

Tuition and other Fees Policy

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Tuition Fees Procedure

1. Tuition and other educational fees payments can be paid in full amount or on an installment basis and can be made via the following:
 - Cash payment.
 - Checks - certified or regular checks.
 - ATM card through the FBSU span machine.
2. In case of direct deposit or transfer to FBSU Bank Accountⁱ, a proof of payments, transfer form or deposit slip should be presented to the cashier for issuance of Receipt Voucher.
3. Head of Accounts shall post all payments on the system on a daily basis based on the Receipt Voucher issued by the cashier.
4. The Receivable's Accountant is responsible for reconciling the receivable balance based on the existing accounting system. Also, they are responsible for reviewing and ensuring the correctness of the accrued income per student account.
5. Student who wants to take a leave of absence, withdrawal from the current semester or complete withdrawal from the university should complete the Student's Clearance Form. The student's documents including transcripts can only be release after settlement of his/her account. The authorized signatories from the Accounting Department will sign the form to signify that the student's account has been settled.
6. Students with over payment on their accounts who want to completely withdraw from the university, the following options can be applied:
 - A) Refund via money transfer order to the student's account for the remaining balance.
 - B) Transfer to other Student's account- upon written request of transfer from the student with overpayment after the request is verified by the Accountant and approved by the Director for Financial.

ⁱ Bank account can be obtained from the Department of Finance Office.

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