

**Policy Name : Student Finance Policy**

**Related** : CAA's Standards of Licensure & Accreditation – 2019, Ministry of Education

**Documents** MoE (2021) Framework for the Compliance Inspection of Higher Education Institutions.  
ESG 2015 Standards  
ADSM P 303 - Grade Approval and Change Policy  
ADSM P 401 – Graduate Admission Policy  
ADSM P 402 – Transfer Admission Policy  
ADSM P 424 – Student Enrollment Policy  
ADSM P 425 – Visiting Students Policy  
ADSM P307 – Graduate Completion Requirements Policy

**Section 1 : Purpose**

1.1 The purpose of this Policy is to provide transparent and clear guidelines for ADSM students in regards to the application and administration of fees and charges, including transfers and refunds fees.

**Section 2 : Scope and applicability**

2.1 This Policy applies to all students in any academic program offered at ADSM, including new students, currently enrolled and re-enrolling students.

**Section 3 : Definitions**

The following definition(s) apply to this policy:

- 3.1 **Course:** a course consists of several instructional activities over a prescribed period of time. It deals with a single subject and is commonly described by title, code, credits, and expected learning outcomes.
- 3.2 **Credit Hour:** a unit of measurement defining the student's overall effort towards attaining a qualification, it uses as a basis to measure the amount of engaged learning time expected of a typical student.
- 3.3 **Program:** a set of courses and other formally established learning experiences that lead to a qualification.
- 3.4 **Program Tuition Fee:** refers to the fee paid by the student to ADSM for all courses. It is calculated by the Credit Hour fee multiplied by the number of Credit Hours in each academic program. The tuition fees for each academic program are detailed in Annexure 1 of this Policy.
- 3.5 **Sponsored Student:** refers to a student for whom fees and charges are paid by a third party.

- 3.6 **Program Tuition Increase:** Program Tuition fees may increase without prior notice and are in effect from the date of the approval of ADSM's Board of Trustees.
- 3.7 **Withdrawal:** refers to notification from a student to withdraw from his/her program of study.
- 3.8 **Program Tuition Fee Change:** Program Tuition fee shall remain unchanged once the student accepts and signs the "Accepting Admission to ADSM" form. However, the Program Tuition Fee may change if the student does not complete the program courses within 36 months, starting from the signing date of the aforementioned Form. Other fees may change without prior notice.
- 3.9 **Administrative Suspension:** refers to a penalty imposed on students for non-payment of tuition fees. The student's access to ADSM systems, course enrolment, and other learning resources will be suspended until financial obligations are resolved with ADSM.
- 3.10 **Bridging Courses:** a set of pre-enrollment skills-development courses to develop students' skills at the required *QF Emirates* level, required for MS students who do not meet the program-specific requirements specified in the *Graduate Admissions Policy*.
- 3.11 **Remedial Program:** a remedial preparation program, consisting of four (4) graduate-level credit hours as remedial preparation for entry into ADSM's graduate programs. These remedial courses are not for credit within any degree program at ADSM.

## Section 4 : Policy Statement

- 4.1 ADSM strives to provide its students with a clear statement on the costs and fees associated with joining any of its programs and the student's responsibilities when applying and registering at ADSM.

## Section 5 : Exclusions

- 5.1. None.

## Section 6 : Principles

### 6.1 Fees and costs associated with the program:

- 6.1.1 **Application Fee:** a non-refundable fee paid by a prospective student while applying for an academic program at ADSM. The payment is made to the Finance Unit, and a copy of the receipt is submitted to the Student Recruitment Office along with a duly filled ADSM application form. Students can defer their enrolment only up to a year from the date acceptance letters are issued to them.

