

Tuition and other Educational Fees Policy

Policy #	FN-104	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

This policy aims at defining the applicable fees for tuition and other educational and non-educational services. The policy also establishes the framework for refunds of fees in case of student's withdrawals or drop of the semester.

2. Definitions

- 2.1. **Tuition Fees:** The applicable tuition fees as approved by the BOT at the time of student's admission at the University.
- 2.2. **Other Educational Fees:** All student fees other than the semester and/or credit hour tuition fees, including but not limited to: admission fees, duplicates of transcripts and graduation certificate fees, etc.

3. Policy

- 3.1. The Board of Trustees (BOT) decides on the recommendation of the University Council, the tuition and fees for other educational services that the University provides. These fees shall be posted on the University Web Site immediately upon BOT approval.
- 3.2. The applicable tuition fees for a student are the existing fees at the semester in which the student is admitted provided that s/he is enrolled in the same semester. New tuition fees are applicable to students that are admitted after the new fees are approved by the BOT.
- 3.3. Undergraduate students who enrolled 12 credit hours and above in a semester shall be charged a fixed tuition fees amount for that semester. Those who are enrolled below 12 credit hours in their graduating semester shall be charged per credit hour.
- 3.4. Graduate students shall be charged a fixed tuition fees amount except for those who extend their study duration beyond 4 regular semesters. In this case, they will be charged per credit hour if they register for less than 9 credit hours.
- 3.5. Admission application fees should be charged and paid by new students before taking the placement test or the entrance exam.
- 3.6. The University issues one free of charge official transcript and graduation certificate for transferring and graduating students. Duplicates and additional copies are issued for fees.
- 3.7. The University provides on campus car parking for fees established by the University Council.
- 3.8. All tuition, other educational, and parking fees are exclusive of applicable VAT and taxes.
- 3.9. The tuition fees for a student who withdraws from the semester will be refunded according to the following:

- A) The student is entitled to full refund of the semester tuition fees in case of withdrawal before the start of the semester.
- B) The student is obligated to pay 25% of the semester tuition fees in case of withdrawal in the first week of the semester.

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- C) The student is obligated to pay 50% of the semester tuition fees in case of withdrawal in the second week of the semester.
- D) The student is obligated to pay 75% of the semester tuition fees in case of withdrawal in the third week from the beginning of the semester.
- E) The student shall pay 100% of the semester tuition fees in case of withdrawal after the end of the fourth week from the beginning of the semester.
- 3.10. Other educational fees are not refundable.
- 3.11. The President and the Chancellor may exempt some students from or part of the tuition fees.

4. Related Documents

- 4.1. Tuition Fees Procedure FN-104-P01

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