



## SKYLINE UNIVERSITY COLLEGE

P.O.Box 1797 - University City of Sharjah, UAE

Tel No.: +97165441155

Fax No.: +97165441166

Website: [www.skylineuniversity.ac.ae](http://www.skylineuniversity.ac.ae)

E-mail: [Admissions@skylineuniversity.ac.ae](mailto:Admissions@skylineuniversity.ac.ae)



ESTD 1990

### UNDERGRADUATE (FINANCIAL RULES & REGULATIONS) AY 2023-2024

1. All payments against Tuition fees, miscellaneous fees (Refer Under 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	09/10/2023	STUDENT/GUARDIAN SIGN	
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**DEPOSIT & SECURITY - UNDERGRADUATE  
2023-2024****SUBJECT TO CHANGE ANNUALLY**

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

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

<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>NET TOTAL</b>
<b>CHEQUE RETURN CHARGES</b>	<b>600</b>	<b>30</b>	<b>630</b>
<b>FINE - DELAY IN BOOK RETURN [PER DAY]</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>FINE - SMOKING</b>	<b>75</b>	<b>4</b>	<b>79</b>
<b>LOSS / DAMAGE - LOCKER KEY REPLACEMENT</b>	<b>75</b>	<b>4</b>	<b>79</b>
<b>PARKING / SPEEDING FINE</b>	<b>250</b>	<b>13</b>	<b>263</b>

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**MISCELLANEOUS FEES - UNDERGRADUATE  
2023-2024****SUBJECT TO CHANGE ANNUALLY**

<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>VAT</b>	<b>NET TOTAL</b>
ANNUAL MEMBERSHIP FEES - ALUMNI / OUTSIDERS	500	25	525
CHANGE OF MAJOR - 1ST YEAR	2,100	105	2,205
CHANGE OF MAJOR - 2ND YEAR	3,150	158	3,308
CHANGE OF MAJOR - 3RD & 4TH YEAR	4,200	210	4,410
CONVOCATION FEES	3,800	190	3,990
COURSE SYLLABI	400	20	420
COURSE SYLLABI (URGENT)	500	25	525
CREDIT / DEBIT CARD DEFAULT CHARGES	550	28	578
DUPLICATE BACHELOR CERTIFICATE	1,000	50	1,050
DUPLICATE EXAMINATION ENTRY SLIP	100	5	105
ENGLISH 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	5,500	275	5,775
HOSTEL FEES - (SUMMER & FALL)	22,000	0	22,000
HOSTEL FEES - BOYS - 1ST INSTALLMENT	11,000	0	11,000
HOSTEL FEES - GIRLS - 1ST INSTALLMENT	11,000	0	11,000
HOSTEL FEES - SPRING	14,670	0	14,670
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
MATHS CRASH COURSE	3,500	175	3,675
MEDICAL INSURANCE (1 YR)	1,125	56	1,181
MITIGATION REEXAM	950	48	998
POSTPONEMENT FEES - NEW & CONTINUING STUDENTS	2,750	138	2,888
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 - BBA	1,000	50	1,050
REPEATING COURSE - BBA	4,100	205	4,305
RE-VALUATION FEES	300	15	315

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

*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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