

# ***Student Financial Responsibilities***

This document has been produced to help you anticipate the cost of achieving a university degree. All students are charged tuition fees (inclusive of VAT) which may be paid by a sponsor, or by personal contribution.

## **Table of Contents**

Finance Information .....	2
Student Fees and Charges.....	2
Tuition Fees.....	2
Security Deposit .....	2
Other Fees and Charges .....	3
Payment Options .....	3
Advance Payment of Fees (New Students) .....	4
New Student Payment Plans .....	4
Continuing Student Payment Plans.....	4
Important Note.....	4
Late Payments and Additional Charges.....	5
Help and Support - Hardship .....	6
Debt Management Procedure.....	6
Initial Finance Requirement at Enrolment Not Met.....	6
Failure to Pay Tuition Fees .....	6
Applicable Holds and Other Penalties.....	7
Key Policy Actions for Debt Management.....	8
Appeal Process.....	8
Cheque Return .....	9
Refund Policy (Tuition Fees Only).....	9
Withdrawal After Enrolment .....	10
September Intake-Withdrawal Policy .....	10
January Intake-Normal Student i.e. (Not Fast Track) .....	11
January Intake-Fast Track.....	12
Qualifying Criteria for a refund of Tuition Fee - 2+2 Programme.....	14
Advanced DEP / Condensed DEP.....	14
Withdrawal Policy for TSS Students .....	15
Refund/ Withdrawal for Not Meeting Equivalency Requirement.....	15
Other Key Matters.....	15
Security deposit .....	15
Visa deposit.....	15
Parking deposit .....	15
Excess Payment/Credit balances in the student account.....	15
Deferral Policy.....	16
Other General Matter.....	16
Programme Amendments and Financial Obligations .....	17

## Finance Information

The following section of this guide will explain, in detail, your financial responsibilities while you are studying at Heriot-Watt University. The main thing to remember is that you are responsible for ensuring that tuition fees are paid in full within Heriot-Watt University's terms and conditions. This applies equally if your fees are paid by a sponsor or if you are self-financing.

Further information of Tuition Fees can be found [here](#).

Please note that all fees are subject to revision. We must emphasize that there are serious consequences for non-payment of fees, including penalty charges, the withdrawal of facilities and withdrawal as a Heriot-Watt University student.

## Student Fees and Charges

### Tuition Fees

Tuition fees cover the provision of tuition which students receive and the cost of university facilities, including the libraries and computing facilities, which are available for use when studying. Fees will not cover, for example, the cost of reference books, notebooks and other stationery needed for study, or any University goods or services used which is not a necessary part of the program. Such additional costs will vary across programs.

In accordance with the University's Ordinances and Regulations, all fees and charges due, unless otherwise stated, are payable by students to the University in advance of enrolment as a student at the University. Details of tuition fees and other charges are issued to students either at the start of the Academic Year, or as appropriate during the year, and are due for payment as follows:

Tuition fees (New Students) – a non-refundable advance payment, equivalent to 10% of the tuition fee is due when a student accepts the offer of a place on the program. The balance will be due according to the student's payment plan or can be paid in full (see payment options below).

Tuition fees (Continuing Students) – students will receive their payment plan at the start of the academic year and can either pay in full or as per the dates in their payment plan (Through Mandatory Payment Options).

### Security Deposit

There is a refundable security deposit (AED 1,000) charged to cover damage/breakage/loss in connection with academic or non-academic materials/consumables or any other charges. The University in its discretion will apply the deposit against any outstanding debt or any fine that the University has imposed, which is unpaid.

Refund of Security Deposit: All security refund requests shall be processed only after completion of the program of study, subject to clearance from all departments. All deposit refunds shall be processed through bank transfer only. Please note that for bank transfer requests, bank charges will apply, and which will be borne by the applicant/student.

Note: Any refundable deposits can be claimed by the student within the timeline provided in the policy document (under the heading Other Key Matters). However, the refund would be subjected to the clearance of any outstanding dues.

### Other Fees and Charges

Other fees and charges include all other charges applied by the University, such as disciplinary fines, fines for late payment and replacement documentation (e.g. Student Identity Cards). There may also be Academic School charges, such as bench fees, field trips, breakages, or deposits. Please note that this list is not exhaustive.

