

## Tuition Fees

College of Administrative Sciences:

كلية العلوم الادارية College of Administrative Sciences			
الرقم	التخصص	الساعات المعتمده	رسوم الساعات المعتمده
1	البكالوريوس في المحاسبة Bachelor's Degree in Accounting	135	92.700 د.ب
2	البكالوريوس في ادارة الاعمال Bachelor's Degree in Business Administration	135	92.700 د.ب
3	البكالوريوس في العلوم المالية والمحاسبة Bachelor's Degree in Accounting and Finance Sciences	135	92.700 د.ب
4	البكالوريوس في نظم المعلومات الادارية Bachelor's Degree in Management Information Systems	135	92.700 د.ب
5	البكالوريوس في العلوم السياسية Bachelor's Degree in Political Sciences	135	92.700 د.ب
6	الماجستير في ادارة الاعمال Master's Degree in Business Administration	36	144.200 د.ب
7	الماجستير في ادارة الموارد البشرية Master's Degree in Human Resources Management	36	144.200 د.ب
8	لماجستير في المحاسبة والتمويل Master's Degree in Accounting and Finance Sciences	36	144.200 د.ب

College of Law

كلية الحقوق College of Law			
رسوم الساعات المعتمده	الساعات المعتمده	التخصص	الرقم
92.700 د.ب	135	البكالوريوس في الحقوق Bachelor's Degree in Law	1
144.200 د.ب	36	الماجستير في القانون Master's Degree in Law	2
144.200 د.ب	36	الماجستير في القانون التجاري Master's Degree in Commercial Law	3

College of Art & Science

كلية الآداب والعلوم College of Art & Science			
رسوم الساعات المعتمده	الساعات المعتمده	التخصص	الرقم
92.700 د.ب	135	البكالوريوس في علم الحاسوب Bachelor's Degree in Computer Sciences	1
92.700 د.ب	139	البكالوريوس في التصميم الجرافيكي Bachelor's Degree in Graphic Design	2
92.700 د.ب	138	البكالوريوس في التصميم الداخلي Bachelor's Degree in Interior Design	3

## Other Fees

### Bachelor Degree Other Fees.

Bachelor Degree Other Fees:	الرسوم الأخرى لدرجة البكالوريوس
10/- BHD: Application fee paid once.	10 د.ب رسم تقديم طلب الالتحاق لمرة واحدة .
100/- BHD: Registration fee paid once for Bachelor Degree Students. (Non-refundable)	100 د.ب رسم تسجيل لمرة واحدة فقط غير مسترجعه
100/- BHD: fees per first and second semester for computer science, interior design and graphic design Labs. (50/- BHD: for summer Semester labs)	100 د.ب رسم مختبرات فصلية لكل من الفصل الاول والفصل الثاني لطالبة تخصصات علم الحاسوب . والتصميم الداخلي والتصميم الجرافيكي . ( 50 د.ب رسم مختبر للفصل الصيفي)
5/-BHD: fees for English language placement test.	5 د.ب رسم اختبارات فحص مستوى اللغة الانجليزية.
5/-BHD: fees for an official academic transcript.	5 د.ب رسم استخراج كشف الدرجات الرسمي.
5/- BHD: fees for a duplicate official academic transcript.	5 د.ب رسم تصديق صورة طبق الاصل عن كشف الدرجات الرسمي .
5/- BHD fees for issuance student bonafide student certificate.	5 د.ب رسم استخراج إفادة اثبات طالب
10/- BHD: fees for course equivalence procedure.	10 د.ب رسم اجراء معادلة مقررات .
10/- BHD: fees for appealing a final grade per course.	10 د.ب رسم طلب التظلم لمراجعة الامتحانات النهائية للمقرر الواحد
5/-BHD: fees to issue a new ID card or a replacement.	5 د.ب رسم اصدار هوية جامعية جديدة او بدل فاقد .
5/ - BHD fees for issuing a graduation certificate.	5 د.ب رسم استخراج إفادة التخرج
30/-BHD Fees for submission of an incomplete exam (a valid excuse should be submitted and as per the established in the university regulations.	30 د.ب رسم امتحان تقديم غير مكتمل ( شرط توافر عذر مقبول بحسب اللوائح المعمول بها في الجامعة) .
650/-BHD: one-time payment for new student's seat reservation consists of the following fees (Application, Registration, part from the first semester fee and new ID card)	650 د.ب رسوم حجز مقعد و تشمل رسوم الطلب و جزء من رسوم الفصل الأول و إصدار البطاقة الجامعية.
Twice the price of the borrowed book in case the student loses or damages the book.	ضعف مبلغ الثمن : رسم اتلاف او ضياع الكتب المستعارة من قبل الطالب .



