

## ADSM Policy and Procedure Document

<b>Policy Title</b>	<b>Student Finance Policy</b>
<b>Policy Number</b>	<b>5.j</b>
<b>Policy Version and Date</b>	<b>V4.0 7 August 2018</b>
<b>Originally Issued</b>	01-Feb-2011
<b>Last Updated</b>	V3 5 October 2017
<b>Policy Review Period</b>	This Policy shall be reviewed on an annual basis

### 1.0 Policy Statement

ADSM provides a clear statement of the costs and fees associated with attending any of its programs and the responsibilities of the student when applying and registering to attend ADSM.

### 2.0 Policy Purpose

The purpose of this policy is to provide transparency for ADSM students in the application and administration of fees and charges, including fees transfers and refunds.

### 3.0 Definitions

<b>Term</b>	<b>Definition</b>
Administrative Suspension	A penalty imposed on students for non-payment of tuition fees. The student's access to student systems, course enrolment and other learning resources will be suspended until financial obligations are resolved with ADSM.
Course	A self-contained unit of study identified by a unique code.
Credit hours	The value assigned to a course based on the number of contact and independent learning hours undertaken to meet the course requirements.
Program	A sequence of study consisting of a combination of courses and other requirements leading to a specific higher education award.
Sponsored student	A student for whom fees and charges are paid by a third party.
Withdrawal	Notification from a student to withdraw from their program of study.

## 4.0 Scope

This policy applies to all students who have applied to any programs offered at ADSM including new students, currently enrolled and re enrolling students.

## 5.0 Roles and Responsibilities

Role	Responsibility
Student	<ul style="list-style-type: none"> <li>Understand the financial arrangements/options set by the Finance department towards payment of program fees.</li> <li>Check financial dues with the ADSM finance department prior to the start of each semester.</li> <li>Pay fees as outlined in section 8 of this policy.</li> </ul>
Finance Department	<ul style="list-style-type: none"> <li>Invoice, collect and record all student payments.</li> <li>Inform the Student Affairs department of any students that have a nonpayment fee status.</li> </ul>
Student Affairs Department	<ul style="list-style-type: none"> <li>Provide Finance department with the list of - Students who are instructed to repeat courses. <ul style="list-style-type: none"> <li>Students who wish to withdraw from the program</li> <li>Eligible students from other universities/institutions who wish to enroll courses at ADSM.</li> </ul> </li> <li>Issue warning notifications to students in breach of the policy.</li> <li>Advise students of the consequences they would face in case of non- adherence to this policy.</li> <li>Place students on administrative suspension.</li> </ul>
Student Recruitment Officer	<ul style="list-style-type: none"> <li>Guide prospective students on ADSM application process</li> <li>Familiarize and with finance policy changes and updates</li> </ul>

## 6.0 Fees and costs associated with the program

### 6.1 Application Fee

The application fee is a non-refundable fee which is paid by a prospective student while applying for a program at ADSM. The payment is made to the Finance Department and a copy of the receipt is submitted to the Student Recruitment Officer along with a duly filled ADSM application form.

## **6.2 Deposit**

Upon acceptance, students should pay a non-refundable deposit to secure a place in the program to which admission is sought. This amount will be deducted from the total tuition fees. Students can defer their enrolment only up to an year from the date acceptance letters are issued to them.

## **6.3 Tuition Fee**

Tuition fees are to be paid as per the options detailed in section 8.1. Once the payment has been made, the student will be enrolled, and given access to relevant ADSM learning resources.

## **6.4 Repeating course(s):**

Students who have failed or have not made academic progress may be instructed to repeat courses. Students will be charged an additional fee in such cases.

## **6.5 Visiting Students:**

Students from other universities/institutions who are interested to take course(s) at ADSM will require to submit an application to ADSM. Successful applicants will be required to follow the charges detailed in Annexure 1 of this document.

## **6.6 Reinstatement Fee:**

Students who breach the finance policy are subject to administrative suspension and will be charged a reinstatement fee. Administrative suspension results in withdrawing student access from course enrolment options, course materials, viewing grades, library, and other academic resources/services.

**6.7** All charges to the above mentioned are detailed in Annexure 1 of this document.

## **7.0 Payment of Fees**

**7.1** Payments are to be made to the Finance Department and are acceptable in the following forms:

- Cash (AED only)
- Cheques drawn on UAE located banks payable to “ADCCI - UAE Academy”
- Bank drafts in AED payable to “ADCCI - UAE Academy”
- Debit cards and major credit cards

**7.2** Direct Bank Transfers are acceptable to the following account details

<b>Bank name</b>	First Abu Dhabi Bank, Main Branch, Abu Dhabi
<b>Account name</b>	ADCCI - UAE Academy
<b>IBAN</b>	AE110354021003190683041
<b>Swift code</b>	NBADAEEAXXX
<b>Account number</b>	4021003190683041
<b>Payment currency</b>	UAE Dirham

**7.3** Students / sponsors are required to send the swift remittance to the Finance Department at [accounts@adsm.ac.ae](mailto:accounts@adsm.ac.ae)

**7.4** All bank charges associated with transfers are to be borne by the remitter.

## 8.0 Method of Payment

Fees are to be paid as per the options provided below. It is the responsibility of the students to finalize pending payments as tracked by finance department prior to the start of every semester.

