

## 1. Application and Registration Fees

The application and registration fee for undergraduate programs is AED 1,300. The fee should be paid in cash in one installment upon registration and is not part of the tuition. The application and registration fee is non-refundable, except when the application is rejected in which case an amount of AED 1,000 will be refunded to the student.

A student who wishes to apply for transfer from another accredited institution will pay a non-refundable fee of AED 500. This fee shall be considered part of the application and registration fees if the student is admitted in University of Science and Technology of Fujairah.

Students admitted to the Dentistry, are required to pay a seat reservation deposit as stated in the table below. This deposit is non-refundable and non-transferable and must be paid before the deadline stated on the letter of admission. This deposit is deductible from the student's tuition once the applicant joins the University. If the student asks to defer admission to the following semester and the request is approved, the deposit will be applied to the following semester.

Program	Deposit (AED)
Doctor of Dental Surgery	8,000

## 2. Tuition

### a. Credit Hours

- Tuition fees for undergraduate programs offered at the University are as follows:

College	Fee per one credit hour
College of Dentistry/ Doctor of Dental Surgery	AED 2,000
College of Pharmacy and Health Sciences / Bachelor of Pharmacy	AED 1,500
College of Mass Communication / Bachelor of Arts in Mass Communication, Public Relations & Advertising	AED 1,025
College of Law / Bachelor of Law	AED 1,100
College of Architecture, Arts and Design / Bachelor of Interior Design	AED 1,300
<b>College of Engineering and Information Technology :</b>	
B Sc. In Electrical Engineering / Electronics & Communication	AED 1,300
B Sc. In Electrical Engineering / Power and Renewable Energy.	AED 1,300
B Sc. In Information System / Project Management	AED 950
<b>College of Humanities and Sciences :</b>	
Bachelor of Arts in Sociology and social work	AED 1050
Bachelor of Arts in Psychology	AED 1050
College of Business Administration / B.Sc. In Management	AED 950
University Requirements Courses	AED1,150

### b. Laboratory, Clinic h Studio Fees

Students registered in the programs offered by the College of Dentistry and College of Pharmacy & Health Sciences and Interior Design pay a flat semester fee for specialized laboratory sessions and clinics as shown in the table below:

College	Dentistry		Pharmacy	Interior Design
	1st -3rd year	4th & 5th year		
Fees	AED 4,000	Clinics	AED 2,600	AED 1,500
		AED 6,000		

This fee does not include the lab fees of courses of the proposed sequence of study (study plan) offered by other colleges.

- Students registered in the program of Bachelor of Arts in Mass Communication will pay a studio fee of AED 1,025 per semester for each registered course having Radio/TV session.

### C. Orientation Service Fee

New students pay a fee of AED 1,150 for the Orientation Service, which is to be taken during the first semester of enrolment.

## 3. Additional Fees

- Additional lab fee for each registered course having lab sessions offered by colleges other than College of Dentistry and College of Pharmacy: AED 650
- Additional fee for courses having a tutorial session: AED 550
- Additional fee for graduation project courses at the Information Technology AED 600
- Additional fee for graduation project courses at the Colleges AED 550
- Additional fee for internship courses: AED 800
- Student service fee per semester: AED 300
- Application fee for an incomplete course: AED 500
- Reference letter: AED 30
- Extra copy of the academic transcript: AED 100
- Grade grievance application: AED 100
- ID card, per academic year: AED 25
- Additional fee of AED 500 per each registered course taken as independent studies.

*The University reserves the right to increase the tuition and other fees up to 10% per academic year when deemed necessary.*

**- 5% VAT will be added to all the above-mentioned fees**

## 4. Payment Terms

A student should pay AED 4,000 in advance as a deposit in order to register in fall/spring semesters (AED 2,000 in summer session).

Upon registration, the student should pay the tuition fees in full within two weeks from the end of the add/drop period. The Finance Department has the right to take the necessary action against any student who has not settled their due balance of tuition fees, including suspension of registration and ineligibility to attend exam sessions.

The student has an option to settle tuition fees in (3) three monthly installments by providing postdated cheques. To get this privilege, the student should obtain the Finance Department's approval after filling out the required form. This option is valid for spring/fall semesters only.

Tuition for summer semester should be paid in one installment within (2) two weeks from the end of the add/drop period.

### Payments to the University are accepted in the following forms:

- Cash: Denomination of UAE Dirhams, GCC currencies & USD
- Check: Current & Post Dated, UAE Dirhams cheques drawn on UAE Bank\*
- Postdated cheques are subject to Finance Department's approval.
- Credit Cards: Visa, Master, American Express & Diners Club.
- Direct deposit and bank transfer to:

- Bank : Abu Dhabi Islamic Bank
- Branch : Al Fujairah
- Account Name : University of Science & Technology of Fujairah
- IBAN : AE12050000000010270215
- SWIFT : ABDIAEAD

The student's name and University ID number (if available) must be mentioned in all deposits and transfers.

Please scan the deposit slip or transfer confirmation and e-mail them to: [finance@ustf.ac.ae](mailto:finance@ustf.ac.ae) or fax them to: +971 9 2243134

For further finance-related inquiries, please contact the Student Accounts on +971 9 2023652 or +971 9 2023653 or drop an e-mail to [finance@ustf.ac.ae](mailto:finance@ustf.ac.ae)

\* Each bounced cheque will be subject to a penalty of AED 200.

## **5. Refund Policy**

### **a. Add/Drop Period**

During the add/drop period students may add or drop courses without incurring charges. If a student adds one or more course(s) during the add/drop period, he/she must pay additional tuition corresponding to the added course(s) at the time of submitting the application, otherwise the application will be rejected.