### Master Degree Other Fees.

Master Degree Other Fees:	الرسوم الأخرى لدرجة الماجستير
10/- BHD: Application fee paid once.	10 د.ب رسم تقديم طلب الالتحاق لمرة واحدة .
250/- BHD: registration fee for first and second semesters.	250 د.ب رسوم التسجيل للفصل الأول والثاني
125/- BHD: registration fee for the summer semester.	125 د.ب رسوم التسجيل للفصل الدراسي الصيفي.
5/-BHD: fees to issue a new ID card or a replacement.	5 د.ب رسم اصدار هوية جامعية جديدة او بدل فاقد .
10/- BHD: fees for appealing a final grade per course.	10 د.ب رسم طلب التظلم لمراجعة الامتحانات النهائية للمقرر الواحد
650/-BHD: one-time payment for new student's seat reservation consists of the following fees (Application, Registration, part from the first semester fee and new ID card)	650 د.ب رسوم حجز مقعد و تشمل رسوم الطلب و جزء من رسوم الفصل الأول و إصدار البطاقة الجامعية.
5/-BHD: fees for English language placement test.	5 د.ب رسم اختبارات فحص مستوى اللغة الانجليزية.
5/-BHD: fees for an official academic transcript.	5 د.ب رسم استخراج كشف الدرجات الرسمي.
5/- BHD: fees for a duplicate official academic transcript.	5 د.ب رسم تصديق صورة طبق الاصل عن كشف الدرجات الرسمي .
30/-BHD Fees for submission of an incomplete exam (a valid excuse should be submitted and as per the established in the university regulations.	30 د.ب رسم امتحان تقديم غير مكتمل ( شرط توافر عذر مقبول بحسب اللوائح المعمول بها في الجامعة) .
5/ - BHD fees for issuing a graduation certificate.	5 د.ب رسم استخراج إفادة التخرج.
Twice the price of the borrowed book in case the student loses or damages the book.	ضعف مبلغ الثمن : رسم اتلاف او ضياع الكتب المستعارة من قبل الطالب .
5/- BHD fees for issuance student bonafide student certificate.	5 د.ب رسم استخراج إفادة اثبات طالب
10/- BHD: fees for course equivalence procedure.	10 د.ب رسم اجراء معادلة مقررات .
Twice the price of the borrowed book in case the student loses or damages the book.	ضعف مبلغ الثمن : رسم اتلاف او ضياع الكتب المستعارة من قبل الطالب .



## Fee Payment and Refund Policy

- a. All the other fees listed in the “Other Fees” table are “Non-Refundable” or “Transferable”.
- b. The tuition fees only are refundable as follows:

Withdrawal dates from the University	Refund % given
One week before the first day of classes	100% of total Tuition Fee only
Before the end of the first week of classes	100% of total Tuition Fee only
Before the end of the second week of classes	75% of total Tuition Fee only
Before the end of the third week of classes	50% of total Tuition Fee only
Before the end of the fourth week of classes	25% of total Tuition Fee only
After the fourth week of classes	0% of total Tuition Fee only
	No Refund

**Note: 1. the above table is not applicable in Summer Semesters.**

### **2. The first day of classes is as determined by the Academic Calendar**

- c. The total number of credits registered will determine the final fee.
- d.
- e. Registration fee must be paid before the commencement of classes.
- f.
- g. Cancellation of registration may be applicable on students who do not pay their tuition fees before the commencement of the semester.
- h.
- i. The following may be applicable on student(s) with outstanding fees until all dues are paid:
  - Denied the right to attend classes.
  - Denied for mid-term exams.
  - Denied for final examinations.
  - Denied future Registration for any course(s).
  - Denied from issuance of transcripts.
  - Withhold the degree(s) of a non-paying student(s) until all his/her dues are paid in full.



- j. Methods of payment:
- Cash.
  - Cheque.
  - Electronic (Online and credit card payments).
- k. Only the Bahraini currency will be accepted when making a payment unless approved by the Director of Finance.
- l. A payment plan can be worked out by visiting the Finance Directorate.

**Aging & Bucket Definitions:**

All students accounts past due by one (1) day shall be categorized as past due. All past due accounts shall be categorized into different time buckets based on the number of days past due from earliest unpaid instalment as detailed below:

Bucket	Past Due Days	Action
Bucket 1	1-30	Mail first past-due letter and send an email to the student/sponsor
Bucket 2	31-60	Mail second and final past-due letter and email with reference to the university's legal office.
Bucket 3	61 +	Complete appropriate submittal forms and send to the University's Legal Office. Refuse additional services to the delinquent debtor as per point "7.6". After 45 days from date sent to University's Legal Office, a decision will be made on how to proceed with account. Account may be assigned to a state contracted collection agency.



## Applicability

This policy is applicable on:

- Past due accounts
- Non-Performing accounts
- Students controlled payment mode
- Sponsor controlled payment mode

## Responsibilities

- a. On a monthly basis, accounts department will generate/ request a report listing all student past due accounts.
- b. Director of Admin and Finance (or as designated) will group the accounts according to the predefined aging buckets in point "8".
- c. Within first week of every month, Accounts officers will arrange to send SMS to students and sponsors as follows:
  - Student controlled payment mode: past due of 31+ days and above
  - Sponsor controlled payment mode: Past due of 61+ days and above
- d. Collection procedures will be implemented on accounts in Bucket 2 and above.
- e. The follow up will start through reviewing the student / sponsor account details and profile in the system to identify any irregularities prior contacting the student / sponsor by phone.
- f. Accounts officers will contact the customer by phone to identify the reason for the delay and update the database accordingly. Accounts with higher past due amount will be given priority in terms of follow up.
- g. If the student / sponsor is not reachable or not cooperating with the university, this student / sponsor will be classified as either "un-cooperative" or "Unreachable", and a letter will be sent to the student / sponsor on the provided address within 10 days from identifying the customer as non-cooperative or unreachable.
- h. If no feedback received on the letter by 15 days, the case will be forwarded to the university's legal office for conducting site visits to client premises and report the matter to Director of Admin and Finance.