

## Fee Payment Guide for Undergraduate Students - Fall 2024

### For Inquiries and Payments by Installments

Location	Time	Phone	WhatsApp	Email
Student Commons 1 <sup>st</sup> Floor	Sunday To Thursday 9:00 am to 4:00 pm	+973 7797 7018 +973 7797 7078	+973 33560013	Studentfinance@aubh.edu.bh

### Undergraduate Tuition and Fees

Tuition covers the cost of the programs only. Full-time students must take a minimum study load of 12 credit hours. The table below details tuition and fees for Fall 2024:

Undergraduate Degree Programs Tuition	Amount
Degree Programs Tuition (BHD 200 per credit)	Starting From BHD 2,400 (12 to 18 Credit hours)
Student Activities Fee*	BHD 100
Technology Fee**	BHD 50
Seat Reservation Deposit (Non-Refundable)	BHD 600 Amount will be deducted from Tuition.

#### \*Student Activities Fee

Student Activities Fee supports on and off-campus programs and activities that enhance the student experience of university life. It also provides access to the sports and recreation facilities. All students are required to pay this fee once per semester.

#### \*\*Technology Fee

Technology Fee supports the technology infrastructure, resources and services that enhance student learning experiences and to continually provide innovative solutions in line with the university's mission. All students are required to pay this fee once per semester.

## Other Fees

Fees	Amount (BHD)
Application Fee (non-refundable)*	25
Engineering/Science Lab Fees (course specific)	75
Lab/Studio Fees (course specific)	75
Internship Registration Fee	25
Transcripts Fee	5
Library Fine (rate per day per item)	1
Late Registration Fee	50
Late Payment Fee	50
ID Card Replacement Fee	10
Locker Fee	25
Graduation Fee	100
Health, Safety and Facilities Fine	Up to 50
Academic Appeal Request Fee	30
Health, Safety and Facilities Appeal Request Fee	10
Degree Attestation Request Fee	50
Test Re-take Fee	25
Placement Tests/Assessments	30
Credit Transfer Request Fee	50
Degree Certificate Replacement Fee (if lost or damaged)	100
Returned Check/Failed Direct Debit Fee	50
Installment Plan Admin Fee	Up to 30
English Proficiency Test	100
Regulator Request Admin Fee	5

*\*Valid for one academic year only.*

## Payment Methods

<b>Bank Transfer/Fawri/Fawri+</b>	<p><b>Bank Name:</b> Khaleeji Commercial Bank  <b>Account Name:</b> American University of Bahrain  <b>IBAN:</b> BH30KHCB00200500492001  <b>SWIFT:</b> KHCBBHBM  <i>*A copy of the bank transfer should be e-mailed to the finance department</i></p>
<b>Fawateer</b>	<p>Available through any eBanking platform or the BenefitPay mobile application. Under Fawateer, go to Education, and select American University of Bahrain.</p>
<b>Credit Cards &amp; Debt Cards Payments</b>	<p><b>eCashier:</b> Self-service online payment platform available on AUBH website. All major debit and credit cards are accepted.  eCashier Link <a href="#">eCashier   AUBH Payment gateway</a>  eCashier Guide <a href="#">eCashier Guide.pdf</a></p> <p><b>Point of Sale (POS):</b> All major debit and credit cards are accepted.</p> <p><b>Student Portal:</b> Online payment within the Student Portal. All major debit and credit cards are accepted.  Student Portal Guide <a href="#">Student Portal Guide.pdf</a></p>
<b>Checks</b>	<p>To be deposited at any Khaleeji Commercial Bank branches. Payable to "American University of Bahrain"</p>
<b>Cash</b>	<p>To be deposited at any Khaleeji Commercial Bank branches:  <b>Account Name:</b> American University of Bahrain  <b>Account Number:</b> 0200500492001</p>

**NOTE:** Students/Applicants should always quote their student/applicant ID and name when making a payment. For applicants, in the case of unavailability of application number, please quote your passport number. Failure of the above will delay the allocation of the payment to the student account with the university.

## Current Semester Payment Deadlines

Semester Payment	Payment Deadline	Deadline (including late fees)	Final Deadline (Blocking from Student Portal)
Fall 2024	A	B	C
Returning Students	26-09-2024	03-10-2024	10-10-2024
New Students	03-10-2024	10-10-2024	17-10-2024

- If payment is not completed by the first deadline, late fees of BHD 50 will be charged.
- If payment is not completed by deadline B, student portal will be blocked.

## Payment by Installment

If full fees cannot be paid by the above specified deadlines, installments can be arranged with the Finance Department. The available installment options are as follows:

Options	Type	Admin Fee	No. of Installments	Notes
1	Automatic Deduction	No Admin Fee	3 Installments	Direct Debit or Posted Dated Checks
2	Non-Automatic Deduction	BHD 20	3 Installments	
3	Customized Installment Plan	BHD 30	As Requested	

### Installment Breakdown and Dates for (Option 1 and 2):

Installment No.	Installment Amount	Deadline
Installment 1	BHD 1,000	30-09-2024
Installment 2	50% of the outstanding amount	30-10-2024
Installment 3	Outstanding amount	30-11-2024

To apply for an installment plan, please contact the Finance Department at [Studentfinance@aubh.edu.bh](mailto:Studentfinance@aubh.edu.bh) no later than 26<sup>th</sup> September 2024.

## Refund Policy

### Dropping/Withdrawing from Courses:

In the event a student drops a course during the add/drop period, the student will be refunded 100% of the tuition and fees for the course as long as the student maintains the minimum credit hours for the semester. Non-attendance of classes does not imply that the student has dropped the course, and the tuition and fees will be applicable.

In the event a student withdraws from a course after the add/drop period, the student will not be refunded for the tuition and fees of the course.

### Withdrawing from the Semester/University:

In the event a student chooses to completely withdraw from the university or a semester, the following refund schedule will apply for the tuition and fees excluding the non-refundable fees and deposits:

Schedule	Refund
Before the end of the Add/Drop period	100%
After the Add/Drop period	0%

All refund requests will be processed within 20 working days.