### 8.1 Payment options

PROGRAM	OPTION 1 Payment in Full	OPTION 2 Semester/Term* Based	OPTION 3 Post- dated cheques
Master of Business Administration (MBA)	1 payment of 135,000	33,750 AED prior to each semester*	Postdated Cheques within 12 Months
Master of Science Programs – MS QBE, MS LOD and MS BA	1 payment of 110,000	27,500 AED prior to each term**	Postdated Cheques within 10 Months

\*There are four semesters for MBA- Fall, Winter, Spring and Summer.

\*\*The terms for MS programs are Fall, Winter, Spring and Summer

### 8.2 Payment Method for Sponsored Students / Scholarships:

8.2.1 ADSM recognizes that many students receive financial aid or monetary assistance from third parties. However, the ultimate responsibility for satisfying all financial obligations rests with the student.

- 8.2.2 Students on sponsorship should produce a letter from the sponsor approving the student sponsorship at the time of registration with ADSM. Sponsored students should ensure their fees are paid by the sponsors as per section 8.1 of this policy.
- 8.2.3 The Finance Department will provide sponsors with invoices and transcripts after final grades are released for each semester/term.
- 8.2.4 In case sponsors stop or suspend sponsorship, this has to be formally notified to the Finance Department. Further, the student will be contacted about pending financial dues and has to be cleared by the student.
- 8.2.5 ADSM will not be responsible in cases where the sponsorships are suspended. It will remain the sole responsibility of the student to clear any financial dues both with ADSM and the sponsor.

### **8.3 Payment Method for Bank Loan:**

- 8.3.1 ADSM finance department can assist in recommending reputed banks in the UAE if students prefer to pay tuition fee via bank loan.

## **9.0 Returned Cheques**

- 9.1 The Finance Department will deposit fee cheques no later than 25 days from the due date.
- 9.2 In cases where the cheques are returned by the bank, the student will be charged AED 500 and will be placed on administrative suspension.

## **10.0 ADSM Tuition Fee Discounts**

ADSM President and Provost reserves the right to grant any of the following discounts to students. Such privileges will be cancelled when the student decides to quit or withdraw from the program. The refunds will be processed as per section 12 of this policy. These schemes are highly competitive and spaces are limited; hence students are encouraged to apply but ADSM doesn't guarantee discounts for every student who have applied.

### **10.1 Merit based Scholarships**

Applicants with outstanding academic records will only be considered for merit based scholarships. In order to apply, students would require to show evidence of achieving at least an undergraduate cumulative GPA of 3.5 and an IELTS score of 6.0 or higher. Successful students shall be eligible to receive up to 25% off in tuition fees.

### **10.2 Teaching Assistant Scholarship (Business Analytics Applicants)**

Applicants with an exceptional level of technical background in relevant areas of computer science and engineering, business information systems, or related areas can apply for teaching assistant scholarships. Successful candidates will receive up to 50% off in tuition scholarships per term based on assistance with lab work, programming assignments, and/or research activities.

### **10.2 Financial Aid**

Applicants who face financial constraints may apply for financial aid. They are required to produce related evidences in order to demonstrate the need for financial aid along with excellent academic credentials. Eligible students will be provided with up to 10% off in their tuition fee.

### **10.3 Alumni Rewards**

A 10% grant is available on annual tuition fees for students who have at least one immediate family member who has graduated from a program offered by ADSM. Immediate family members are defined as father, mother, siblings, spouse.

The following conditions should be met in order to avail such a discount:

- Be self-funding
- Provide proper documentation
- Only one alumni reward can be awarded per student
- The application must be submitted prior to start of the program, there will be no retrospective discounts applied
- The Alumni Reward will be deducted from the tuition fees either upon registration if the tuition fees for the program are paid in advance, or from the last installment as per the payment options detailed in section 8.1.

## 11.0 Withdrawing from Program

- 11.1** Any student who wishes to withdraw from ADSM must notify the Director, Student Affairs in writing and schedule an appointment with the Academic Dean.
- 11.2** A student who withdraws from the program without following the necessary procedures including completion of the appropriate forms is financially responsible for the cost of the program. Failure to do so will subject the student to penalties as well as possible legal recourse.

