



AMERICAN COLLEGE OF DUBAI

Fees & Payment Information Academic Year 2014-2015 Fall Semester (Sept-Dec 2014) & Spring Semester (Jan-May 2015)

Fees for the Summer Session (June-Aug 2015) are listed separately.
Please inquire at the Registrar's Office for the 2015 fee sheet.

<p>BBA & UNIVERSITY TRANSFER PROGRAM Full-time students (<i>taking 15-16 credits or 5 subjects or more</i>)..... Part-time students (<i>taking less than 15 credits</i>): AED 2800 per subject Non-tuition charges: Student Activities AED 50 Computer Lab AED 30 Book Fee AED 150 per subject (<i>mandatory</i>)</p>	<p>Semester Tuition AED 13,500</p>
<p>EVENING PROGRAM Lower division subject: AED 2200 per subject (<i>inclusive of 1 e-textbook</i>) Upper division subject: AED 2600 per subject (<i>inclusive of 1 e-textbook</i>) Other Charges (when applicable): Registration fee AED 250 (<i>to be paid before taking the Placement Test/for first time enrollees only</i>) TOEFL exam fee AED 500 (<i>applicable only to students not having a valid TOEFL/IELTS exam</i>) *Note: Students enrolled in the Evening Program must confirm daytime employment or other commitments. No student on ACD visa will be allowed evening enrollment.</p>	
<p>ACADEMIC ENGLISH PROGRAM Tuition fee..... Non-tuition charges: Student Activities AED 50 Computer Lab AED 30 Book Fee AED 520</p>	<p>Semester Tuition AED 13,500</p>
<p>ACD FOUNDATION PROGRAM Tuition fee..... <i>(tuition fees are inclusive of all materials and external examinations)</i></p>	<p>Semester Tuition AED 8,000</p>
<p>CUSAT TRANSFER PROGRAM (Two-Semester Program) Non-refundable deposit of AED 2000 (<i>this applies towards total course fees</i>)..... Other Charges (when applicable): Registration fee AED 250 (<i>for first time enrollees only</i>)</p>	<p>Semester Tuition AED 13,500</p>

Above fees and charges may be reviewed on an annual basis according to the guidelines established by the Ministry of Higher Education and Scientific Research. Students should refer to the college catalog for these guidelines. Any revision in fees and charges will be announced well in advance.



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METHOD OF PAYMENT

All fees payable in advance by cash, cheque, credit card or bank transfer payable to **AMERICAN COLLEGE OF DUBAI LLC**. Students may also opt for the payment plan of 3 equal installments in the course of the semester secured by post-dated cheques. The payment plan applies only to tuition charges for full time students. It is not available to part time students and does not apply to non-tuition charges and other applicable fees which must be paid at registration. Individual payment plans are subject to the approval of the Business Office.

REFUND / TRANSFER OF FEES

1. Full withdrawal: A 50% refund or transfer of fees to the next semester is authorized if a student withdraws from ACD during the first two weeks of the semester. No refunds or transfers will be authorized after the beginning of the third week of the semester. In order to be eligible for a refund or transfer of fees, the student must withdraw officially by submitting an official withdrawal slip and obtaining the signature of the registrar. Without completing this procedure, no withdrawal will be considered official and no refund or transfer of fees will be allowed.

Students who obtain an ACD student visa are **NOT** eligible for any refund / transfer after the visa has been issued.

2. Changing from full-time to part-time: Fall & Spring Semesters - the fee will be calculated on the part-time rate of AED 2800 per subject. The 50% refund/transfer fees will be based on the difference between the full-time and the part-time total fees.

3. Part-time students: 50% of the fees for the subject(s) from which the student withdraws during the first two weeks of the Semester.

Note: Non-attendance of classes does not signify withdrawal.

Note:

Any cheque returned for "**insufficient funds**" must be made good within five working days after the student is notified by phone or mail. If no response is forthcoming, a letter will be issued to the effect that the student is in arrears. This letter will become part of his/her permanent file. Academic dismissal from the college does not obviate the outstanding debt. Students expelled from the college for non-payment of fees will be unable to re-enroll until all the outstanding debt has been cleared. No official records (grades & transcripts) will be released and no administrative assistance extended to students who are in arrears with their payments. Returned cheque is subject to an AED 50/- penalty. Technical errors, such as alterations, overwriting etc., will be the responsibility of the issuer of the cheque. A student whose cheque is dishonored due to "**insufficient funds**", "**refer to drawer**" or "**account closed**" will not be eligible for the payment plan in the future and must settle all fees by cash in advance.

Tuition fees are reviewed annually and any changes are published prior to effective date.

The Legacy Discount of 10% of the academic fees applies to students who have had brothers or sisters at ACD as full time students for four semesters. Legacy discounts must be documented and are only available to full-time students.