



GRADUATE (FINANCIAL RULES & REGULATIONS) AY 2025-2026

1. All payments against Tuition fees, miscellaneous fees (Refer Graduate financial rules and regulations) AY 2025-2026 and any other fees direct / indirect is subject to 5% value added tax (VAT) in line with Federal Decree-Law No.8 of 2017.
2. Tuition fees remain constant for the students as per fee structure issued at the time of admission. However, miscellaneous & additional fees are subject to change annually which will be published by the Finance Department in the student's LMS.
3. First installment fee is non-refundable once the class has commenced even if the student has not attended the class.
4. No refund after the commencement date of the intake.
5. Tuition Fees are to be paid according to the payment plan given to the students.
6. Tuition fee paid in excess can be transferred to the next semester. No refund applicable.
7. Tuition fee cannot be transferred from one student account to another student account, what so ever may be the reason
8. Students having tuition fee due will have their academic record withheld and would not be allowed to proceed the semester as well as not to register for the next semester.
9. Monthly Installments fall due on the 1st day of every month and to be paid before 10th of every month as mentioned in the Student Handbook. It is the responsibility of the student to pay the fee on time; SUC will not issue reminders.
10. Students who wish to apply for TOC are required to pay **AED 900 /-** +VAT 5% additional as TOC processing fees. Once the TOC is granted, it will be informed to student along with the graduation plan for review & consent with signature.
11. If the student wishes to postpone to the next intake, the same can be done by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay **AED 3250 /-** +VAT 5% as postponement fee and new fee structure will apply [not applicable for visa, visa-embassy letter & international students].
12. Hostel fee, if applicable, is **AED 26000/-** per year [subject to change] (inclusive of rent, water and electricity charges) on a twin sharing basis. Once hostel is booked and the student wishes to cancel, the student is liable to pay for the complete academic year
13. Transportation fee, if applicable, is additionally charged as per published fees by Finance Dept, for a minimum period of one month (please refer to additional services fee).
14. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.
15. A mandatory re-registration process is required before the commencement of new semester.
16. Convocation fee of **AED 4,500.00/-** + VAT 5% will be additional and will be applicable in the final semester of Graduation year along with the registration process of the final semester.
17. Kindly refer the SUC Finance policy for the terms and conditions.

I acknowledge that I have read & understand above mentioned rules and regulations

DATE	04/09/2025	STUDENT/GUARDIAN SIGN	
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**DEPOSIT & SECURITY - UNDERGRADUATE
2025-2026****SUBJECT TO CHANGE ANNUALLY**

PARTICULARS	AMOUNT	VAT	NET TOTAL
HOSTEL STUDENTS - CAUTION DEPOSIT	1,000	0	1,000
VISA DEPOSIT [REFUNDABLE]	7,500	0	7,500

**FINE AND PENALTY - UNDERGRADUATE
2025-2026****SUBJECT TO CHANGE ANNUALLY**

PARTICULARS	AMOUNT	VAT	NET TOTAL
CHEQUE RETURN CHARGES	600	30	630
FINE - DELAY IN BOOK RETURN [PER DAY CHARGES]	10	1	11
LOSS / DAMAGE - LOCKER KEY REPLACEMENT	75	4	79