## 12.0 Refund of Tuition Fees

- 12.1** When applying for a refund, the student must complete the “Withdrawal form” and submit to the Student Affairs department.
- 12.2** Any discounts availed on the tuition fee will be cancelled and the refund will be calculated based on the total tuition fee of the program.
- 12.3** Failure to provide formal notification and duly filled withdrawal form as per timelines mentioned in section 12.4 will result in counting full credit hours for courses.
- 12.4** A student will be eligible for refund based on the following:

### 12.4.1 MBA Program

Point of Exit	Amount to be Deducted (in AED)
Before 3 (three) working days from the last session of the first course and only during the first semester	Application fee AED 500. + Nonrefundable deposit AED 2,000.
After 3 (three) working days from the last session per one course	Application fee AED 500. + Five percent of the total tuition fee. + Prorated amount per credit hours earned already started in semester until withdrawal notification.
Students who have not maintained the standards of acceptable academic progress	Application fee AED 500. + Five percent of the total tuition fee. + Prorated amount per credit hours earned already started in semester until withdrawal notification.

#### 12.4.2 Master of Science Programs

Point of Exit	Amount to be Deducted (in AED)
Before the start of semester and up to the end of the first two weeks of the first semester	Application fee AED 500. + Nonrefundable deposit AED 2,000.
After the end of the first two weeks of the first term	Application fee AED 500. + Five percent of the total tuition fee. + Prorated amount per credit hours already started in semester until withdrawal notification.
Students who have not maintained the standards of acceptable academic progress	Application fee AED 500. + Five percent of the total tuition fee. + Prorated amount per credit hours earned already started in semester until withdrawal notification.

#### 13.0 Transfer of Tuition Fees

A student will be eligible to transfer tuition fees, as listed below:

Transfer Point	Amount to be Deducted
Prior to start of session/course	Application fee AED 500 + Non-refundable deposit AED 2,000
After the start of session/course	Application fee AED 500. + Five percent of the total tuition fee. + Paid amount equivalent to the total credit hours taken by the student - without any discount (if applicable).

#### 14.0 Transferred credits from other institutions:

- 14.1** Students from accredited institutions are eligible to transfer their credits to ADSM in accordance to ADSM Transfer Admissions Policy. These students will only be liable to pay for the courses they have to undertake at ADSM.

- 14.2** The total number of courses to be undertaken by the student at ADSM will be based on the recommendations put forth by the Admissions Committee. The Student Affairs department will notify Finance department about the decision.

## 15.0 Leave of Absence

- 15.1** Students should undertake leave of absence (LOA) as per to section 8 of the Enrolment policy.
- 15.2** Students are advised to limit their LOA duration to ensure changes to fee structure or program structure do not cause a substantial impact on their study plans/finance.

## 16.0 Communication to Students

- 16.1** The Finance department will communicate the charges related to tuition, transcripts, reinstatement fees etc. to students via mobile text messages.
- 16.2** Students should update their personal details/ mobile numbers to ensure accuracy in communication. The information related to financial issues are important and can lead to the student being penalized.

## 15.0 Related Documents

ADSM 5u Enrolment Policy  
ADSM 3d Academic Progress Policy  
ADSM 5b Graduate Admission Policy  
ADSM 5c Transfer Admission Policy

Revision History	
Version and Date	Revision Details
V1.1	Add section 6.5 with information about student financial aid / scholarship program
V1.2 / 01-Sept-2016	Updated section 6.5 with alumni rewards
V3 5 October 2017	Updated header and footer format to reflect changes in policy governance
V4 7 August 2018	Complete revision of policy to update definitions, job responsibilities ,include sections on payment process, payment methods, Refund Policy, Transfer of Tuition Fees and annexure 1 to the document.

## Annexure 1- Student Tuition Fee and Related charges

Please check ADSM's website for the latest updates of fees (<http://adsm.ac.ae/tuition-financial-aid/>)

Fee Type	Fee Amount ( AED )
Application Fee – Non-refundable	500.00
Non-refundable Deposit - to be deducted from the total tuition fees	2,000.00
Tuition Fees:	
1. Master of Business Admiration (MBA) for 36 credit hours.	135,000
2. Master of Science in Quality & Business Excellence (MS QBE) for 30 credit hours.	110,000
3. Master of Science in Leadership and Organizational Development (MS LOD) for 30 credit hours.	110,000
4. Master of Science in Business Analytics (MSBA) for 33 credit hours	110,000
Transcript Issuance Fee	150.00
Academic Letter Issuance Fee	150.00
Reinstatement Fee	500.00
First Completion Letter	Free
Subsequent Completion Letter (per letter)	500.00
Grade Appeal Fee	250.00
Cheque Returned (for any reason)	500.00
Repeated course (per one credit hour)	2,000.00
Visiting student (per one credit hour)	2,500.00
Withdrawal Fee	Please refer to Section 12 related to Refund.