



# FEES PROCEDURE

<b>Approved By:</b>	Manager, Finance	<b>Date:</b>	9 February 2021
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<b>Custodian:</b>	Manager, Finance		
<b>Supporting Documents, Procedures &amp; Forms:</b>	Fees Policy Fee Refund or Fee Transfer Request Student Visa Sponsorship Policy Student Conduct Rules		
<b>References &amp; Legislation:</b>			



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## 1.0 Purpose

The purpose of this document is to outline the procedure to be followed by students or sponsors with regards to fee payments and refunds, as outlined in the Fees Policy. It also stipulates payment plans and fines for late payment.

## 2.0 Payment of Fees

2.1 Payments are to be made to the Fees Office and are acceptable in the following forms:

- **Online Payments** (<https://www.uowdubai.ac.ae/online-payment>)
- **Cash** (AED only)
- **Cheques** drawn on UAE located banks payable to “University of Wollongong in Dubai”
- **Bank drafts** in AED or USD Payable to “University of Wollongong in Dubai”
- **Debit** cards and major **credit** cards

2.2 Direct Bank Transfers the following account details:

Account Name: University of Wollongong in Dubai  
IBAN: AE910440000001311574702  
Bank: Standard Chartered Bank  
Branch: Bur Dubai, U.A.E. Swift: SCBLAEADXXX  
Account No. : 01-3115747-02

2.2.1 Students / sponsors are to e-mail a copy of the telex/wire transfer advice to the

Finance Department at e-mail: [fees@uowdubai.ac.ae](mailto:fees@uowdubai.ac.ae)

**Note:** Cash deposits to the bank account listed above will not be accepted.

2.2.2 All bank charges associated with transfers are to be borne by the remitter. Please note that only net amount of fees will be accepted by the University of Wollongong in Dubai (UOWD) and any charges towards clearance, collection etc. must be borne by the student.

2.3 **Cash payment through Exchange Centre:** Students also have the option to deposit fees in cash at any Exchange branch across the Emirates. Please note that a student ID number is required and a transaction charge applies.

## 3.0 Fees Payments Accepted

3.1 Only tuition fees and student visa sponsorship fees are to be paid by the bank transfer.

3.2 The transfer of personal funds or expenses in to the UOWD's bank account is not permitted. It is student's responsibility to arrange for the ways and means of transferring personal funds. Transferred funds will not be refunded to the student.

## 4.0 Fee Payment Plans

A variety of payment plans are available to students and include Traditional, Progress, Executive and Guardian payment plans.

### 4.1 Traditional Payment Plan

Fees can be paid by online cash, cheque, or debit/credit card. Fees are to be paid in full before the start of the session, according to the number of subjects taken. Tuition fees are charged according to their credit point weighting and the session in which the student is enrolled. All payments for the session must be made before the due date mentioned in the Calendar of Dates. Late payment fees are charged at AED - 525 per subject, per week. This penalty applies to all payments made after the due date. A charge of AED 525 is added if a cheque is returned for whatever reason by the bank.

### 4.2 Progress Payment Plan

Fees are paid in three instalments which are as follows.

- 1st instalment – 50% of the total tuition fees for the session.
- 2nd instalment – 25% of the total tuition fees for the session.
- 3rd instalment – 25% of the total tuition fees for the session.

The dates for payment of instalments will be advertised by the Finance Department prior to the start of each session. Fees can be paid by Online, Cash, Cheque or Debit/Credit Card. Students who elect to pay their fees under the Progress Payment Plan will be required to pay an additional charge of AED 420 per subject. Students who pay by Post Dated Cheques or give a Credit Card Debit Order for the remaining fee instalments are eligible to receive a discount of 50% (i.e. AED 210 on the additional fee paid per subject. A charge of AED 525 is added if a cheque is returned for whatever reason or the Debit Order cannot be processed by the bank.

Students who default on any one instalment payment will automatically lose the privilege to continue with the Progress Payment Plan, and will have to revert to the Traditional Payment plan. Late payment fees are charged at AED 52.50 per subject, per week. Students will have to pay this penalty retrospectively from week one of the session.

### 4.3 Executive Payment Plan (available to Postgraduate students only)

Fees under this plan can be paid by cash or cheque only. Students who elect to pay their tuition fees for the entire degree program upfront can avail of a 10% discount on the fees. This plan cannot be used in conjunction with any other tuition discount scheme.

### 4.4 Guardian Payment Plan (available to Undergraduate students only)

Fees for this payment plan can be paid by cash or cheque only. Students who elect to pay their tuition fees for the entire degree program upfront can avail of a 10% discount on the fees. This discounted amount will be given to the student at the time of Graduation as a cash award. This plan cannot be used in conjunction with any other tuition discount scheme.

## 5.0 Insufficient Funds

Fines apply where insufficient funds are available via a debit or credit card. A charge of AED 525 is added if a cheque is returned for whatever reason or a credit / debit card has insufficient funds to cover tuition payment and a late fine of AED 52.50 will be charged per subject per week from the date of the cheque or debit order.

## 6.0 Cancellation of Enrolment

Students who have not paid their fees by the due date as declared each semester, will be withdrawn from the subject/s for which the fees are outstanding and their enrolment will be cancelled. Students will not be allowed to enrol in the subject again that semester or any subsequent semester until all outstanding fees (including any relevant penalty charges) are paid in full.

## 7.0 Refunds and Transfers

When applying for a fee refund or transfer, students must complete the Fee Refund or Fee Transfer Request form (F-DB-FIN-5.1) and submit it to the Fees Office (UG, PG and Doctoral students) or UOWD College (College students) together with supporting documentation.

- 7.1 For fee Refunds, students are required to attach a copy of their academic record, clearly indicating the withdrawal dates of relevant subjects.
- 7.2 Supporting documentation should be an original document. Submission of fraudulent documentation will be regarded as serious misconduct and will be managed in accordance with the Rules for Student Conduct and Discipline.
- 7.3 Refunds will be made by cheque or bank transfer to the student. Cheques can be collected from the Fees Office 21 days from the day of approval of fee refund request. Any outstanding fees and charges shall be deducted from the fee refund.
- 7.4 Fee transfer is an automatic process based on the date that the student withdraws from the subject(s) via SOLS. In normal cases there is no need to submit a fee transfer form.



## 8.0 Version Control and Changes History

Version Control	Date Effective	Approved By	Amendment
1	No details available	No details available	Original Document Creation
2	26Apr 2012	Executive Committee	Updated sections 2.1 and 2.2
3	1 September 2014	Executive Committee	Revised payment plan discounts to 10% and title of contact.
4	01 August 2017	Manager, Finance	Change document to new UOWD Official document template. Changed document custodian from Director of Corporate Services to Manager Finance
5	08 Feb 2018	UOWE Policy Officer	Administrative Update – new document number issued.
6	16 Oct 2019	Policy Officer	Administrative Update – date of next review extended , new document
7	9 Feb 2021	Executive Committee	Updated roles as per organizational structure

