

## Regulations of university fees:

### 1. University fees

- types of university fees:
  - i. Admission fees which are about the registration of a new student, enrollment request and placement exams.
  - ii. Educational bags.
  - iii. Semester registration fees and the student locker.
  - iv. Credit hours fees.

### 2. General rules

- All students must pass IELTS requirements after the foundation year.
- Admission fees and registration fees, as well as educational bags fees are non-refundable.
- Credit hours fees are refundable subject to the by-laws and regulations of the university.
- Summer semester is s as one installment.
- In case of a course drop, the books are not returnable, and the student must pay for them.
- The student must bring original payment receipt for courses upon receipt of educational bags (books).
- Students should retain all receipts and the university is not responsible for any claims without receipts.
- No student may attend lectures as along as the first installment of study fees is not paid yet.

- The University will delete the student's registration if the payment is not made during the first week of the study.
- The study fees of a postponed semester cannot be refunded if the student submitted a full withdrawal application after the allowed withdrawal period.
- When retaking a course, the student must pay for the credit hours.
- In case of semester registration by a student and he or she dropped courses before payment in the drop and add period; the student then must pay for the semester registration fees and student locker.

### **3. Regulations of full withdrawal and semester postponement**

#### **3.1. Full withdrawal from the university**

In case of full withdrawal from the university, the student has the right to reclaim the study fee he/she paid according to the date they submitted their withdrawal as follow:

- If the withdrawal took place in the first or the second weeks of the semester; the university keeps 15% of total fees of the credit hours and the rest of the fees are returned to the student.
- If the withdrawal took place in the third or the fourth weeks of the semester; the university keeps 30% of total fees of the credit hours and the rest of the fees are returned to the student.
- The student loses the paid fees if they withdraw after the first quarter of the semester.

#### **3.2. Course drop**

1. when a student drops a course or more; he/she has the right to reclaim full or part of the fees he/she paid according to the date of the dropping, as follow:

- 1.1. If the dropping of a course or more took place before the end of the first week; the full course fees are deposited back

to the student's bank account associated with the university. (Note that the sum is deposited back to the student's bank account and not by cash).

- 1.2. The student loses the paid fees after the passing of the first week (the second week of the total course weeks).
- These terms apply to the semester postponement as well.

**Notes:**

- These regulations do not include the installment system, and the student must complete the payment of fees; thus, the calculations are only valid from total fees not from the first installment.
- The student must fill in an application form from the Admission and Registration Department in cases of course dropping and addition or full withdrawal.
- These terms apply to the semester postponement as well.

**\* Note:** All fees are subject to change.

**\* Note:** If the student has been exempted from some of the Foundation courses, fee of the foundation program will be less as a result of the student's placement test.