



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



UNDERGRADUATE (FINANCIAL RULES & REGULATIONS) AY 2020-2021

1. Tuition fees, miscellaneous fees are non-transferable and is subject to change annually by maximum of 10%. Any changes in the Tuition fees and Miscellaneous Fees 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.
2. 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) For all payments against Tuition fees and miscellaneous fees refer Under Graduate Financial Rules and Regulations AY 2019-2020.
- 2) Admission Fees At the time of admission, applicant must pay:
- 3) IELTS-IDP exam fees of AED 1,076/- + VAT (5%) is to be paid along with the admission fees. Students holding required TOEFL (IBT) / IELTS (Academic)/EmSAT scores as per the admission criteria (mentioned in UNDER GRADUATE Catalog) are exempted from the English Placement Test.
- 4) AED 1,000 + VAT (5%) is the charge for the purchase of IELTS book.
- 5) Toastmaster fee / IEEE 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.

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).
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 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 conditional 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 admission and before the commencement of each semester. Post Dated Cheque(s) can be exchanged in lieu of 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 of the current academic year, postponement charges as per the published fee structure will be applicable. If a student postpones from one semester 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, 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 3,250/- + 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.

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, 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 PERCENTAGE ON THE TUITIION FEES	MARKS (AT THE TIME OF ADMISSION)	CGPA TO BE MAINTAINED (FULL DURATION OF STUDY PERIOD)			
		UNDER-GRADUATE	CGPA 3.0 AND ABOVE	CGPA 2.5 TO 2.99	CGPA 2.0 TO 2.49	CGPA LESS THAN 2.0
1	50%	90% Above	50%	25% / 30%/35%	15%	0
2	35%/30% for specific MOUs	80% - 89%	-	25%	15%	0
3	25%		-	25%	15%	0
4	15%	70% - 79%	-	-	15%	0

REFUND POLICIES

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 applying after commencement of the program will not be eligible for any refund.

(For more details refer the Refund Policy)

<i>I acknowledge that I have read & understand above mentioned SUC Payment terms</i>			
DATE	20/02/2020	STUDENT/GUARDIAN SIGNATURE	

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Website: www.skylineuniversity.ac.aeE-mail: Admissions@skylineuniversity.ac.ae**MISCELLANEOUS FEES AND DEPOSITS - UNDERGRADUATE****AY 2020-2021****SUBJECT TO CHANGE ANNUALLY****PARTICULARS**

DEPOSIT	AMOUNT	VAT	NET TOTAL
HOSTEL STUDENTS - CAUTION DEPOSIT	1,000	0	1,000
VISA DEPOSIT [REFUNDABLE]	7,500	0	7,500
MISCELLANEOUS FEES	AMOUNT	VAT	NET TOTAL
ANNUAL MEMBERSHIP FEES - ALUMNI / OUTSIDERS	500	25	525
CDD	375	19	394
CDD (URGENT)	450	23	473
CHANGE OF MAJOR - 1ST YEAR - BBA	2,100	105	2,205
CHANGE OF MAJOR - 2ND YEAR - BBA	3,150	158	3,308
CHANGE OF MAJOR - 3RD & 4TH YEAR - BBA	4,200	210	4,410
CHEQUE RETURN CHARGES	550	28	578
CONVOCATION FEES - BBA	3,500	175	3,675
DEACTIVATION	5,000	250	5,250
DUPLICATE BACHELOR CERTIFICATE - BBA	1,000	50	1,050
DUPLICATE EXAMINATION ENTRY SLIP	100	5	105
ENGLISH CRASH COURSE - 13 WEEKS	14,000	700	14,700
ENGLISH PREPARATORY COURSE - 3 WEEKS	3,500	175	3,675
FEE PER COURSE [NON SUC STUDENTS] - BBA	5,250	263	5,513
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 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

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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FINE OUTSTANDING FEES AED 25001 TO AED 30000	300	15	315
HOSTEL FEES - MAY OR JUNE / SEP	21,000	1,050	22,050
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 STUDENTS - CAUTION DEPOSIT	1,000	0	1,000
IELTS BOOK	1,000	50	1,050
IELTS EXAM - PAPER BASED	1,076	54	1,130
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
MATHS CRASH COURSE	3,250	163	3,413
MEDICAL INSURANCE (4YRS)	4,500	225	4,725
MITIGATION REEXAM - BBA	900	45	945
PARKING / SPEEDING FINE	225	11	236
POSTPONEMENT FEES - NEW & CONTINUING STUDENTS	2,500	125	2,625
PROVISIONAL CERTIFICATE	600	30	630
PROVISIONAL CERTIFICATE (URGENT)	900	45	945
RE-ACTIVATION FEES (CONTINUING FEES)	1,750	88	1,838
RE-EXAM FEES - BBA	900	45	945
REPEATING COURSE - BBA	4,100	205	4,305
RE-VALUATION FEES	250	13	263
SMART LABELS - ADDITIONAL PER CHIP	600	30	630
TOASTMASTER MEMBERSHIP FEES	500	25	525
TOC APPLICATION FEES - BBA	500	25	525
TOEFL BOOKS	550	28	578
TOEFL EXAM FEES	800	40	840
TRANSCRIPT - BBA	300	15	315
TRANSCRIPT - BBA (URGENT)	400	20	420
TRANSPORT - UMM SEQUIM / JUMEIRAH / AL SAFA / MIRDIFF	550	0	550
TRANSPORT FEES - AJMAN AREAS	500	0	500
TRANSPORT FEES - DEIRA / BUR DUBAI / KARAMA / SATWA	525	0	525

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TRANSPORT FEES - EMIRATES HILLS / GREENS / MEADOWS / GARDENS	750	0	750
TRANSPORT FEES - QUSAIS	475	0	475
TRANSPORT FEES - SHARJAH AREAS	475	0	475
VISA DEPOSIT [REFUNDABLE]	7,500	0	7,500
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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