


Category	Graduate Studies	Policy Number	ACA-GRA-102	 جامعة زايد ZAYED UNIVERSITY
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Responsible Office	Provost	Policy Owner	Graduate Studies	
Date Approved	20 April 2022	Effective Date	20 April 2022	
Date Last Reviewed	11 April 2022	Due Date for Next Review	11 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
9 November 2022	Administrative change: <ul style="list-style-type: none"> • Updated information header to be in line with the Policy.
20 April 2022	Approved by the Provost. (Version 1.1)

11 April 2022	Reviewed with no substantive changes required.
15 July 2019	New Procedures approved by the Vice-President (VPD#106 of 2019) (Version 1.0)

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