


<b>Policy Group</b>	Graduate Studies	<b>Policy Number</b>	ACA-GRA-03	 جامعة زايد ZAYED UNIVERSITY
<b>Responsible Office</b>	Office of the Provost	<b>Distribution</b>	External	
<b>Date Approved</b>	15 July 2019	<b>Effective Date</b>	1 August 2019	
<b>Date Last Reviewed</b>	20 April 2022	<b>Due Date for Next Review</b>	20 April 2025	

## **PROCEDURES**

### **Graduate Student Tuition and Fees**

#### **1. Payments of Graduate Tuition and Fees**

All graduate student payments of tuition and fees must be made in accordance with the approved payment deadlines as specified in the Schedule of Graduate Tuition and Fees (Appendix A of Policy) and the Schedule of Payments (Appendix A of Procedures).

#### **2. Graduate Tuition**

- 2.1** Graduate program tuition is charged on a per Credit Hour (CH) basis according to a schedule of rates approved by the university.
- 2.2** A graduate student must pay a registration fee prior to registering for courses each semester/term. The registration fee is credited towards the student's tuition charges of that semester/term. The registration fee is not refundable, and it does not carry from one semester/term to another.
- 2.3** Students claiming external sponsorship for the payment of tuition must provide a written confirmation from their sponsor before registering for courses every semester.
- 2.4** Sponsored students are exempted from paying the registration fee upon submitting the official sponsorship letter to the university.
- 2.5** Sponsors pay tuition fees according to payment Option 2 in Schedule of Payments.
- 2.6** Audited courses are charged on a per CH basis as any regular course registration.
- 2.7** Special courses (e.g., project, thesis or dissertation) registered for zero-credit in a particular semester are charged an amount equivalent to the cost of one (1) CH of the program's tuition.
- 2.8** Payments must be made according to the plans approved by the university (see Schedule of Payments).
- 2.9** Graduate students who are recipients of Graduate Assistantships are eligible to select payment Option 3 of the Schedule of Payments.
- 2.10** Graduate Assistants on a tuition installment plan will be charged a 2% fee on the due balance if they do not pay on time and may have a financial hold placed on their record.
- 2.11** Once confirmed, the selected payment option may not be changed for a particular semester.

- 2.12 Graduate students may view their fee balances and pay outstanding fees by logging into their Blackboard accounts at <http://learn.zu.ac.ae>.
- 2.13 It is the students' responsibility to attain information and know of all financial charges associated with their accounts at the university and to ensure timely settlement of all charges.
- 2.14 Students who do not meet their financial obligations according to the applicable timeline may have their course registration for the semester cancelled automatically. A non-refundable fee (see Schedule of Graduate Tuition and Fees) will be charged to reinstate a course registration within seven (7) calendar days of its cancellation upon request. No reinstatement of registration is allowed after the 7-day period.

### 3. Other Graduate Service Fees

Other Graduate Services fees are charged according to the Schedule of Graduate Tuition and Fees, which include:

- a) admission application,
- b) deferred admission,
- c) course registration,
- d) course registration reinstatement,
- e) challenge exam,
- f) official academic transcript, and
- g) official diploma replacement.

### 4. Graduate Tuition, Fees Adjustments and Refund

- 4.1 All changes made to a student's registration during the Add/Drop period every semester will be automatically reflected in the final tuition charges in the student's account by the first payment deadline.
- 4.2 A student who withdraws from a course during the Add/Drop period is not charged for the course.
- 4.3 Withdrawing from a course after the Add/Drop period will not result in any refund of tuition charges.
- 4.4 A schedule of the registration and Add/Drop periods and all relevant deadlines will be published on the website of the Graduate Studies Deanship before each semester.
- 4.5 All Other Graduate Service Fees, listed in the Schedule of Graduate Tuition and Fees, are non-refundable.

### 5. Revision History

Date	Revision
20 April 2022	Approved by the Provost.
11 April 2022	Reviewed with no substantive changes required.
15 July 2019	New Procedures approved by the Vice-President (VPD#106 of 2019).

### Attachment

- Appendix A: Schedule of Payments

## Appendix A: Schedule of Payments



**Table 1. Graduate Tuition Payment Plans for Students each Semester/Term**

Payment Option	Payment Timing	Payment Calculation (according to Table 1)
<b>Option 1: Full Tuition Payment</b>		
Payment	First day after the Add/Drop deadline	[ (Cost/CH) X Number_of_Registered_CH ] – Advance_Payment
<b>Option 2: Full Tuition Payment for Sponsored Students</b>		
Payment	Within 30 days after the Add/Drop deadline	[ (Cost/CH) X Number_of_Registered_CH ] – Advance_Payment
<b>Option 3: Full Tuition Payment in 3 Installments [for Graduate Assistants Only]</b>		
First payment	End of 1 <sup>st</sup> quarter of semester/term	[ [ (Cost/CH) X Number_of_Registered_CH ] – Advance_Payment ] / 3
Second payment	End of 2 <sup>nd</sup> quarter of semester/term	(Remaining balance after 1 <sup>st</sup> payment) / 2
Final payment	End of 3 <sup>rd</sup> quarter of semester/term	Remaining balance after 2 <sup>nd</sup> payment

Note:

1. “Advance Payment” may be the Registration Fee, Deferred Admission Fee and/or any residual financial credits in the student’s account.
2. Specific payment due dates will be published on the university’s website prior to each semester.