



MANIPAL
ACADEMY of HIGHER EDUCATION
DUBAI CAMPUS
(Institution of Eminence Deemed to be University)

STUDENT REGISTRATION AND FEE POLICY

Authored by

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Aim:

Establish guidelines for student registration, calculating and charging student fee as applicable.

Guidelines: Process of registration, Tuition Fees payment, late fees, Fee defaults, dropouts/withdrawals from the academic program by a student and removal of name in case of fee default, and re-admission provisions.

1. Registration Process

- One of the objectives of the registration process is to plan for the courses to be pursued during a given semester, accommodating individual needs within the prescribed rules and regulations.
- No student will be permitted to attend classes or use any of the campus facilities without completing the registration process.
- All students must be registered on or before the first day of classes (September for the Fall, December for Autumn, February for the Winter, and July for Summer).

As a general principle, the University expects all students to have sufficient funds to pay all fees in full and when the payment falls due the student should take liability for their own fees.

2. Fees, Charges and Fines Payment

2.1. Tuition Fees

Students are expected to agree to pay the Tuition Fees in one, or more instalments before the start of the respective semester on or before the due dates notified in the admission order. Students will not be able to attend the classes if the payments are not made within the due date.

All Tuition Fees and charges due to the University are payable in advance and except in exceptional circumstances shall not be returned. However, at the University's discretion where a student formally withdraws from a course before the date of commencement of the respective batch of a Program, the tuition fees for that course may be refunded as per refund policy.

In all other cases the University reserves the right not to refund all other fees.

Students are also encouraged to pay the Tuition fees for remaining three instalments as notified in the admission order, in the form of post-dated cheques in favour of "Manipal Education (MENA) FZ LLC" This applies equally for the fees that are being paid by a sponsor or if they are self-financed.

2.1.1. From Fee Scholarship

- A student is deemed to be in receipt of a Fee scholarship when the University, has agreed to pay some or all of student's tuition fees on his/her behalf.
- Fee scholarships awarded by the University may be withdrawn in case of non-payment of other fees and charges within due dates.
- Students whose Fee scholarship covers only part of the total tuition fee will remain personally liable for the balance of the total fee due and will be recorded as 'self-financing' for that portion of the total fees.

- All students are personally liable for payment of their tuition fees until they are provided the University's finance department with evidence confirming that the Scholarship Fees that they are eligible for has been awarded.

Students whose application for Scholarship is declined will continue to be personally liable for payment of their tuition fees and will be recorded as "self-financing".

2.1.2. From Self-financing by Students

Self-financing students may have one or more personal arrangements agreed with other people or entities to fund their studies. Some examples could be payment on students' behalf by a parent, relative or guardian. All students are personally liable for the payment of their tuition fees until the same are paid in full to the University.

2.2. Charges

The various charges that are levied by the University for the provision of various amenities and services, are hostel fees which include rent for University accommodation and catering charges.

The University expects all its students to have sufficient funds to pay all charges levied in full as and when the payment falls due and assumes that each student is personally liable for their own charges.

2.3. Fines

Various fines are imposed by the University on students by way of penalties which include the following:

- (a) Library Fine
- (b) Discipline fines
- (c) For damages and/or injury to the University property
- (d) Late payment fine

Students are personally liable for the fines. Debts that may be collected by the University from students include all sums due by students to the University under headings - Fees, Charges, And Fines.

3. Fee Structure

Please go through the table below for schedule of the fees for all courses for the batch starting in 2023

Undergraduate Programs (Day):

Sr. No	Program	Program Duration	Application Fee*	Registration Fee*	Tuition Fee per Year
1	BTech Engineering (Chemical, Civil, Computer Science, Data Science, Electrical & Electronics, Mechanical, Mechatronics)	4	100	2900	48,000
2	BCom Professional	3	100	2900	37,500
3	BCom Professional (with ACCA)	3	100	2900	37,500 + 10,000
4	BBA	3	100	2900	43,000
5	BBA (Tourism & Hospitality)	3	100	2900	43,000
6	BSc Information Systems & Management	3	100	2900	43,000
7	BA Humanities	3	100	2900	37,500
8	BSc Applied Psychology	3	100	2900	42,000
9	BDes Interior Design	4	100	2900	42,000
10	BDes Fashion Design	4	100	2900	39,000
11	BSc Design Management	3	100	2900	40,000
12	BArch	5	100	2900	44,000
13	BA Media & Communication	3	100	2900	46,000
14	BA Film Studies & TV Production	3	100	2900	42,000
15	BSc Animation	3	100	2900	42,000
16	BSc Biotechnology	3	100	2900	48,000
17	BSc Food and Nutrition Science	3	100	2900	48,000