For student visa fees (if required), these must be paid at least 30 days prior to the commencement of the program (or ASAP). Regrettably, these charges are non-refundable.

### Payment Options

The following options are open to you with regards to payment of fees/charges:

- Credit Card (in person at the Finance Counter- [Click Here](#))
- Bank transfer (students must pay all bank charges incurred)
- Online payment Link – [Click Here](#)
- Recurring Card Payment (RCP) – Mandatory for Monthly installment payment plan.

### Bank Transfer

To ensure that your bank transfer payment is reflected quickly in your student account you will be asked to:

- a. include your Heriot-Watt ID number as the reference number in the bank transfer request
- b. forward the SWIFT payment confirmation number that you receive from your bank to the following email address: [finance-services-dubai@hw.ac.uk](mailto:finance-services-dubai@hw.ac.uk).

The bank transfer can be made either in AED or USD. The Heriot Watt bank details are as follows:

Our Account Name: **HERIOT WATT UNIVERSITY**

#### **Paying in AED:**

Bank: Barclays Bank

Account number: 000002313617

IBAN number: AE260190000000002313617

Swift code: BARCAEAD

#### **Paying in USD:**

Bank: Barclays Bank

Account number: 000002313618

IBAN number: AE960190000000002313618

Swift code: BARCAEAD

## **Advance Payment of Fees (New Students)**

Students who receive an offer of admission are required to pay a non-refundable advance tuition fee deposit, as stated in the payment plan, at the time of accepting the offer in order to secure their place in the programme. This deposit is approximately 10% of the first-year tuition fee and forms part of the total tuition fees for the first year of study.

If a student does not meet the admission requirements and the University issues an official rejection letter, the tuition fee paid will be refunded after deducting the application fee and any other applicable charges.

### **New Student Payment Plans**

Students not requiring a University-sponsored visa must first pay the tuition fee deposit and application fee to secure their place in the programme. The remaining tuition fees must be paid through the mandatory Recurring Card Payment (RCP) option at the beginning of the semester/start date of the payment plan if opting for monthly instalments.

Students requiring a University-sponsored visa must pay the tuition fee deposit and application fee, with the balance tuition fees and any other applicable costs (such as visa services) payable as per the non-monthly instalment payment plan by the specified due dates. However, if they choose the monthly instalment option while holding a University-sponsored visa, tuition fees must be paid through the mandatory Recurring Card Payment (RCP) option at the beginning of the semester/start date of the payment plan.

All students are also required to pay a refundable security deposit of AED 1,000. This deposit must be claimed within six months of graduation or official withdrawal from the University. Failure to claim within this period will result in forfeiture of the refund.

*Please note: Payment of the security deposit alone does not secure a place in the programme. To secure admission, students must pay both the refundable security deposit of AED 1,000 and the non-refundable advance tuition fee deposit stated in the payment plan.*

### **Continuing Student Payment Plans**

Students not requiring a University-sponsored visa must pay their tuition fees through the mandatory Recurring Card Payment (RCP) option at the beginning of the semester/start date of the payment plan if opting for monthly instalments.

Students requiring a University-sponsored visa must pay their tuition fees and any other applicable costs (such as visa services) as per the non-monthly instalment plan by the due dates. However, if they choose the monthly instalment option while holding a University-sponsored visa, tuition fees must be paid through the mandatory Recurring Card Payment (RCP) option at the beginning of the semester/start date of the payment plan.

### **Important Note**

In cases of changes related to scholarships, discounts, programme amendments, additional courses, or mode of study, students must contact the Finance Team in advance to obtain an updated payment plan. If not communicated in advance, the Finance Office will update the payment plan or notify the student via email, and the revised charges will be payable immediately or as per due date as communicated.

