


Category	Undergraduate Admissions	Policy Number	ACA-ADM-201	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.1	
Responsible Office	CAFO	Policy Owner	Financial Resources	
Date Approved	31 January 2024	Effective Date	31 January 2024	
Date Last Reviewed	31 January 2024	Due Date for Next Review	31 January 2027	

POLICY

Undergraduate Tuition Fees

1. Purpose

This policy ensures that the regulations regarding the undergraduate tuition fees for self-funding national (non-current) and non-national undergraduate students are in line with UAE government regulations and are conducted with integrity and fairness in a manner that is consistent with the standards of the university.

2. Scope of Application

This policy applies to self-funding national (non-current) and non-national students who are seeking their first or second undergraduate degree at Zayed University (“University”).

3. Definitions

National (non-current) Students	<p>a) UAE national students who graduated from high school more than one (1) year prior to being admitted to the University. These students are classified as Priority 2 or Priority 3 students (see MOE Federal HEI Financing System 2022, Student Categories).</p> <p>b) UAE national students who received federal funding but exceeded the maximum time period to receive that funding (which is 1.5 times the normal period required for the completion of their degree program, e.g., six years for a four-year program) before completing their degree program, and are thus responsible for arranging the funding of the remaining tuition fees towards the completion of their degree program by themselves (see MOE Federal HEI Financing System 2022, Financing Term).</p>
Non-National Students	Students who do not have a UAE passport and/or a UAE National Identity Certificate (UAE Family Book).

Students Seeking a Second Undergraduate Degree	Students who have graduated from an accredited institution of higher education and are seeking a second degree at the University.
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4. Policy

- 4.1** Tuition fees for self-funding national (non-current) and non-national undergraduate students are applicable for all semesters and shall be paid per credit hour.
- 4.2** The credit hour rate is AED 2,500 plus VAT.
- 4.3** All fees shall be payable as per the deadline specified by the University (see the attached Guidelines for details).
- 4.4** Self-funding students can pay in full or by installment according to the University's installment scheme (see the attached Guidelines for details).
- 4.5** Details regarding admission application fees, financial hold, refunds, and payment methods are included in the attached Guidelines.
- 4.6** Students who are sponsored by an external party must provide an official letter indicating the amount the sponsor is paying. These students are responsible for paying the remainder of their tuition fees if the sponsored amount does not cover the total amount of their tuition fees.
- 4.7** The University reserves the right to change its fees at any time subject to the approval of the Board of Trustees.
- 4.8** Students with outstanding financial obligations will not be permitted to register for the following semester, receive grades, certificates, transcripts, or graduation diplomas.
- 4.9** The Financial Resources Department is responsible for ensuring that the information regarding Undergraduate Tuition Fees is kept up to date and relevant; and for ensuring that the information is published on the University website and accessible to all students and prospective students.
- 4.10** The University Admissions and Outreach team is responsible for ensuring that all new and prospective students are aware of the information regarding Undergraduate Tuition Fees.
- 4.11** The Registration Office is responsible for ensuring that all enrolled UAE national students who receive federal funding are aware of their financial obligations should they exceed the maximum time period to receive that funding, in line with the information in this policy and the MOE Federal HEI Financing System.

5. Related Policies and Laws

- Ministry of Education Federal Higher Education Institutions Financing System, 2022
- ACA-ADM-101 Undergraduate Admission to Zayed University

- ACA-PRO-201 Academic Progress in the Undergraduate Program

6. Administration

This policy is administered by the Financial Resources Department.

7. Revision History

Date	Revision
31 January 2024	Approved by the CAFO. <ul style="list-style-type: none"> • Non-substantive change to include the payment guidelines as approved by the VP (4Oct2017).
17 May 2023	President’s Decision issued (PD#44 of 2023).
23 December 2021	President’s Decision issued (PD#92 of 2021).
24 September 2020	Approved by the Provost. Reviewed with no substantive changes required.
3 October 2016	President’s Decision issued (PD#31 of 2016).
1 June 2016	New policy approved by the University Council.

Attachment:

- Undergraduate Student Tuition Payment Guidelines

Payment Guidelines for Self-Funding Undergraduate Students



1. Tuition fees for self-funding undergraduate students are AED 2,500 per credit hour.
2. Self-funding undergraduate students who are sponsored by an external authority should pay in full by the end of the first week of the semester.
3. If full fees cannot be paid immediately, installments can be arranged with the Financial Resources Department as follows:

Semester	Payment	Payment Deadline
Fall	50% of full fees	by the end of the add/drop week (net of scholarship amount)
	25% of full fees	by 30 September (net of scholarship amount)
	25% of full fees	by 31 October (net of scholarship amount)
Spring	50% of full fees	by the end of the add/drop week (net of scholarship amount)
	25% of full fees	by 28 February (net of scholarship amount)
	25% of full fees	by 30 March (net of scholarship amount)
Summer	100%	Upon registration

4. Current and post-dated cheques (dated according to the deadlines shown in the table above) for the equivalent amounts as stated above should be submitted to the Cashier's Office.
5. Post-dated cheques are a requirement for students opting to pay tuition fees by installment.
6. Students will be subject to a fee of AED 100 for each bounced check.
7. If a student has two (2) cheques bounce, then cheques are no longer a valid method of payment for that student.
8. Students not in compliance with the tuition fee dates will be placed on a financial hold. Transcripts and other academic materials/records will not be released until all outstanding fees are fully paid.

9. Students are eligible for a full (100%) refund of tuition fees if they withdraw from a course by the last day of the add/drop period. In such circumstances, the student may choose to credit the fees to his/her account for the following semester.
10. Students are eligible for a 50% refund of tuition fees if they withdraw from a course by the last day of withdrawal from a course without penalty.
11. After the last day of withdrawal from a course without penalty, tuition fees are non-refundable.
12. Failure to attend a course (no show) does not result in a refund of charges. Students not planning to attend must officially drop their registration during the drop/add period. Students reported as “no show” in class will be withdrawn from the class without a refund. These students will be placed on a financial hold and will not be able to register in future semesters until the outstanding tuition fees from previous semesters are fully paid.
13. Admission application fees of AED 250 and amounts credited by scholarship are non-refundable.
14. Refunds of tuition fees will be handled by Financial Resources at the University and will be made directly by means of a bank transfer to the student’s (parent’s) bank account within 15 working days upon receipt of an approved refund payment request from the Office of the Registrar.
15. Exceptions to the above guidelines will be handled on a case-by-case basis.
16. Tuition fees payment can be made in either Dubai or Abu Dhabi Campuses cashier offices. The University accepts payment by cash, credit card, and cheque.
17. Payments can also be made online as follows:
 - Logon to Zayed University Student Blackboard system at <http://learn.zu.ac.ae> and click on **View and Pay Tuition Fees** to see and pay the outstanding balance.
18. For a bank transfer, the following bank details can be used:

First Abu Dhabi Bank (FAB)
FIRST ABU DHABI BANK, HEAD OFFICE
PO BOX 6316, ABU DHABI
ZAYED UNIVERSITY
Account Number: 4021003597649018
IBAN:AE620354021003597649018
Swift Code: NBADAEAAXXX

- All students are required to send us a copy of the bank transfer confirmation by email to ar@zu.ac.ae
- All students are required to include their ZU student ID number within the bank transfer description/purpose.