Undergraduate Programs (Evening):

Sr. No	Program	Program Duration	Application Fee*	Registration Fee*	Tuition Fee per Year
1	BTech Engineering (<i>for diploma holders</i>) (<i>Civil, Electrical & Electronics, Mechanical</i>)	3	100	2900	35,500
2	BBA (Evening)	3	100	2900	37,500
3	BSc Information Systems & Management (Evening)	3	100	2900	37,500

Postgraduate Programs:

Sr. No	Program	Program Duration	Application Fee*	Registration Fee*	Tuition Fee per Year
1	MBA - International Business (Day)	2	100	1500	48,000
2	MBA - International Business (Evening / Weekend)	2	100	1500	37,000
3	MTech Engineering (<i>Computer Science & Information Security, Construction Engineering & Management, Energy Systems & Management, Engineering Management, Manufacturing Technology & Automation</i>)	2	100	1500	33,000
4	MSc Information Science	2	100	1500	33,000
5	MDes Interior Design	2	100	1500	35,000
6	MDes Sustainable Design	2	100	1500	35,000
7	MA Fashion Management	2	100	1500	35,000
8	MSc Applied Psychology	2	100	1500	35,000
9	MA Media & Communication	2	100	1500	35,000
10	MSc Medical Biotechnology	2	100	1500	39,000
11	MSc Molecular Biology & Human Genetics	2	100	1500	39,000
12	MSc Nutrition & Dietetics	2	100	1500	39,000
13	MSc Food Science & Safety	2	100	1500	39,000
14	PG Diploma Business Administration	1	100	1500	37,000
15	PG Diploma Logistics & Supply Chain	1	100	1500	37,000
16	PG Diploma Cyber Security	1	100	1500	37,000
17	PG Diploma Data Science	1	100	1500	37,000

Foundation & Certificate Programs:

Sr. No	Program	Program Duration	Application Fee*	Registration Fee*	Tuition Fee per Year
1	MAHE Dubai Foundation Program	1	100	1500	30,000
2	Certificate Program - Interior Design	1	100	1500	30,000

PhD Programs:

Sr. No	Program	Application Fee*	Registration Fee*	Tuition Fee per Year
1	PhD - Engineering	100	1500	24,000
2	PhD - Management	100	1500	24,000
3	PhD - Biotechnology	100	1500	24,000

Please note:

- Application Fees and Registration fees are non-refundable.
- A Caution Deposit of AED 500/- for all programs (except MBA) is payable along with registration fees. This is refundable at the end of the program after deduction towards damages/loss of items, if any, caused by student
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OTHER FEES DETAILS 2023-24		
Particulars	Amount in AED	
Visa Caution Deposit	4000/-**	
Caution deposit (Refundable)	500/-**	
Late registration Fee	250/-	
Examination fee	400 to 650/-	
Re-examination fees / back logs etc	450 to 2450/-	
Replacing lost Hall ticket (End-Semester Exam)	50/-	
Grade appeal application	250/-	
Extra transcript copy	50/-	
Replacing a lost ID	150/-	
Certified Grade Transcript/Bonafide letter	150/-	
RTA Letter	200/-	
Transport Fee per semester for Dubai	2000-2500/-	
Transport Fee per semester for Sharjah/Ajman	2500/-	
New Visa fee inclusive of Emirates ID & Medical Test (Applicable every year)	5145/-***	
Visa Renewal Fee	4,462/-***	
Hostel Fee per academic year	Sharing	AED
	Triple	25,500
	Twin	28,500
	Single	35,500
Hostel Caution Deposit	500/- **	
Graduation Fee	850/-	
Alumni Fee	500/- onetime and optional	
Late instalment payment fee (per instalment)	500/-	
Cheque bounce charges - closed account	750	
Re joining fees	1000/-	

** Refundable at the time of graduation or upon permanent discontinuance of study from the University after deduction towards damages/loss of items, if any caused by student

***Visa fee is decided by the UAE Government / TECOM Authority and is subject to change from time to time.

All of the above fees are payable in advance before applying for such services.