### Late Payments and Additional Charges

- A. The following will apply if a cheque is dishonored, returned unpaid or a payment is missed:
- B. You are liable to pay a fine of AED 500.00 to cover the administration costs for every dishonored cheque.
- C. You are liable to pay any penalty charges your bank may levy.
- D. The balance of any amounts due becomes immediately payable in full.
- E. Cheques can be kept on hold for 15 days twice a year on payment of cheque holding charges AED 105 (VAT Inclusive) per cheque. The request should be sent to the finance team at least 7 days prior to the cheque due date.
- F. For RCP card change request due to any reason, will incur a charge of AED 105 (inclusive of VAT). However, students are allowed one free card change per academic year.
- G. A fine of AED 500 will be applied to students whose RCP transactions are declined for any reason. However, students have the option to clear the instalments within 5 calendar days from the transaction decline date to have the fine waived. If the due amount is cleared after 5 days, the decline charge will not be waived, and no further requests for waiver will be accepted.
- H. Addition to the above point/offer, the university will only provide 2 chances of RCP decline per academic year. If the RCP declines for the 3rd time and if the student clears the outstanding within 5 days of the decline, the fine will not be waived off.

## Help and Support - Hardship

If you are experiencing financial difficulties in paying fees, you must seek help at the earliest opportunity. It is important to keep the University informed of developments and in the first instance the University recommends that any student facing financial difficulty contacts the Dubai Student Service Centre to start discussing options. For further details on hardship Scholarship kindly review the FAQs in your ASKHU portal.

## Debt Management Procedure

The following procedures apply to outstanding fees and charges due to the University. In all instances of non-payment, early communication with the Finance Office is encouraged.

### Initial Finance Requirement at Enrolment Not Met

Students must complete one of the following at the time of enrolment:

1. Pay tuition fees in full.
2. Payment plan for international students – pay for the first instalment in full.
3. Payment plan for local students – pay the first instalment in full and subscribe to RCP (Mandatory) for the remaining instalments.

The following steps will be taken for students that enroll without meeting one of the above criteria:

**Step 1:** Once the fees is due, the Finance Office will send a reminder letter to the student HWU and personal (if available) email account drawing attention to the outstanding requirement and setting out the implications of non-payment, e.g., IT Services Hold/VLE Hold and Compulsory Withdrawal.

**Step 2:** After first reminder, if the installment/ RCP not Subscribed, the Finance Office will send another reminder letter to your HWU and personal (if available) email account drawing attention to the outstanding requirement and informing that the IT Services Hold/VLE Hold will now be applied, and the next step will be Compulsory Withdrawal if the fees remain unpaid.

**Step 3:** After second reminder, if the instalment /RCP still not Subscribed, the Finance Office will send another letter to your HWU and personal (if available) email account informing that the student will be Compulsory Withdrawn because of not meeting the Finance requirements for enrolment.

### Failure to Pay Tuition Fees

The following steps will be taken for students that meet the initial Finance requirements to enroll but fail to pay their tuition fees in accordance with their payment plan:

**Step 1:** Once the fees are due, the Finance Office will send a reminder letter to your HWU and personal (if available) email account drawing attention to the outstanding payment.

**Step 2:** After first reminder, If the fees remain unpaid, a second letter will be sent to your HWU and

personal (if available) email account, setting out the implications of non-payment and stressing the importance of informing the University, as a matter of urgency, of the reason(s) as to why payment has not been forthcoming.

**Step 3:** After a second reminder, If the fees remain unpaid, a third letter will be sent to your HWU and personal (if available) email account, setting out the implications of non-payment, e.g. IT Services Hold/VLE Hold, access card, and the potential denial of entry into exams at the end of the semester / year. The letter will also stress the importance of informing the University, as a matter of urgency, of the reason(s) as to why payment has not been forthcoming. Your Head of School/Institute will also be notified of the situation.

**Step 4:** After Third Reminder, If the fees remain unpaid, the University will withdraw any award of scholarship or other financial assistance offered to you. You will be informed via a fourth letter which will be sent to your HWU and personal (if available) email account.

**Step 5: Final Reminder** - If the fees remain unpaid, Finance will write to you to inform you that holds, e.g. IT Services Hold/VLE Hold, Graduation/Award Hold and Finance Hold, have been placed on your student record.

You will not be able to take your exams, view your results, graduate (if applicable), order transcripts nor enroll in the next academic year until the debt is paid.

**End of Semester I:** If a student accounts to have a significant debt at the end of Semester I, they will be de-registered from their Semester II courses (if applicable) and will be unable to register for Semester II and will be marked as compulsory withdrawn from the university.