**MISCELLANEOUS FEES - UNDERGRADUATE
2025-2026**

SUBJECT TO CHANGE ANNUALLY			
PARTICULARS	AMOUNT	VAT	NET TOTAL
ANNUAL MEMBERSHIP FEES - ALUMNI / OUTSIDERS	750	38	788
BSCS - BAI - FEE PER COURSE - (3 CREDITS @ AED 1100/- + AED 3150/- RESOURCE	6,650	333	6,983
CONVOCATION FEES	4,500	225	4,725
COURSE SYLLABI	500	25	525
COURSE SYLLABI (URGENT)	650	33	683
DEGREE CUSTODY FEES - MONTHLY	150	8	158
DUPLICATE BACHELOR CERTIFICATE	1,500	75	1,575
DUPLICATE TRANSCRIPT [FINAL]	500	25	525
ENGLISH FOUNDATION COURSE - 45 HRS - NON CREDIT COURSE (INCLUDING STUDY	4,000	200	4,200
HOSTEL FEES - EMPLOYEES [MONTHLY]	2,100	0	2,100
HOSTEL FEES - EMPLOYEES [YEARLY AGREEMENT]	1,750	0	1,750
HOSTEL FEES - EXTERNAL PARTIES [MONTHLY]	2,500	0	2,500
HOSTEL FEES - EXTERNAL PARTIES [YEARLY AGREEMENT]	2,000	0	2,000
HOSTEL FEES - STUDENTS [DAILY]	100	0	100
HOSTEL FEES - STUDENTS [MONTHLY]	2,100	0	2,100
HOSTEL FEES - STUDENTS [SEMESTER FEES]	13,000	0	13,000
HOSTEL FEES - STUDENTS [TWO SEMESTERS]	22,000	0	22,000
IEEE MEMBERSHIP FEE	700	35	735
IELTS BOOK	1,250	63	1,313
IELTS EXAM - PAPER BASED	1,400	70	1,470
LETTERS	150	8	158
LETTERS (URGENT)	300	15	315
LOCAL ATTESTATION - SUC (INTERNAL)	100	5	105
MATHS CRASH COURSE - 45 HRS - NON CREDIT COURSE (INCLUDING STUDY MATER	4,000	200	4,200
MEDICAL INSURANCE (1 YR)	1,500	75	1,575
MITIGATION REEXAM	1,250	63	1,313
POSTPONEMENT FEE - NEW & CONTINUING STUDENTS	3,250	163	3,413
PROFESSIONAL BODY CERTIFICATION	500	25	525
PROGRAM TRANSFER FEE	4,000	200	4,200
PROVISIONAL CERTIFICATE	1,000	50	1,050
PROVISIONAL CERTIFICATE (URGENT)	1,250	63	1,313
RE-ACTIVATION FEES	2,500	125	2,625
RE-EXAM FEES - BAI	1,250	63	1,313

Bank Details: First Abu Dhabi Bank

Account No.: 1001326939108000 Swift Code: NBADAEAA Iban: AE770351001326939108001

Beneficiary: Horizon University College LLC Branch: Sharjah Main Branch, UAE



HORIZON UNIVERSITY COLLEGE



Tel No.:
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Fax No.:
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REPEATING COURSE - BAI	6,450	323	6,773
RE-VALUATION FEES	450	23	473
SMART LABELS - ADDITIONAL PER CHIP	750	38	788
START OF SEMESTER - LATE REGISTRATION FEE / DELAY IN PAYMENT OF THE SEMES	1,250	63	1,313
TOASTMASTER MEMBERSHIP FEES	700	35	735
TOC APPLICATION FEES	900	45	945
TRANSCRIPT	500	25	525
TRANSCRIPT (URGENT)	600	30	630
TRANSPORT - UMM SEQUIM / JUMEIRAH / AL SAFA / MIRDIF	750	0	750
TRANSPORT FEES - AJMAN AREAS	650	0	650
TRANSPORT FEES - DEIRA / BUR DUBAI / KARAMA / SATWA	700	0	700
TRANSPORT FEES - EMIRATES HILLS / GREENS / MEADOWS / GARDENS	850	0	850
TRANSPORT FEES - QUSAIS	650	0	650
TRANSPORT FEES - SHARJAH AREAS	600	0	600
VIOLATION FEE - SMOKING	11,000	550	11,550
VISA FEES - 1 YEAR RESIDENCE (INCLUDING HEALTH CARD)	4,000	200	4,200
VISA FEES - EMIRATES ID	1,000	50	1,050
VISA POSTPONEMENT - NEW STUDENTS BEFORE ARRIVAL TO UAE	3,500	175	3,675
VISA RENEWAL - 1 YEAR	4,000	200	4,200

NOTE: Note: Kindly note that any additional courses taken will be charged as per the applicable course fees during that period of time)

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