MAHE Dubai has the right to amend the fees, which will be notified by website and notice board.

Note: All fees mentioned above is exclusive of VAT. 5% VAT will be charged in addition on all applicable fees as per the UAE Law

4. Fee Defaulters and Dropouts

If the student has defaulted in any fee payment, (tuition fees, hostel fees, visa fees, or any other fees) and charges on the specified due dates, set out in advance by the University, the University is forced to initiate the following:

- a. MAHE Dubai, will send a reminder letter to the student's University email account.
- b. If fee still remains unpaid student will not be permitted to enroll for the semester end examination.
- c. Overseas students who are under University Visa should also be aware that non-payment may affect their visa status.

If the student has defaulted in any fee payment, (tuition fees, hostel fees, visa fees, any other fees) on the specified due dates, set out in advance by the University and remains outstanding for one semester term or the student has absented from the classes for more than three calendar months, at any period during the academic period for the enrolled course:

- a. MAHE Dubai, will send a reminder letter to the student's University email account.
- b. he /she shall not be eligible to register as a user and access to IT lab, the Library, the Learning Management System and all other academics attendance will be revoked, and respective student will be treated as "Dropout."
- c. he/she shall not be permitted to enroll for the semester end examination and next semester programme of study.
- d. he/she in respect of the fees would have to clear pending dues and shall be liable for and required to pay the costs of debt collection incurred by the University in recovering the fees and/or charges and/or fines and pay Re-joining Fees if he/she wish to continue the enrolled programme of study.
- e. he/she shall not be eligible to receive a degree or other award, in case of non-payment of fees, and he/she shall not be eligible to register as a student of the University in case of non-payment of charges / fines.

5. Fee Payment Conditions and Methods

The University currently offers several methods of payment to its students and will notify them, as appropriate, of any relevant changes.

- i. The Annual Tuition Fee for an applicable programme is payable in 4 instalments. For the details on instalments and their due dates, please refer the official notice board at the campus or contact office of admissions or accounts.
- ii. Mode of payments:
 - a. By Cheques / Banker's Draft should be made in favor of MANIPAL EDUCATION (MENA) FZ LLC. (Cheque payments are subject to realizations)
 - b. By Credit card / Debit cards (we accept all major credit / debit cards at the MAHE, Dubai Finance fee counter)
 - c. By Online bank transfer through payment gateway (link for online payment <http://payment.manipaldubai.com/>) or through SLCM portal(link for payment <https://slcm.manipaldubai.com/>)

- d. Cash Deposit Machine Facility (CDM) : exclusive fee deposit CDM available at MAHE Campus Block A, First floor.

The University may levy additional charges for bank fees and administration when students have been notified of these charges in advance, these charges may include, but are not limited to, credit card payment surcharges, bank charges University incurs from processing payments by debit or credit card, collection charges, etc., where the University receives payments made by a non-UAE bank, students are deemed responsible for all currency translations, conversion and bank charges incurred by the University. All such charges shall be added to the account with the University for payment.

All non-electronic payments, whether Banker's draft, or any other payment documentation should, in all instances be posted directly to:

MAHE Finance Department, MAHE Dubai Campus, G-004, DIAC, Dubai, UAE.

- i. Any tuition fees or hostel fees which are not paid within the notified due dates are subject to late payment fees of AED 500 per instalment delay. ("Penalty Charges")
- ii. All other fees and charges are payable in advance before availing the specific service.
- iii. Hostel fees are payable in full at the beginning of the academic year or before the hostel is occupied by the student whichever is earlier.
- iv. Due dates for the tuition fee instalments are as below:
 - a. 1st Installment: at the time of joining / 15th of Sept
 - b. 2nd Installment: 15th November
 - c. 3rd Installment: 15th February
 - d. 4th Installment: 15th April
- v. Students are advised to refer to the official notice board at the campus for tuition fee instalment dates, installment alert notification will be sent to Manipal student e mail account and no further reminders will be sent. It is the responsibility of the students to read and understand and also to strictly adhere to student handbook guidelines and payment schedules without any reminder / notifications.

The University is under no obligation to extend payment terms beyond its standard terms and conditions.

However, University recognizes that major events can occur, which:

- i. is beyond control and foresight; and
- ii. create an ongoing disruption to a student's flow of funds, and
- iii. limit or constrain the student's ability to pay fees when they fall due.

