100	5	105
LOCAL ATTESTATION - SUC (INTERNAL)	75	4	79
LOSS / DAMAGE - LOCKER KEY	75	4	79
MEDICAL INSURANCE (2 YRS)	2,250	113	2,363
MITIGATION REEXAM - MBA	850	43	893
MQP CHALLENGE EXAM	850	43	893
MQP CHALLENGE EXAM (CR)	850	43	893
MQP FEES (PER SUBJECT)	2,750	138	2,888
PARKING / SPEEDING FINE	225	11	236
PASSPORT GUARANTEE [REFUNDABLE]	2,500	0	2,500
PET + IESOL 13 WEEKS	14,000	700	14,700
POSTPONEMENT FEES (1ST SEMESTER)	2,500	125	2,625
POSTPONEMENT FEES (2ND)	1,575	79	1,654
PROVISIONAL CERTIFICATE	600	30	630
PROVISIONAL CERTIFICATE (URGENT)	900	45	945
RE-ACTIVATION FEES (CONTINUING FEES)	1,750	88	1,838
RE-EXAM FEES - MBA	900	45	945
REPEATING COURSE - MBA	5,850	293	6,143
RE-VALUATION FEES	250	13	263
SMART LABELS - ADDITIONAL PER CHIP	600	30	630
SMART TAB (MBA)	1,500	75	1,575
TOASTMASTER MEMBERSHIP FEES	500	25	525
TOC APPLICATION FEES - MBA	500	25	525
TOEFL BOOKS	550	28	578
TOEFL EXAM FEES	800	40	840
TRANSCRIPT - MBA	300	15	315
TRANSCRIPT - MBA (URGENT)	400	20	420

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TRANSPORT FEES - AJMAN AREAS	480	24	504
TRANSPORT FEES - DEIRA / BUR DUBAI / KARAMA / SATWA	525	26	551
TRANSPORT FEES - EMIRATES HILLS / GREENS / MEADOWS / GARDENS	750	38	788
TRANSPORT FEES - QUSAIS	475	24	499
TRANSPORT FEES - SHARJAH AREAS	475	24	499
TRANSPORT FEES - UMM SEQUIM / JUMEIRAH / AL SAFA / MIRDIFF	550	28	578
VISA FEES - 3 YEAR RESIDENCE (INCLUDING HEALTH CARD)	6,500	325	6,825
VISA FEES - EMIRATES ID	525	26	551
VISA POSTPONEMENT - NEW STUDENTS BEFORE ARRIVAL TO UAE	2,750	138	2,888
VISA RENEWAL - WITH HEALTH CARD - 1 YEAR	3,750	188	3,938

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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