- 6.1.2 **Deposit:** a non-refundable fee of AED 2,000 paid to secure a place in a program at ADSM. This amount will be deducted from the total tuition fees. Students can defer their enrolment up to a year from the date their acceptance letters were issued.
- 6.1.3 **Tuition Fee:** paid as per the options detailed in section 7.2 of this Policy. Once this payment is completed and “Accepting Admission to ADSM Form” is signed by the student, the student will be enrolled and given access to relevant ADSM learning resources.
- 6.1.4 **Reinstatement Fee:** Students who breach the *Student Finance Policy* are subject to administrative suspension and may be charged a reinstatement fee. This results in ceasing access to course enrolment, course materials, viewing grades, using library, and other academic resources/services.
- 6.1.5 **Repeating Course(s):**
- 6.1.5.1 Students who need to repeat courses due to failing, or to raise their CGPA to be above the minimum threshold of 3.0 or a scale of 4.0, will not be charged any additional fees.
- 6.1.5.2 Students who wish to repeat courses to achieve a higher merit, will be charged an additional fee as per the charges detailed in Annexure 1 of this Policy.
- 6.1.6 **Visiting Students:** Students from other institutions interested in taking course(s) at ADSM must submit an application. Successful applicants will be required to adhere to the fees in Annexure 1 of this Policy and the principles of the *Visiting Students Policy*.

## Section 7 : Procedures

### 7.1. Payment of Fees:

- 7.1.1 Payments acceptable types are to be made to the Finance Unit in the following forms.
- 7.1.1.1 Cheques drawn on UAE located banks payable to “Abu Dhabi School of Management”.
- 7.1.1.2 Bank drafts in AED payable to “Abu Dhabi School of Management”.
- 7.1.1.3 Debit cards and major credit cards.
- 7.1.2 Direct Bank Transfers are acceptable to the following account details.

Bank name	First Abu Dhabi Bank, Main Branch, Abu Dhabi
Account name	Abu Dhabi School of Management
IBAN	AE070351011004624203001
Swift code	NBADAEEAAXXX
Account number	1011004624203001
Payment currency	UAE Dirham

7.1.2.1 ADSM shall not accept any cash payments from students for tuition fees or services fees.

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

7.1.4 Students / sponsors are required to send the confirmation of the swift remittance to the Finance Unit at accounts@adsm.ac.ae

**7.2.1 Method of Payment:** It is the students' responsibility to finalize pending payments as listed below:

7.2.1.1 **MBA students** must pay their Tuition Fees before enrolling in any Course. They are eligible to submit up to a maximum of 15 cheques installments prior enrolling in the Course. Cheques' payment installments amounts must be distributed equally among the coming 15 months. These Cheques' dates must be entered between 25th until 30th of each month.

7.2.1.2 **MS students** must pay their Tuition Fees before enrolling in any Term. In the event, the student couldn't successfully pay the full Term Tuition Fees. MS Students are eligible to pay two installments equal to 100% of the Term Tuition Fees to enroll, this is subject to successfully paying 50% of the Term Tuition Fees installment prior to the enrolled Term. The remaining 50% Term Tuition Fees must be paid by post-dated cheque within one month of the term's start date.

7.2.1.2.1 **MS-BA students** are eligible to submit up to a maximum of 15 cheques installments prior enrolling in the Term. Cheques' payment amount installments must be distributed equally in the coming 15 months. These Cheques' dates must be entered between 25th until 30th of each month and signed by the enrolled students.

7.2.1.2.2 **MS-LOD and MS-QBE students** are eligible to submit up to a maximum of 12 cheque installments before enrolling in the Term. Cheques' payment amount installments must be distributed equally among the coming 12 months. These Cheques' dates must be entered between 25th until 30th of each month and signed by the enrolled students.

**7.2.2 Payment Installation Options:** Tuition Fees are to be paid by student as stipulated below:

PROGRAM	OPTION 1 Payment in Full	OPTION 2 Credit Hour Based	OPTION 3 Monthly Installments
Master of Business Administration (MBA)	1 payment of AED 135,000	Payments calculated based on 33 GPA Credit Hour. $= 135,000/33 = \text{AED } 4,090$	All payments must be made within 15 Months
Master of Science Programs – MS QBE and MS LOD	1 payment of AED 110,000	Payments are calculated based on 30 GPA Credit Hour. $= 110,00/30 = \text{AED } 3,667$	All payments must be made within 12 Months

Master of Science Program MS BA	1 payment of AED 110,000	Payments are calculated based on 33 GPA Credit Hour. = 110,000/33 = AED 3,333	All payments must be made within 15 Months
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## 7.2.3 Payment Method for Sponsored Students / Scholarships:

- 7.2.3.1 ADSM recognizes that students may receive financial aid from third parties. However, the ultimate responsibility for satisfying all financial obligations rests with the student.
- 7.2.3.2 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 the sponsors pay their fees as per section 7.2.2 of this Policy.
- 7.2.3.3 The Finance Unit will provide sponsors with invoices and transcripts after final grades are released for each term.
- 7.2.3.4 In case sponsors stop or suspend sponsorship, this has to be formally notified to the Finance Unit. Further, the student will be contacted about pending financial dues and must be cleared by the student.
- 7.2.3.5 ADSM will not be responsible in cases where the sponsorships are suspended. It will remain the student's sole responsibility to clear any financial dues both with ADSM and the sponsor.

## 7.3. Returned Cheques.

- 7.3.1 The Finance Unit will deposit fee cheques no later than 5 days from the due date.
- 7.3.2 In cases where the bank returns the cheques, the student account will be placed on administrative suspension. To remove the suspension, the student must pay AED 500 as a reinstatement fee.

## 7.4. ADSM Tuition Fee Scholarship.

- 7.4.1 ADSM President reserves the right to grant students discounts that are highly competitive.
  - 7.4.1.1 Students are encouraged to apply for a scholarship when they enroll.
  - 7.4.1.2 ADSM does not guarantee a positive outcome for any scholarship application.
  - 7.4.1.3 Students can apply for one scholarship scheme only. Scholarships cannot be combined with any other discounts or other scholarships.
- 7.4.2 **Merit-based Scholarships:** offered to applicants with outstanding academic records. To apply, students must show evidence of achieving at least an undergraduate CGPA of 3.50 and an IELTS score of 6.0 or higher. Successful students shall be eligible to receive up to 30% off in tuition fees.

- 7.4.3 **Excellence-based Scholarships:** offered to applicants with outstanding academic records. To apply, students must show evidence of achieving an undergraduate CGPA between 3.20 to 3.49 and an IELTS score of 6.0 or higher. Successful students shall be eligible to receive up to 25% off in tuition fees.
- 7.4.4 **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% of tuition scholarships per term based on assistance with lab work, programming assignments, and/or research activities.
- 7.4.5 **Financial Aid:** Applicants who face financial constraints may apply for financial aid. They are required to produce related evidence to demonstrate the need for financial aid and excellent academic credentials. Eligible students will be provided with up to 15% off in their tuition fee.
- 7.4.6 **Employee Scholarship:** employees may apply for a scholarship in any of ADSM's academic program, this is subject to the approval of Senior Management and the employee's Line Manager. The Scholarship Committee shall consider the application, then notify the employee of the outcome of the application and the discount rate granted, in case the application was approved.
- 7.4.7 **Corporate Discount:** ADSM may enter into corporate agreement with other entities by which special discounts are granted to applicants covered by such agreement and as per the signed agreement's terms and conditions.
- 7.4.8 **Alumni Rewards:** A 10% grant is available on tuition fees for students with at least one immediate family member who has graduated from an ADSM program. Immediate family members are defined as father, mother, siblings or spouse. The following conditions must be met to avail Alumni Rewards:
- 7.4.8.1 Be self-funding.
  - 7.4.8.2 Provide proper documentation.
  - 7.4.8.3 Only one alumni reward can be awarded per student.
  - 7.4.8.4 The application must be submitted prior to start of the program
  - 7.4.8.5 Retrospective discounts are not applicable.
  - 7.4.8.6 The Alumni Reward will be deducted from the tuition fees either upon registration if the program's tuition fees are paid in advance or from the last installment as per the payment options detailed in section 7.2.2.

## 7.5. Withdrawing from Program:

- 7.5.1 A student wishing to withdraw from ADSM must notify the the Office of Student Affairs in writing.
- 7.5.2 A student who withdraws from the program without following the necessary procedures, including completing the appropriate forms, is financially responsible for the program's cost. Failure to do so will subject the student to penalties as well as possible legal recourse.