If a student withdraws from one or more courses during the add/drop period, the fees of the dropped course(s) will be credited to the student account for the following semester.

A student may withdraw from one or more course(s) after the end of the add/drop period, provided he/she remains registered in at least three courses during that semester (nine credit hours). In this case, the student does not have the right to claim any refund for the fees of the withdrawn courses.

### **b. Suspension of Registration**

During the add/drop period a student may submit an application for suspension of registration for one or a maximum of two consecutive semesters. The application should be submitted to the Admission and Registration Department. In this case, the full amount of any fees paid shall be credited in full to the student's account for the following semester, or refunded two weeks after the submission of the refund application to the Student Account Officer (at the Finance Department).

If the student submits an application for suspension of registration for one or two semesters during the two weeks following the end of the add/drop period, he/she shall be entitled to only 50 % of the tuition fees of the semester in which he/she submits the application for suspension.

If the student submits an application for suspension of registration after the end of the two weeks following the add/drop period, he/she will not be entitled to claim a refund of any part of the tuition fees of the semester in which he/she submits the application for suspension.

If a student wishes to reclaim any amount from a credit balance – in case of suspension only, he/she must fill in an Application for Refund Form and submit it to the Student Account Officer (at the Finance Department) after the end of the add/drop period. A cheque payment will be prepared within two weeks from receiving the

application. If the student fails to do this, the amount will be credited to the student balance for the following semester.

### **c. Withdrawal from the University**

During the add/drop period, the student may submit an application for suspension of registration and withdrawal from the University. The application should be submitted to the Admission and Registration Department. In this case, the student is entitled to a full refund of tuition fees paid for the semester in which he/she submits the application for withdrawal. The refund will be made one week after the submission of the application for refund to the Student Account Officer (at the Finance Department).

If the student makes an application for suspension of registration and withdrawal from the University within the two weeks following the end of the add/drop period, he/she is entitled to a refund of only 50 % of the tuition fees for the semester in which he/she submits the application.

The student shall not be entitled to claim a refund of any part of the tuition fees if the application for suspension of registration and withdrawal from the University is made more than two weeks after the end of the add/drop period.

### **d. Disciplinary Dismissal**

A student who is dismissed from the University for Disciplinary Reasons is not entitled to any refund of tuition fees of the semester of dismissal.

## **6. Tuition Waiver**

### **a. New students**

New students are entitled to a waiver of 20 % of their tuition in the first semester of their study, after fulfillment of the English proficiency requirement, if

- 1- The student obtains a minimum grade of 95 % in secondary school final examinations (for the college of dentistry and college of pharmacy and health sciences programs)
- 2- The student obtains a minimum grade of 90 % in secondary school final examinations (for all other colleges)

## b. Continuing Students

Continuing students are entitled to a reduction of 20 % of their C.H. in a regular semester if they have obtained a GPA of 3.8 or higher out of 4.0 and completed successfully at least 15 credit hours during the previous semester.

Continuing students are entitled to a reduction of 10 % of their C.H. in a regular semester if they have obtained a GPA of (3.6 to 3.79) out of 4.0 and completed successfully at least 15 credit hours during the previous semester.

The University reserves the right to amend the secondary school grade or semester GPA required by students to be entitled to tuition fee reduction.

## c. Sibling Fee Waiver

All sibling students and first degree relatives (parents and full siblings) registered in any undergraduate program are eligible for a fee waiver from 5% to 20% according to their order of registration in the same semester (excluding the summer session), after submitting a request with copies of their passports to the financial aid office. This fee reduction is not subject to the AGPA condition. It is applicable as follows:

Sibling	Waiver Rate
First	5%
Second	10%
Third	15%
Fourth and above	20%

## d. Performance Fee Waiver

Exemptions from tuition fees shall be granted to the top three academically outstanding students in each college during each regular semester, in accordance with the following regulations:

- A student holding first place at College level: 100 % fee exemption.
- A student holding second place at College level: 75 % fee exemption.
- A student holding third place at College level: 50 % fee exemption.

These exemptions shall be applied only to students who have demonstrated good conduct, who have completed at least 60 credit hours at the University, and who have not breached the Student Behavior Code during their entire period of study.

### **e. Top Secondary School Students Waiver**

The top three students from secondary schools within the emirate of Fujairah are entitled to a fee waiver in the first semester of their study only, as follows:

- 100% for the first top student
- 75% for the second top student
- 50% for the third top student

Discount above will be continued following academic years, but the semester grade shall not be less than 3.8.

N.B.:

- i. Tuition waiver is applied to undergraduate programs only. In addition, it is applied to C.H. fees for specialization courses only during fall/spring semesters only. Summer semester is excluded.
- ii. If a student meets more than one of the above, i.e. conditions of fee waiver or scholarship, she/he will not be entitled to benefit from more than one fee waiver at the same time. In this case, the student will be granted the higher fee waiver. All fee reductions will be granted on the condition that the student satisfies the English proficiency requirement before the end of the Add & Drop period in the first semester of their enrollment.
- iii. All above-mentioned tuition fee reductions are subject to general eligibility conditions as specified in the University Policies & Regulations. For more details, please contact the Financial Aid Office.
- iv. 5% VAT will be added to all tuition fees

## 7- Accommodation Fees (Female)

Room Type	Fall / Spring Semester	Summer Semester	Daily Rent
Single Studio	17,325	5,775	200
Big Room	13,080	4,100	160
Small Room	11,550	3,700	140
Big Double	6,540	2,155	80
Small Double	5,775	1,965	70
Triple	4,360	1,435	-----

You must review reservation and withdrawal regulations with the housing department