

## Addendum “Tuition Fees and Refund Policy and Procedure”

The following addendum to the existing policy “Tuition Fees and Refund Policy and Procedure” will be effective at SAE Institute Dubai from November 17<sup>th</sup>, 2019 onwards:

### 6.1 bis Introduction

#### **Definitions specific to SAE Dubai:**

**Domestic Student:** Any student that holds a UAE passport

**Expat or International Student:** All other students including students on Temporary resident visa and students on Student visa

**Provisional Study Path:** The basis for allocating your units of study and tuition fees for the next term, based on 30 or 40 Credit Points. Provisional study paths are subject to change and are only finalised by the Head of Department after the publication of academic results for the current term.

**Final Study Path:** Units of study confirmed by the Head of Department after the publication of academic results for the current term. Any adjustment to tuition fees will be made after confirmation of the Final Study Path.

**Current Term:** The term the student is currently enrolled in (22T1)

**Next Term:** The term following upon the current term (22T2)

**Deferral:** Postponement of studies up to a maximum period of 1 term of (see 6.8 bis 8.)

**Withdrawal:** Termination of studies where the deferral period is more than 1 term (see 6.8 bis 7.)

### 6.8 bis All other students including international students - Continued enrollment at SAE Dubai

1. Every student is automatically enrolled for the next term (= continued enrollment).
2. The "tuition fees" that will apply to continued enrollment will be determined by a provisional study path. You will receive a pro forma invoice stating the number of Credit Points allocated in Week 11 of the current term. Any adjustments to the invoice will be made after Week 2 of the next term.
3. In the event that a student does not withdraw/defer within the given time frame (shared by email every term), the student will automatically be considered as re-enrolled for the next term (continued enrollment) and tuition fees will be based on a 30 or 40 Credit Point enrollment (unless not applicable).

4. In the event a student wishes to withdraw or defer the next term without being financially liable, the student must complete a withdrawal/deferral form as per the policies and procedures no later than the first day (Monday) of Week 11 of the current term (see also "Definitions" 6.1 bis).
5. In the event the student withdraws/defers after the Monday of Week 11, 50% of the tuition fees, based on the Final Study Path, will be administered. This 50% payment is applicable up until Week 2 (Sunday being the last day of the week) of the next term<sup>1</sup>.
6. In the event the student withdraws/defers after Week 2 of the next term, no refund of the tuition fees will be administered<sup>2</sup>.
7. In the event a student has withdrawn/deferred for the next term (see 4.), but decides to continue and re-enroll, a re-registration fee of 3,150 AED will be administered.
8. In case of deferral, a 1,000 AED Deferral deposit will be administered and credited to course fees upon return, but will be forfeited in case of non-return after more than 1 term.

<sup>1</sup> Mitigating circumstances to waive any of the above conditions are very rare and will be considered on a case by case basis.

<sup>2</sup> Students may cancel a **unit** up until the census date of the next term 22T2 (Week 2), without being financially liable for that particular **unit**. This condition does not apply when studying one 30 Credit Point Unit. Canceling all 30 Credit Points will be subject to the deferral conditions.