## 7.6. Refund of Fees:

### 7.6.1 Tuition Fees:

- 7.6.1.1 When applying for a refund, the student must complete the “Withdrawal Form” and submit it to the Office of Student Affairs.
- 7.6.1.2 Failure to provide formal notification and duly filled Withdrawal Form as per timelines mentioned in section 7.6.3 will result in counting full credit hours for courses.
- 7.6.1.3 A student will be eligible for a refund based on the following:

- **MBA Program**

Point of Exit		Amount to be Deducted (in AED)
First Term	Before the third session of the first course	Application fee AED 500. + Nonrefundable deposit AED 2,000
	Before the fourth session of the first course	Application fee AED 500 + 75% of the course fees (TF 135,000) / (CH 33) * (CH 2) * 75%
	At any point after the fourth session of the first course	Application fee AED 500 + (Number credits earned + credits of the current course, if applicable) * 4,090
After the First Term*	At any point during any term	Application fee AED 500. + Student has to pay: (Number credits earned + credits of the current course, if applicable) * 4,090 or 35% of total tuition, whichever is larger.

\* Applicable to students who withdrew due to not being able to maintain a good academic standing.

- **Master of Science in Quality and Business Excellence and  
Master of Science in Leadership and Organizational Development Programs**

Point of Exit		Amount to be Deducted (in AED)
First Term	Before the third session of the first course	Application fee AED 500 + Nonrefundable deposit AED 2,000.
	Before the fourth session of the first course	Application fee AED 500. + 75% of the course fees (TF 110,000) / (CH 30) * (CH 6) * 75%

	At any point after the fourth session of the first course	Application fee AED 500. + 100% of the course fees for the first term (TF 110,000) / (CH 30) * (CH 6)
After the First Term*	At any point during any term	Application fee AED 500. + Student has to pay: (Number credits earned + credits of the current course, if applicable) * 3,667 or 35% of total tuition, whichever is larger.

\* Applicable to students who withdrew due to not being able to maintain a good academic standing.

## • Master of Science in Business Analytics Program

Point of Exit		Amount to be Deducted (in AED)
First Term	Before the third session of the first course	Application fee AED 500. + Nonrefundable deposit AED 2,000.
	Before the fourth session of the first course	Application fee AED 500. + 75% of the course fees (TF 110,000) / (CH 33) * (CH 6) * 75%
	At any point after the fourth session of the first course	Application fee AED 500. + 100% of the course fees for the first term (TF 110,000) / (CH 33) * (CH 6)
After the First Term*	At any point during any term	Application fee AED 500. + Student has to pay: (Number credits earned + credits of the current course, if applicable) * 3,333 or 35% of total tuition, whichever is larger.

\* Applicable to students who withdrew due to not being able to maintain a good academic standing.

### 7.6.2 Grade Appeal Fees:

7.6.2.1 Grade Appeal Fees listed in Annexure 1 of this Policy will be refunded to the student's account if the appeal was deemed successful by ADSM, as per the *Grade Approval and Change Policy*.

## 7.7. Transferred credits from other institutions

7.7.1 Students from accredited institutions are eligible to transfer credits to ADSM in accordance with the *Transfer Admissions Policy*. These students will be required to pay for courses taken at ADSM only.

7.7.2 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 Office of Student Affairs will notify the Finance Unit about the decision.

## 7.8. Leave of Absence

7.8.1 Students may take a Leave of Absence as per the principles of the *Student Enrollment Policy*.



7.8.2 Students are advised to limit their Leave of Absence duration to ensure changes to fee structure or program structure do not cause a substantial impact their study plans/finance.

## 7.9. Communication to Students

7.9.1 The Finance Unit will communicate the charges related to tuition, transcripts, reinstatement fees, etc., to students via mobile text messages and/or email.

7.9.2 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.

