

Fee Payment Guide for Undergraduate Students - Fall 2024

For Inquiries and Payments by Installments

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

Postgraduate Tuition and Fees

The table below details tuition and fees for New Students Joining Fall 2024:

Postgraduate Degree Programs Tuition*	Amount
Degree Programs Tuition	BHD 7,410 (Full Program-Two Years)
Foundation Courses (if Required)	BHD 300 each
Thesis Continuation Fee Per Year of Non-Completion	BHD 300
Seat Reservation Deposit (Non-Refundable)	BHD 600
	Amount will be deducted from Tuition.

* The tuition applicable to returning students is based on the rates applied on the joining term.

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

Bank Transfer/Fawri/Fawri+	<p>Bank Name: Khaleeji Commercial Bank Account Name: American University of Bahrain IBAN: BH30KHCB00200500492001 SWIFT: KHCBBHBM <i>*A copy of the bank transfer should be e-mailed to the finance department</i></p>
Fawateer	<p>Available through any eBanking platform or the BenefitPay mobile application. Under Fawateer, go to Education, and select American University of Bahrain.</p>
Credit Cards & Debt Cards Payments	<p>eCashier: Self-service online payment platform available on AUBH website. All major debit and credit cards are accepted. eCashier Link eCashier AUBH Payment gateway eCashier Guide eCashier Guide.pdf</p> <p>Point of Sale (POS): All major debit and credit cards are accepted.</p> <p>Student Portal: Online payment within the Student Portal. All major debit and credit cards are accepted. Student Portal Guide Student Portal Guide.pdf</p>
Checks	<p>To be deposited at any Khaleeji Commercial Bank branches. Payable to "American University of Bahrain"</p>
Cash	<p>To be deposited at any Khaleeji Commercial Bank branches: Account Name: American University of Bahrain Account Number: 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
Deadline	17-10-2024	24-10-2024 by 4:00pm	31-10-2024 by 4:00pm

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

Payment by Installment

If full fees cannot be paid by the above specified deadlines, the University is pleased to offer students installment payment plans for tuition over the period of a semester (summer semester not included). The available installment breakdown is as follows:

Installment	Amount	Fall Deadlines
1 st Installment	BHD 600.000	05-10-2024
2 nd Installment	50% of the outstanding amount	30-10-2024
3 rd Installment	Outstanding amount	30-11-2024

To apply for an installment plan, please contact the Finance Department at Studentfinance@aubh.edu.bh no later than 10th October 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.