Students that are unable to enroll in the current academic year because of outstanding debt from the previous academic year will be Compulsory Withdrawn from the University.

### Applicable Holds and Other Penalties

- Finance Hold: You will not be permitted to enroll nor register for courses.
- IT Services Hold: You will not be able to access IT systems, e.g. myHWU portal, HW email, Canvas
- VLE Hold: You will not be able to access your canvas for viewing or submission.
- Graduation/Award Hold: You will not be able to view your results, graduate nor receive an award.
- Access card for the building may be disabled.
- Academic references, transcripts, letters, certificates, etc. may be withheld.
- Potential denial of entry into exams at the end of the semester / year
- The University reserves it's right to compulsory withdraw any student who has failed to pay their fees after serving all the reminders and who has made no attempt to contact the University to discuss the issues and agree a revised payment plan.
- Students with resit examinations in the August exam diet can exceptionally request reinstatement for their resit exam(s) by contacting [student-services-dubai@hw.ac.uk](mailto:student-services-dubai@hw.ac.uk). The student will be compulsory withdrawn immediately after their resit exam(s).
- The University reserves the right to amend this policy from time to time considering prevailing circumstances.

## Key Policy Actions for Debt Management

The University is keen to maximise its cash collection and in the first instance the debt. recovery policy will be followed. Where the fees remain outstanding and if the proposed plan not agreed with the finance department regarding the clearing outstanding, the following procedure will be followed:

Debts greater AED 5000 will be referred to our debt collection Agency after serving respective reminders, as stated in Debt Management Procedure.

The University reserves the right to amend this policy from time to time considering prevailing circumstances.

## Appeal Process

If you are not content with a decision concerning payment of fees, please contact [finance-services-dubai@hw.ac.uk](mailto:finance-services-dubai@hw.ac.uk), or you can log your enquiry in your ASKHW portal.

## Cheque Return

The following procedure details the process undertaken if, for any reason, a cheque is returned from the Bank unpaid:

Step 1: the Finance Office will send an email to the student's HWU and personal (if available) email account drawing their attention to the dishonored cheque. A penalty charge of 500 AED will be levied to cover administrative costs.

Step 2: If the fees remain unpaid, a letter will be sent to the student's HWU and personal (if available) email, setting out the implications of non-payment and stressing the importance of informing the University, at the earliest opportunity, of the reason(s) as to why payment has not been forthcoming.

Step 3: After the second reminder if the fees remain unpaid a third letter will be sent to the student's HWU and personal (if available) email, setting out the implications of non-payment and stressing the importance of informing the University, at the earliest opportunity, of the reason(s) as to why payment has not been forthcoming.

Step 4: Final reminder – if the fees remain unpaid finance will write to you to inform that holds example – IT services hold/VLE Hold, graduation/award hold and finance hold have been placed on your student account.

The University reserves the right to amend this policy from time to time considering prevailing circumstances.

## Refund Policy (Tuition Fees Only)

Below is the withdrawal policy mentioned based on the criteria. Students who wish to withdraw from the Programme of study before completion should apply for withdrawal through the student services department. Students with this offer letter may request a transfer to another Heriot-Watt University campus to begin their studies in September 2026, subject to programme availability and other terms and conditions. Please contact the Heriot-Watt University Dubai Admissions team for further information or assistance.

- For our September 2026 intake only, the tuition fee deposit is refundable.
- Pre-enrolment withdrawal: Any payments made (in addition to the tuition fee deposit) toward the total tuition fee are also fully refundable.
- For students requiring a UAE study permit, if the visa application is unsuccessful from the UAE Immigration which is applied through university visa department, the tuition fee deposit will be refunded; however, visa fees and other applicable charges are non-refundable.
- Post-enrolment: The University's Withdrawal and refund policy (Dubai campus tuition fees | Heriot-Watt (hw.ac.uk)) will apply for any refund requests.
- Any payment made in error to the University will be refunded in full upon submission of appropriate supporting evidence.
- All refunds are processed via bank transfer, and the amount will be returned to the original source account from which the payment was made.

\*This applies only to tuition deposits made towards the September 2026 intake. This does not include the cost of the application fee.