In these exceptional circumstances, at its own discretion, the University may extend payment terms beyond its standard terms and conditions. In determining a request to extend payment terms the University may require the student to provide adequate documentation to support the request.

The Annexure to the Fee Policy deals with Student debt collection process:

Annexure-A

Student Debt collection process

The University follows two types of conditions - escalating conditions and additional conditions. Additional conditions are applied to students in the student debt collection process in cases where students do not adhere to the escalating conditions.

Type of non-payment	Escalating conditions	Additional conditions
Fees	Penalty charges for late-payments Exclusion from academic classes	<ul style="list-style-type: none"> • Restriction on re-admission for further academic semester • Restriction on eligibility for award of degree and withholding examination results. • Transcripts of marks only supplied over-stamped with “Account Now Overdue” or similar text. • Restrictions on letters certifying student status. • Restriction on eligibility for conferment of a degree and no degree certificate issued
Charges	Penalty charges for late payment Withdrawal of amenities (except hostel fees) Legal action for recovery Eviction from University hostel (hostel fees only)	<ul style="list-style-type: none"> • Restriction on re-admission for a subsequent semester
Fines and other debt	Penalty charges for late payment Legal action for recovery	<ul style="list-style-type: none"> • Restriction on re-admission for a subsequent semester

Notes:

1. Exclusion from Studies:

This takes place when the student continues non-payment of fees and do not respond to reducing the outstanding debt, including the disregard for University communications, withholding engagement with University staff, rejecting reasonable extension of payment terms; defaulting on discretionary payment terms.

Withholding active academic support means, student access to the IT lab and library access may be withdrawn, excluded from taking examinations or assessments, excluded from proceeding to project or dissertation wherever applicable.

It is to be noted that exclusion from academic studies is not permanent and it is expected that the students who are affected take prompt steps and engage with the University to pay off their debt. If no actions are seen by University additional conditions will start.

2. Withdrawal of scholarships and legal action for recovery of debt

Withdrawal of scholarships and legal action for recovery of fees may take place in case of discontinued payment and/or non-engagement with the University for reducing the debt. Legal actions may be taken in addition to any / all other escalating and additional conditions.

Where debt of a student has been passed for legal action, he/she shall be responsible for payment of all subsequent charges and legal costs including interest, legal fees and litigation costs. Students should note that if legal action is commenced, their credit rating might be negatively affected.

The decision for recovery of debt will be discretion of the University finance team, in consultation with Academic President/ Dean of the University.

3. De-Matriculation from the University

The process may take place in cases where payment and/or engagement to reduce debt is being avoided by the student. This includes:

- (i) disregard University communications
- (ii) withholding engagement with University staff
- (iii) rejecting reasonable extensions of payment terms
- (iv) defaulting on discretionary payment terms

4. Withdrawal of Amenities

Withdrawal of amenities may take place in cases of continued non-payment and/or non-engagement in reducing debt for charges (excluding hostel fees). The sanction is removal of access to the respective amenity for which student has incurred the debt.

5. Eviction from University hostel facility

Eviction from University hostel facility may take places in cases of continued non-payment and/or non-engagement with University in reducing debt for hostel fees. This decision shall be in consultation with the Finance head along with the Dean of the University.

6. Additional restrictions

Additional restrictions are applied automatically to all students in the student debt collection process. These restrictions apply even where discretionary payment terms have been agreed and are being complied with. They will only be lifted when payment is made to the satisfaction of the Finance Team enabling for a student to be removed from the student debt collection process.

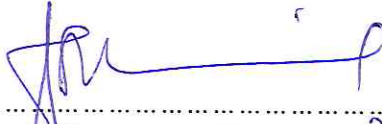
7. Discretionary payment terms

Discretionary payment terms are extended payment terms offered to students who are in exceptional circumstances as referred to hereinabove. The University believes that any further extension of its payment terms or waiver of any tuition fees, charges, fines and other debt is fundamentally unfair to the students who do pay, in full, within the University payment terms. Both further extension of payment terms and waiver adversely compromise the University's ability to deliver the services and amenities.

The University is under no obligation to extend payment terms beyond standard terms and students' eligibility for discretionary payment terms will be assessed on a case-by-case basis. Students should be aware, that compliance with granted discretionary payment terms will not remove them from the student debt collection process and additional restrictions will still be applied.

Policy Effective Date: 1st September 2005

*Policy Amendment Date: 19th July 2023;
Reviewed Annually*


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