## Section 8 : Responsibilities

8.1. The President shall cause this policy to be implemented.

8.2. The Finance and Administration Operations Director shall monitor implementation and report violations.

8.3. Students:

8.3.1. Understand the financial arrangements/options set by the Finance Unit towards payment of fees.

8.3.2. Check financial dues with the ADSM Finance Unit prior to the start of each term.

8.3.3. Pay fees, as outlined in section 7.2 of this policy.

8.4. Finance Unit:

8.4.1. Invoice, collect, and record all student payments.

8.4.2. Inform the Office of Student Affairs of any students that have a nonpayment fee status.

8.5. The Office of Student Affairs:

8.5.1. Provide Finance Unit with the list of:

8.5.1.1 Students who are newly accepted to ADSM as per ADSM's intake policy.

8.5.1.2 Students who are instructed to repeat courses.

8.5.1.3 Students who wish to withdraw from their program of study.

8.5.1.4 Visiting students, as defined in the *Visiting Students Policy*.

8.5.2. Issue warning notifications to students in breach of the Policy.

8.5.3. Advise students of the consequences they would face in case of non- adherence to this policy.

8.5.4. Place students on administrative suspension.

8.6. Student Recruitment:

8.6.1. Guide prospective students on ADSM application process and inform them of fee structure.


## Section 9 : Cancellations

9.1. Approval of this policy cancels P 411 - Student Finance Policy\_v7.0.

## Section 10 : Review Statement

10.1. ADSM's Policy Committee shall review this Policy at least annually. This Policy may be reviewed more frequently based on a request from the President, Policy Owner or in response to changes in applicable regulations, such as the CAA's Standards for Licensure and Accreditation and the Ministry of Education's Framework for the Compliance Inspection of Higher Education Institutions. Reviewed policies shall be recommended and approved in accordance with ADSM's P 110 – Policy on Policies.

## Section 11 : Approval

Authorization / Ownership	Signature and Date
<b>Policy Owner: Finance and Administration Operations Director</b>	
<b>Approved by: Executive Committee</b>	Reviewed and Approved on 18/10/2022

## Section 12 : Revision History

Revision No.	Effective Date	Description
0	06/04/2020	Policy first approved
1	11/01/2021	MBA Program tuition fees credit hours calculation modification (Table 7.2.2, 7.6.3 and Annexure 1).
2	02/08/2021	Clarified Student Payment & classified payments per Program (article 7.2.1). Employees Scholarship & Corporate Discount (articles 7.4.5 & 7.4.6).
3	06/09/2021	Mapping to ESG 2015 Standards completed.
4	07/02/2022	Article 6.1.2 and Annexure 1 amended
5	07/03/2022	ADSM ceased accepting cash payments for any fees (article 7.1.21) and the refund of Grade Appeal Fees is added in article 7.6.2
6	04/07/2022	Review Statement updated.
7	18/10/2022	Scholarship schemes enhanced in Article 7.4. Fees for Bridging Courses and the Remedial Program added in Annexure 1.

Next scheduled review: 18/10/2023

## 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
IELTS Computer Based Tesing*	1,300
Non-refundable Deposit - to be deducted from the total tuition fees	2,000
Remedial Program	6,000
Bridging Courses	Free
<b>Tuition Fees:</b>	
1. Master of Business Admiration (MBA) for 33 credit hours.	135,000
2. Master of Science in Quality & Business Excellence (MSQBE) for 30 credit hours.	110,000
3. Master of Science in Leadership and Organizational Development (MSLOD) for 30 credit hours.	110,000
3. Master of Science in Business Analytics (MSBA) for 33 credit hours	110,000
Official Transcript Issuance Fee*	150
Academic Letter Issuance Fee*	150
Cheque Returned (for any reason)	Administration suspension
Reinstatement Fee* (Removal of administration suspension )	500
Graduation Documents (First set of Completion Letter & Degree)	Free
Fast Track Fee for Issuing Graduation Documents*	250
Reissuance of Completion Letter*	500
Reissuance of Degree*	500
Grade Appeal Fee*	250
Graduation Ceremony Fee*	650
International summer program	To be determined
Repeated course for any program (CGPA below 3.0)	Free
Repeated course (per one credit hour) – MBA	4,100
Repeated course (per one credit hour) – MSQBE & MSLOD	3,700
Repeated course (per one credit hour) – MSBA	3,400
Visiting student (per one credit hour) for all Academic Programs	4,500
Withdrawal Fee	Please refer to Section 7.6 on Refund

\*The above fees are subject to VAT 5% and are considered non-refundable

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