## Withdrawal After Enrolment

### September Intake-Withdrawal Policy

**For New students-** If any student wants to withdraw from the University after enrolment, then following fees will be chargeable:

Date of Form Submitted to DSSC	Amount
Before September month	10% of the Gross Tuition fee and applicable taxes.
In September Month	20% of the Gross Tuition fee and applicable taxes.
In October Month	30% of the Gross Tuition fee and applicable taxes.
In November Month	40% of the Gross Tuition fee and applicable taxes.
In December Month	50% of the Gross Tuition fee and applicable taxes.
In January Month	60% of the Gross Tuition fee and applicable taxes.
In February Month	70% of the Gross Tuition fee and applicable taxes.
In March Month	85% of the Gross Tuition fee and applicable taxes.
In April Month	100% of the Gross Tuition fee and applicable taxes.

**For Continuing students-** If any student wants to withdraw from the University after enrolment, then following fees will be chargeable:

Date of Form Submitted to DSSC	Amount
Before September month	10% of the Gross Tuition fee and applicable taxes.
In September Month	20% of the Gross Tuition fee and applicable taxes.
In October Month	30% of the Gross Tuition fee and applicable taxes.
In November Month	40% of the Gross Tuition fee and applicable taxes.
In December Month	50% of the Gross Tuition fee and applicable taxes.
In January Month	60% of the Gross Tuition fee and applicable taxes.
In February Month	70% of the Gross Tuition fee and applicable taxes.
In March Month	85% of the Gross Tuition fee and applicable taxes.
In April Month	100% of the Gross Tuition fee and applicable taxes.

### January Intake-Normal Student i.e. (Not Fast Track)

**For New students-** If any student wants to withdraw from the University after enrolment, then following fees will be chargeable:

Date of Form Submitted to DSSC	Amount
Before January month	10% of the Gross Tuition fee and applicable taxes.
In January Month	20% of the Gross Tuition fee and applicable taxes.
In February Month	30% of the Gross Tuition fee and applicable taxes.
In March Month	40% of the Gross Tuition fee and applicable taxes.
In April Month	50% of the Gross Tuition fee and applicable taxes.
In May Month	50% of the Gross Tuition fee and applicable taxes.
In June Month	50% of the Gross Tuition fee and applicable taxes.
In July Month	50% of the Gross Tuition fee and applicable taxes.
In August Month	60% of the Gross Tuition fee and applicable taxes.
In September Month	70% of the Gross Tuition fee and applicable taxes.
In October Month	80% of the Gross Tuition fee and applicable taxes.
In November Month	90% of the Gross Tuition fee and applicable taxes.
In December Month	100% of the Gross Tuition fee and applicable taxes.

**For Continuing students-** If any student wants to withdraw from the University after enrolment, then following fees will be chargeable:

Date of Form Submitted to DSSC	Amount
Before January month	10% of the Gross Tuition fee and applicable taxes.
In January Month	20% of the Gross Tuition fee and applicable taxes.
In February Month	30% of the Gross Tuition fee and applicable taxes.
In March Month	40% of the Gross Tuition fee and applicable taxes.
In April Month	50% of the Gross Tuition fee and applicable taxes.
In May Month	50% of the Gross Tuition fee and applicable taxes.
In June Month	50% of the Gross Tuition fee and applicable taxes.
In July Month	50% of the Gross Tuition fee and applicable taxes.
In August Month	60% of the Gross Tuition fee and applicable taxes.
In September Month	70% of the Gross Tuition fee and applicable taxes.
In October Month	80% of the Gross Tuition fee and applicable taxes.
In November Month	90% of the Gross Tuition fee and applicable taxes.
In December Month	100% of the Gross Tuition fee and applicable taxes.

## January Intake-Fast Track

**For New students-** If any student wants to withdraw from the University after enrolment, then following fees will be chargeable:

Date of Form Submitted to DSSC	Amount
Before January month	10% of the Gross Tuition fee and applicable taxes.
In January Month	20% of the Gross Tuition fee and applicable taxes.
In February Month	30% of the Gross Tuition fee and applicable taxes.
In March Month	40% of the Gross Tuition fee and applicable taxes.
In April Month	50% of the Gross Tuition fee and applicable taxes.
In May Month	60% of the Gross Tuition fee and applicable taxes.
In June Month	70% of the Gross Tuition fee and applicable taxes.
In July Month	85% of the Gross Tuition fee and applicable taxes.
In August Month	100% of the Gross Tuition fee and applicable taxes.

