



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



ESTD 1990

GRADUATE (FINANCIAL RULES & REGULATIONS) AY 2023-2024

1. All payments against Tuition fees, miscellaneous fees (Refer Graduate financial rules and regulations) AY 2023-2024 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. No refund after the commencement date of the intake.
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.
9. Monthly Installments fall due on the 1st day of every month and to be paid before 7th of every month as mentioned in the Student Handbook. It is the responsibility of the student to pay the fee on time; SUC will not issue reminders.
10. Students who wish to apply for TOC are required to pay **AED 700 /-** +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 2750 /-** +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 22000/-** per year [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.
15. A mandatory re-registration process is required before the commencement of new semester.
16. Graduation fee of **AED 3,800.00/-** + VAT 5% will be additional and will be applicable in the final semester of Graduation year along with the registration process of the final semester.

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

DATE	01/11/2023	STUDENT/GUARDIAN SIGN	
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**DEPOSIT & SECURITY - GRADUATE
2023-2024****SUBJECT TO CHANGE ANNUALLY**

PARTICULARS	AMOUNT	VAT	NET TOTAL
HOSTEL STUDENTS - CAUTION DEPOSIT	1,000	0	1,000
VISA DEPOSIT [REFUNDABLE]	7,500	0	7,500

Bank Details: First Abu Dhabi Bank**Account No.: 1661323764347018 Swift Code: NBADAEAA Iban: AE310351661323764347018****Beneficiary: Skyline University College LLC Branch: Sharjah Main Branch, UAE**

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**FINE AND PENALTY - GRADUATE
2023-2024****SUBJECT TO CHANGE ANNUALLY**

PARTICULARS	AMOUNT	VAT	NET TOTAL
CHEQUE RETURN CHARGES	600	30	630
FINE - DELAY IN BOOK RETURN [PER DAY]	5	0	5
FINE - SMOKING	75	4	79
LOSS / DAMAGE - LOCKER KEY REPLACEMENT	75	4	79

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2023-2024****SUBJECT TO CHANGE ANNUALLY**

PARTICULARS	AMOUNT	VAT	NET TOTAL
ANNUAL MEMBERSHIP FEES - ALUMNI / OUTSIDERS	500	25	525
CONVOCATION FEES - MBA	3,800	190	3,990
COURSE SYLLABI	400	20	420
COURSE SYLLABI (URGENT)	500	25	525
DUPLICATE CERTIFICATE - MBA	1,000	50	1,050
DUPLICATE EXAMINATION ENTRY SLIP	100	5	105
DUPLICATE TRANSCRIPT [FINAL] - MBA	350	18	368
FEE PER COURSE [NON SUC STUD] - MBA	7,500	375	7,875
HOSTEL FEES - BOYS - 1ST INSTALLMENT	11,000	0	11,000
HOSTEL FEES - GIRLS - 1ST INSTALLMENT	11,000	0	11,000
HOSTEL FEES - MAY OR JUNE/ SEP	22,000	0	22,000
HOSTEL FEES - MAY OR JUNE/ SEP	22,000	0	22,000
HOSTEL FEES - MAY OR JUNE/ SEP	22,000	0	22,000
HOSTEL FEES - SPRING	14,667	0	14,667
IELTS BOOK	1,000	50	1,050
IELTS EXAM - PAPER BASED	1,100	55	1,155
LATE RE-REGISTRATION FEES	1,000	50	1,050
LETTERS (URGENT)	250	13	263
LETTERS (WITHIN 24 HOURS)	100	5	105
LOCAL ATTESTATION - SUC (INTERNAL)	75	4	79
MEDICAL INSURANCE (1 YR)	1,125	56	1,181
MITIGATION REEXAM - MBA	1,000	50	1,050
MQP CHALLENGE EXAM	950	48	998
MQP CHALLENGE EXAM (CR)	950	48	998
MQP FEES (PER SUBJECT)	3,250	163	3,413
POSTPONEMENT FEES (1ST SEMESTER)	2,750	138	2,888
POSTPONEMENT FEES (2ND)	1,750	88	1,838
PROVISIONAL CERTIFICATE	700	35	735
PROVISIONAL CERTIFICATE (URGENT)	1,000	50	1,050
RE-ACTIVATION FEES (CONTINUING FEES)	1,900	95	1,995
RE-EXAM FEES - MBA	1,000	50	1,050
REMEDIAL COURSE - (3 COURSES @ AED 3250/-)	9,750	488	10,238
REPEATING COURSE - MBA	6,500	325	6,825

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RE-VALUATION FEES	300	15	315
SMART LABELS - ADDITIONAL PER CHIP	650	33	683
SMART TAB (MBA)	1,500	75	1,575
TOASTMASTER MEMBERSHIP FEES	550	28	578
TOC APPLICATION FEES - MBA	700	35	735
TRANSCRIPT - MBA	375	19	394
TRANSCRIPT - MBA (URGENT)	475	24	499
TRANSPORT FEES - AJMAN AREAS	525	0	525
TRANSPORT FEES - DEIRA / BUR DUBAI / KARAMA / SATWA	550	0	550
TRANSPORT FEES - EMIRATES HILLS / GREENS / MEADOWS / GARDENS	825	0	825
TRANSPORT FEES - QUSAIS	525	0	525
TRANSPORT FEES - SHARJAH AREAS	500	0	500
TRANSPORT FEES - UMM SEQUIM / JUMEIRAH / AL SAFA / MIRDIFF	650	0	650
VISA FEES - 1 YEAR RESIDENCE (INCLUDING HEALTH CARD)	3,000	150	3,150
VISA FEES - EMIRATES ID	525	26	551
VISA POSTPONEMENT - NEW STUDENTS BEFORE ARRIVAL TO UAE	2,500	125	2,625
VISA RENEWAL - 1 YEAR	3,000	150	3,150

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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