

STUDENTS FINANCIAL POLICIES

This policy covers tuition and fee payment, and refunds. AFU charges the following fees and other required university fees to all admitted and registered students; AFU reserves the right for future changes in its tuition and other fees.



Tuition Fees

These policies cover tuition and fee payment, and refunds. AFU charges the following fees and other required university fees to all admitted and registered students. Additionally, AFU reserves the right for future amendments and changes in its tuition and other fees.

Application

This policy applies to the setting and payment of tuition fees for AFU students, and the refunding of tuition fees for students.

Details of the Admission Fees, Tuition Fees, & Services Fees

FIRST

Admission Fees & Security Deposit:

Fees paid by the student upon being admitted to the University. In accordance with the University Policy, such fees are deemed part of the University fees payable by registered student and shall be refundable for non-registered students in exception of the preliminary enrollment admission application of AED 1050. (Inc. VAT) These fees include the security deposit, which shall be refunded to the student upon graduation or withdrawal from the university.

Admission Deposit	AED
AED 1050 being admission fees non-refundable. AED 1000 being deposit money. (Refundable on graduation or withdrawal) AED 525 One Activities and advising fees (paid once during the study period) AED 525 First semester registration fees AED 52.5 First year student ID card.	3,152.5
Admission Deposit Refund The above amount is due on the time of admission acceptance, and in case of admission cancellation the amount will be refunded except the admission fees of 1050. (Inc. VAT) If the student asks to defer admission to the following semester and the request is approved, the seat reservation fee will be applied to the following semester.	

SECOND

Credit Hours Fees:

The following table unfolds the academic programs offered by the university in its various colleges and the Credit Hour fees for each program or department.

PROGRAMS	TUITION FEES / CREDIT HOUR	VAT	TUITION FEES / CREDIT HOUR With VAT
COLLEGE OF BUSINESS ADMINISTRATION			
B.Sc. in Business Administration with Major in Finance and Banking	1100	55	1155
B.Sc. in Business Administration with Major in Human Resources Management	1100	55	1155
COLLEGE OF LAW			
Bachelor of Law	1050	52.5	1102.5
COLLEGE OF MASS COMMUNICATION			
Bachelor of Mass Communication with Major in Journalism	1000	50	1050
Bachelor of Mass Communication with Major in Public Relations	1000	50	1050
Bachelor of Mass Communication with Major in New Media	1000	50	1050
COLLEGE OF ARTS AND HUMANITIES			
Bachelor of Arts in Arabic Language and Literature	1050	52.5	1102.5
Bachelor of Arts in Islamic Studies	1050	52.5	1102.5
General Requirements	1000	50	1050

THIRD

University Services Fees:

University Services Fees, which are determined and imposed in accordance with the service the student requires to be provided with or based on the academic status of the student

Other Fees	AED	VAT	AED +VAT
▪ Re-admission	1000	50	1050
▪ Registration Fees \ for each semester	500	25	525
▪ Equivalency Evaluation Fee	1000	50	1050
▪ Change in a Major or College	100	5	105
▪ Student Services Fee (paid once)	500	25	525
▪ Appeal for Final Exam Score	150	7.5	157.5
▪ Incomplete application	250	12.5	262.5
▪ Re-sit exam fee \ for Bachelor	1000	50	1050
▪ Student ID	50	2.5	52.5
▪ Replacing a lost ID	100	5	105
▪ Extra transcript copy	100	5	105
▪ Sending transcript by mail	100	5	105
▪ Certificate "To Whom It May Concern"	75	3.75	78.75
▪ Certificate of status fee	75	3.75	78.75
▪ Bounced cheque penalty	300	15	315
▪ Deposit Money* (refundable on graduation)	1000	50	1050

*AL FALAH UNIVERSITY is following the rules of Federal Tax Authority, thus all of the educational services fees include additional charge of 5% being Value Added Tax (VAT).

Credit Hours Fees Reimbursement Policy:

A registered student, who willing to cancel his /her registration, or withdraws from the University before a semester is completed, will be granted a pro rate refund of that semester's tuition fees according to the schedule below:

- In case the registered student is willing to withdraw from the University within the first week from the commencement of the study, then he/she may reimburse 100% of the credit hours fees in addition to the security amount only.
- In case the registered student is willing to withdraw from the University within the second week from the commencement of the study, then he/she may reimburse 60% of the credit hours fees in addition to the security amount only.
- After the second week from the commencement of the study, the student shall not be entitled to claim any reimbursement and, besides, all the amounts and postdated cheques paid in relation to the tuition fees become payable.
- The policies mentioned in the current clause are applicable to the students willing to postpone their study to a following semester according to the mentioned dates as well as the dismissed students due to specific disciplinary procedures.

Scholarships & Financial Aids

The University provides various scholarships through conducting discounts on the fees payable by the students.

For instance, the discount applied to the excellent students during the general secondary education as well as the excellent students during each semester of the academic study at the University, the discounts applied to siblings or spouses, incentive discounts regarding a number of programs and majors and the discounts resulted from agreements signed with a number of the local community institutions in both public & private sectors. Moreover, a number of discounts are applicable to participations in extracurricular activities as well as various awards granted to students who realize any scientific achievements or innovations.

Methods of University Tuition Payment

The University accepts the following payment methods:

1. Payment in cash at the accounting offices allocated for the students within the campus or through the ATMs at a number of banks. (For more information on the approved banks, kindly refer to the student accounting officer).
2. Payments by credit cards.
3. Through bank transfers or through exchange companies in the name of Al Falah University.
4. By cheques issued in the name of Al Falah University (in accordance with the relevant conditions for accepting cheques).

Students Supported by Donors

Students, who have got scholarship or his tuition to be paid by an employer, or any other sponsor, must provide the finance unit with an authorization letter from the sponsored party clarifying their responsibility towards fees payments and the contact information for designated person in charge to follow up with regarding this matter.