

Fees Collection & Refund Policy

The objective of this policy is to provide regulations and guidelines for the fee structure applicable to various graduate and undergraduate programs. The policy also establishes guidelines for scholarships, refunds, and withdrawals.

Fees Collection:

- Each SIUD program listed in the catalogue carries a prescribed fees. Students admitted to a program must pay this prescribed fees on or before the date mentioned in the invoice.
- A fee payment schedule is provided upon admission to admitted student and in case of an installment plan the payment should be made by the 10th of each month.
- The University may allow payment of semester fees in up to two instalments per semester upon request.
- Annual Installment Plans
 - 1st Installment – Before start of Fall Semester
 - 2nd Installment – 8th Week of Fall Semester
 - 3rd Installment – Before start of Spring Semester
 - 4th Installment – 8th Week of Spring Semester
- The fees can be paid through any of the following mode of payment
 - Cash,
 - Credit or Debit Card
 - Cheque
 - Direct Bank Transfer
 - Website Payment Gateway
 - Online Payment Link,
- Payment against Cheque(s) can be done 5 days prior to the date of the presenting the Cheque(s).
- If paying by bank transfer, all bank charges are to be borne by the remitter. Receipts will be issued upon confirmation of the transfer.
- Fees can also be paid at the Fee Counter in the university from 9:00 AM to 3:30 PM on all working days, using cash, cheque, or credit/debit card.
- Students with outstanding dues will have their academic records withheld and will not be allowed to register for the next semester.

Students who pay tuition fees with post-dated cheques must follow the following procedures:

- All Cheque(s) should be made payable to “**SYMBIOSIS INTERNATIONAL UNIVERSITY**” and the date mentioned on the Cheque(s) should not be later than the 10th of the month.
- In the event of a Cheque being dishonored, the student will be charged with Cheque Return charges as mentioned in the Fees Structure.
- In case of withdrawal from a program by the student, the fee will be processed as per the Refund Policy.
- The rest of the submitted post-dated cheques will be returned.

Program Tuition Fees

Academic Fees	Annual Fees (AED)	Annual Fees In AED (5% VAT incl)
Bachelor of Computer Applications (BCA)	42,000	44,100
Bachelor of Business Administration (BBA)	42,000	44,100
Bachelor of Arts in Media and Communication (BAMC)	42,000	44,100
Master of Business Administration (MBA)	45,000	47,250

Other Fees / Charges	Payment Frequency	Fee - AED
Common Fees		
Application Fee	One Time	1,500 (VAT incl.)
Security Deposit	One Time	4,000
Backlog Fee	As Applicable	500 + 5% VAT
Graduation Fees	One Time	500 + 5% VAT
Visa and Medical Insurance (Inside UAE)	Yearly	6,000 (VAT incl.)
Visa and Medical Insurance (Outside UAE)	Yearly	5,000 (VAT incl.)
Visa and Medical Insurance Renewal	Yearly	3,500 (VAT incl.)
Visa Cancellation Fee (Inside UAE)	One Time	800 (VAT incl.)
Visa Cancellation Fee (Outside UAE)	One Time	2100 (VAT incl.)
Hostel Fee	Monthly	As per chosen accommodation*
Transportation Fees	Monthly	As per pickup point*
Bonafide Letters (Driving License, Embassy, Consulate, Passport Office, Bank, RTA. Etc.)	As Applicable	150 + 5% VAT
Duplicate Transcript charges (per transcript)		100 + 5% VAT
Re- Totalling fee/Re-checking charges		100 + 5% VAT
Degree Certificate changes		150 + 5% VAT
Duplicate Student ID Card		50 + 5% VAT
Duplicate Student Admit Card		50 + 5% VAT
Fines and Penalties		
Late payment fee (Per day)	As Applicable	10 (VAT incl.)
Library Damages	As Applicable	As per incident report
Cheque Dishonor Charges	As Applicable	150 (VAT incl.)

***Hostel Facility** - KSK Homes/ The Myriad/ Yugo Dubailand/ Any other

***Transportation** - STS Transport/Any Other.

Note - All above mentioned charges are subject to change depending upon factors not under the University's control and shall depend on any change in Government / Immigration charges; Insurance subscription charges; Accommodation provider revising rentals; Transport Provider revising rates etc.

Tuition & Other Fees

The tuition fees are charged on an annual basis and remains consistent for students who remain continuously enrolled and complete their program. Any instances of program postponement will be handled in accordance with Refund Policy

- Annual fee changes may occur to both tuition fees and other fees; changes in tuition fees will be applied to **only new admissions**, other fees changes will be applicable to both new admissions and continuing students.
- These changes will take effect at the beginning of each new academic year, and detailed information will be published by the Finance Department beforehand.
- Any change to tuition and other fees shall be announced and broadcasted well in advance on all SIUD communication platforms including the Catalogue of the academic year, prior to the start of each academic year.

Fines & Penalties:

- A late fee payment of AED 10/-per day will be charged if fees are not paid by the due date.
- Any dishonored charges will be subject to a 150 AED fee.
- Exam appearance and access to all University facilities may be restricted in the case that the fee is not paid.
- Any certification including at the completion of a course/program shall be subject to full fees payment as prescribed.

Scholarship / Fee waiver

- The approval of the scholarship is subject to meeting the admission, scholarship criteria and submission of the supporting documents.
- Students who meet the admissions requirements and complete the registration formalities will be offered a fee payment plan in addition to the scholarship / fee waiver granted to them at the time of acceptance.

Fee Refund Policy

Policy for Refund of Fees on account of Cancellation of Admission for Undergraduate and Graduate Programmes.

Sr. No.	Cancellation/ Withdrawal of Admissions Before Commencement of the Programme	Cancellation/Withdrawal of Admissions After Commencement of the Programme	
		Within 2 weeks from Commencement of the Programme	After 2 weeks from Commencement of the Programme
1	Full refund of fees except Application Fees which are Non-Refundable	50% of the Academic Fees will be deducted and remaining amount will be refunded.	100% of the Academic Fees will be deducted
2	Administrative fees of AED 1000 + 5% VAT will have to be paid by the student at the time of application for the cancellation of the admission.	Administrative fees of AED 1000 + 5% VAT will have to be paid by the student at the time of application for the cancellation of the admission.	Administrative fees of AED 1000 + 5% VAT will have to be paid by the student at the time of application for the

Notes:

- If the student does not attend any class for 3 consecutive weeks from the commencement of the program, SIU Dubai has the right to cancel admission and the student's visa; no fee refund will be applicable, and visa cancellation charges will have to be paid by the student.
- Application Fees are Non-Refundable.
- No refund will be applicable if a student transfers application to the next intake and decides to cancel thereafter.
- Refundable amounts are calculated based on the date that the withdrawal form is submitted to Student Services, regardless of the student's enrollment status, attendance history, or joining date.
- Refunds will be processed within 45 to 60 days after the withdrawal and supporting documentation are submitted.