**For Continuing Student students-** If any student wants to withdraw from the University after enrolment, then following fees will be chargeable:

Date of Form Submitted to DSSC	Amount
Before January month	10% of the Gross Tuition fee and applicable taxes.
In January Month	20% of the Gross Tuition fee and applicable taxes.
In February Month	30% of the Gross Tuition fee and applicable taxes.
In March Month	40% of the Gross Tuition fee and applicable taxes.
In April Month	50% of the Gross Tuition fee and applicable taxes.
In May Month	60% of the Gross Tuition fee and applicable taxes.
In June Month	70% of the Gross Tuition fee and applicable taxes.
In July Month	85% of the Gross Tuition fee and applicable taxes.
In August Month	100% of the Gross Tuition fee and applicable taxes.

**Note:** Gross tuition fee is the chargeable fee mentioned in the offer letter/websites before adjusting any discounts/Scholarships/waivers.

## Qualifying Criteria for a refund of Tuition Fee - 2+2 Programme

- Student unable to progress - No refund.
- Deferred/notdecided to taketransfer to Edinburgh– No Refund
- Students changed their mind and continue in the same campus, additional fees paid in 2+2 (which is more than the normal programme fee), the extra paid amount will be applied to only Year 4 fees.
- Student decided to graduate in Year 3, no refund/no fee adjustment for 2+2 fees paid in previous year.
- Return to Dubai after Year 3 - Year 2 additional fees credited to Year 4
- Students who are unable to transfer due to visa restrictions - full refund of additional fees.

## Advanced DEP / Condensed DEP

- If a student is unable to progress from DEP to UG (Year 1) in the same academic year, the tuition fee will be charged for regular DEP fees and if any excess payment, the amount would be carried forward to Undergraduate account and they will be charged the latest tuition fees for the programme which they enrol in at the Dubai Campus for that specific academic year.
- If the student completes the DEP portion and decides to take TSS (Temporary Suspension of Studies) for their UG (Y1) programme, then regular DEP fees for that particular Academic year will be charged and they would lose the discounted fee for Condensed DEP programme. Furthermore, the latest tuition fee will be charged for the UG programme which they enrol in Dubai Campus for that specific Academic year.
- If the student withdraws from Condensed DEP programme prior to December month, then the September intake withdrawal policy will be applied.
- If a student withdraws from condensed DEP program after completion of DEP portion, then the regular DEP fees will be applied. Students who are withdrawing after completion of DEP in between the period from January till April, then the regular DEP fees plus 50% of the balance Condensed DEP fee will be charged.

### Example:

If you consider regular DEP fee is AED 51,514 and Condensed DEP fee is AED 85,857  
Then, tuition fee chargeability is AED 68,685.50 (51,514 + 50% of the balance Condensed DEP fee, i.e., 17,171.50 {85,857 – 51514 = 34,343 \* 50%}).

- If a student withdraws from condensed DEP program after completion of DEP portion, and without enrolling to UG (Year1) then the regular DEP fees will be applied along with 10% of the balance condensed DEP fees.

### Example:

If you consider regular DEP fee is AED 51,514 and Condensed DEP fee is AED 85,857  
Then, tuition fee chargeability is AED 54,948.30 (51,514 + 10% of the balance Condensed DEP fee, i.e., 3,434.30 {85,857 – 51514 = 34,343 \* 10%}).

## Withdrawal Policy for TSS Students

**Scenario 1** - If the application date for TSS is on or after the the start of TSS, the application date itself will be considered as the withdrawal date.

**Scenario 2** - If the application date for TSS falls before the start of TSS, the start date of the TSS will be considered as the withdrawal date.

