



TRN : 100393529100003

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

2018-2019 JAN-2019 INTAKE

**SCHOOL OF BUSINESS**

- BBA International Business (BIB)  BBA Information Systems (BBI)  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)

YEAR LEVEL	DESCRIPTION	INST	VAT (5)%	TOTAL	NO MONTH	FROM	TO	TOTAL	NET TOTAL LEVEL WISE
FIRST	APPLICATION FEE	1000	50.00	1050.00	1	JAN 2019		1,050.00	46,777.50
	FIRST INSTALLMENT FEE	5000	250.00	5250.00	1	JAN 2019		5,250.00	
	FRESHMAN - 1ST CHEQUE	12850	642.50	13492.50	1	JAN 2019		13,492.50	
	FRESHMAN - 2ND CHEQUE	12850	642.50	13492.50	1	APR 2019		13,492.50	
	FRESHMAN - 3RD CHEQUE	12850	642.50	13492.50	1	JUL 2019		13,492.50	
SECOND	SOPHOMORE - 1ST CHEQUE	12850	642.50	13492.50	1	SEP 2019		13,492.50	40,477.50
	SOPHOMORE - 2ND CHEQUE	12850	642.50	13492.50	1	DEC 2019		13,492.50	
	SOPHOMORE - 3RD CHEQUE	12850	642.50	13492.50	1	MAR 2020		13,492.50	
THIRD	JUNIOR - 1ST CHEQUE	12850	642.50	13492.50	1	SEP 2020		13,492.50	40,477.50
	JUNIOR - 2ND CHEQUE	12850	642.50	13492.50	1	DEC 2020		13,492.50	
	JUNIOR - 3RD CHEQUE	12850	642.50	13492.50	1	MAR 2021		13,492.50	
FOURTH	SENIOR - 1ST CHEQUE	12850	642.50	13492.50	1	SEP 2021		13,492.50	40,267.50
	SENIOR - 2ND CHEQUE	12850	642.50	13492.50	1	DEC 2021		13,492.50	
	SENIOR - 3RD CHEQUE	12650	632.50	13282.50	1	MAR 2022		13,282.50	
<b>NET TOTAL BBA FEES FOR 4 YEARS WITH VAT</b>								<b>168,000.00</b>	<b>168,000.00</b>

NET TOTAL FEES	TOTAL FEES	VAT 5%	NET TOTAL
		160,000.00	8,000.00

**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 BBA 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:

VISA APPLICANT/VISA LETTER/ EMBASSY LETTER	AMOUNT	VAT 5 % (IN AED)	TOTAL
Application Fee (Non-refundable)	1,000.00	50.00	1,050.00
First Installment Fee (Non-refundable after commencement of classes, even if the student did not attend any class or Placement test result is awaited)	5,000.00	250.00	5,250.00
Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed)	6,300.00	315.00	6,615.00
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)	12,850.00	642.50	13,492.50
IESOL Exam Fee	900.00	45.00	945.00
IESOL Book	500.00	25.00	525.00
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 ( 4 Years)	4,000.00	200.00	4,200.00
Toast Master	420.00	21.00	441.00
<b>TOTAL FIRST PAYMENT</b>	<b>45,495.00</b>	<b>2,099.75</b>	<b>47,594.75</b>

NOTE: The student also has to submit remaining 2 PDC's of AED 12850/- each along with the first payment mentioned above. In case any cheque is bounced, SUC has the right to withdraw the letter issued and there after subsequent letters will not be issued.



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3) IELTS-CES exam fees of AED 1,000/- + VAT (5%) (subject to change) or IESOL exam fees of AED 900/- + 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 800 + VAT (5%) is the charge for the purchase of IELTS book and AED 500 + VAT (5%) is the charge for the purchase of IESOL book.

5) Toastmaster fee AED 420 + 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 - UNDER GRADUATE Financial Rules & Regulations), subject to VAT (5%).

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

**GENERAL TERMS**

1. Military clearance is mandatory for UAE Nationals below 30 years of age (applicable for male students only).

2. Prospective student joining the SUC Under Graduate Program is required to undergo one of the English Placement Test approved by MOE and SUC Mathematics Placement Test.

a. Pass – Successfully embarks to the main program

b. Fail - Student unable to clear the English Placement Test must undergo the English Foundation Program as per the admission criteria mentioned in Under Graduate Catalog & additional fees will be payable as per the published fees structure.

3. Student unable to clear the Mathematics Placement Test must undergo the Mathematics Crash Course as per the admission criteria mentioned in Under Graduate Catalog and additional fees will be payable as per the published fees structure.

4. Students joining the English Foundation Program and / Mathematics Crash Course must clear the entrance requirement within one semester; else the scholarship / fee waiver will be forfeited.

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.



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- 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 AED 3,000/- + VAT will be additional and will be applicable in the final year.
- 20. In the event that student would like to avail visa letter from SUC, 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 postdated cheques as per the fee structure.
- 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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