## Refund/ Withdrawal for Not Meeting Equivalency Requirement

The University reserves the right to withdraw any student who does not fulfill the CAA Educational Equivalency Requirement within the specified timeline. In such cases, the fee charged will be calculated based on when the withdrawal notification was issued by the University. For pro-rata fee calculation, it will be the same as whatever is charged when the student withdraws after enrolment.

Students who have paid more than the applicable fee amount as per the withdrawal policy are eligible for a refund. Refund requests must be submitted within six months of the withdrawal date; otherwise, the right to claim a refund shall be forfeited

## Other Key Matters

### Security deposit

Effective 1st May 2023, all security deposit refunds must be claimed within 6 months after graduating or leaving the University. If the refund is not claimed within the given timelines, the deposit will be forfeited.

### Visa deposit

Effective 1st May 2023, all visa deposit refunds must be claimed within 6 months after visa cancellation date. If the refund is not claimed within the given timelines, the deposit will be forfeited.

### Parking deposit

Effective 1st May 2023, all parking deposit refunds must be claimed within 6 months after graduating or leaving the University. If the refund is not claimed within the given timelines, the deposit will be forfeited.

### Excess Payment/Credit balances in the student account

Effective 1st May 2023, any students having excess balances laying in the student account must be claimed within 6 months after graduating or leaving the University. If the refund is not claimed within the given timelines, the balances will be forfeited.

Note: University does not have any financial records prior to AY2016-17, unfortunately, we are unable to process any refund requests for graduates from cohorts prior to 2016.

## Deferral Policy

- The student can request to defer entry to the next intake/entry point by writing to the appropriate admissions team. If your request is approved, only one deferral and within 12 months, after that you will be required to submit a new application. Although the admission team reserves the right to accept/ cancel the deferral request considering factors like seat availability/ Programme availability, etc.
- It is the responsibility of the student to be aware of any changes to deadlines such as 10% deposit payment should you submit a request to defer.
- Deferring your offer is likely to result in tuition fee increases. Tuition fees are subject to annual review and tend to increase each year. If you apply for a place for deferred entry from the outset, tuition fees for next year might not be available and your offer will quote with the change fee.
- If the student has already paid a 10% deposit, the deposit will normally be held by the University against your deferred offer and not refunded.

## Other General Matter

**Repeat, Reattend and Additional Courses** - Students who are enrolled in repeat or reattend courses along with normal courses are required to contact the Finance Office to confirm their tuition fees. The payment plan provided at the beginning of the academic year is based on a standard course (typically 120 credits).

If you are registering for additional courses, whether repeating, reattending, or exceeding the standard credits—it is students' responsibility to inform the Finance Office and verify any changes to your fee structure. The Finance office may reserves the right to send an amended payment plan upon receiving the additional courses confirmation from the respective department and student is liable to pay the fees.

Students who have applied for a refund, while processing the refund, if there is any outstanding laying in the account, the outstanding will be first adjusted with the refund amount and any balance remaining after that will be refunded back to the students.

To apply for graduation, students must fulfil their fee payment obligation to the university by making an actual payment rather than committing payments, prior to submitting the graduation application.

Students who have graduated from their Programme and wish to continue, for eg. Year 4 of UG, they will be charged the new fees applicable to the current academic year and any scholarships provided in the prior years will not be carried forward.

Any student decided not to continue with year 4 and graduate with an ordinary degree after year 3. The academic scholarship applicable for Year 4 will become null and void and won't be adjusted in Year 3.

## Programme Amendments and Financial Obligations

- It is the primary responsibility of all students, both new and continuing, to promptly inform the finance department of any amendments to their program of study.
- Changes/Amendments in program details may result in adjustments in tuition fees and discounts, and it is essential for students to pay off any financial differences that may arise. In case they don't contact the finance office, the finance office may charge them appropriate fees as per the changes and update accordingly.
- Students who are retaking or reattending any courses will not be eligible for scholarships or discounts.
- Campus transfer students will be charged the latest tuition fee for the program they enroll in at the Dubai campus for that specific academic year.
- Students who change their program will be charged the latest tuition fee for the program they enroll in at the Dubai campus for that specific academic year.
- Students are required to maintain a minimum grade of C in all subjects by the end of the academic year to remain eligible for the merit scholarship. Failure to meet this criterion will result in the revocation of the scholarship for the following year(s).