



## **SCHEDULE OF FEES AND PAYMENTS ACADEMIC YEAR 2015-2016**

**Full payment of ALL fees including Tuition, Sundries, Accommodation and Other Expenses is due one week before the start of the Trimester for students who are not on the following payment plans.**

### **STUDENTS ON PAYMENT PLANS – Tuition Fees & Sundries only:**

#### *First Trimester*

- First payment due by 15 August
- Second payment due by 15 September
- Third payment due by 15 October

#### *Second Trimester*

- First payment due by 5 December
- Second payment due by 5 January
- Third payment due by 5 February

#### *Third Trimester*

- First payment due by 25 February
- Second payment due by 25 March
- Third payment due by 25 April

Please be informed that payment plans are strictly limited to full time students and we only accept credit cards for payment plans. The payment plan can be terminated at any time, should the student not comply with the payment terms. Payment plans are not applicable to scholarship students and cannot be applied to accommodation fees.

### **OTHER EXPENSES**

Individual students may incur other charges due to their unique circumstances. These expenses are beyond the costs outlined in the fee structure:

1. <i>Identification Card Replacement Fee</i> An ID Card is issued to all students free of charge when they join EAHM. Should a student lose the card, they will be charged this replacement fee.	AED 50
2. <i>Name Badge Replacement Fee</i> A name badge is issued to all students free of charge when they join EAHM. Should a student lose the name badge, they will be charged this replacement fee.	AED 30
3. <i>Re-Admission Fee</i> This fee is applicable to all students, including but not limited to those who graduated / intercalated / withdrew, and wish to be re-admitted and enrolled onto any programme at EAHM.	AED 500
4. <i>Late Registration Fee (per Trimester)</i> Students are expected to register for their courses before the start of each Trimester <b>by a stated date</b> . Should a student miss this deadline, they will be charged this late registration fee and their choice of courses may be limited as some courses are restricted to a specific number of students.	AED 500

<p>5. <i>Late Payment Fee (per Trimester)</i>  Students are expected to settle the payments for their courses before the start of each Trimester by a stated date. Should a student miss this deadline, they will be charged this late payment fee.  Students will be suspended from classes if <b>full</b> payment is not received by the end of Week 4.</p>	<p>5% of Trimester Fees if pay in Week 2   10% of Trimester Fees if pay in Week 3</p>
<p>6. <i>Re – Take Exam Fee (per course)</i>  If a student fails an examination or fails to turn up for an examination and requires a re-sit examination, they will be charged this fee.</p>	<p>AED 500</p>
<p>7. <i>Transfer Credits Assessment Fee</i>  This is a one off fee for students who apply to transfer credit for courses they have studied in other universities. The transfer of credits requires the mapping of course contents.</p>	<p>AED 1500</p>
<p>8. <i>Test – Out Fee (per course)</i>  A student who has prior knowledge of a certain course may apply to “test out.” This involves demonstrating they already have achieved the learning outcomes by sitting a separate assessment.</p>	<p>AED 1000 per 3 credits course  (INTS202 = AED 2000)</p>
<p>9. <i>Reprinted Copy of Final Parchment</i>  All students are entitled to one final academic parchment (degree diploma with microchip). Should additional copy of parchment be required, this fee will apply.</p>	<p>AED 410</p>
<p>10. <i>Additional Copy of Final Transcript</i>  All students are entitled to one final academic transcript (record of courses taken and grades). Should additional copy of transcripts be required, this fee will apply.</p>	<p>AED 50</p>
<p>11. <i>Graduation Regalia (if purchasing)</i>  Some students like to buy their own gowns for their graduation ceremony. This fee is to cover the cost of the gown. All students are welcome to borrow a gown from EAHM and will be charged a deposit which is fully refunded when the gown is returned.</p>	<p>AED 500</p>
<p>12. <i>Loan Laptop Fee</i>  Should a student require a loan laptop, they will be charged this fee per Trimester.</p>	<p>AED 1920</p>
<p>13. <i>TOEFL ITP</i>  The students can take / on institutional paper-based TOEFL test at EAHM and will be charged this fee per test.</p>	<p>AED 600</p>
<p>14. <i>Locker Key</i>  Should the students lose the loan locker key, they will be charged for the replacement of the lock / key and installation.</p>	<p>AED 100</p>
<p>15. <i>Accommodation Daily Rate</i>  By selecting a package instead, which can include the bridging period/s (Trimester breaks), students can enjoy significant savings and will be able to stay in their studio during the holidays. If <b>full</b> package payment is not received prior to the start of the trimester, the daily rate will be applied until the end of that Trimester. Please see the myEAHM Ops page for details.</p>	<p>AED 150 Daily</p>
<p>16. <i>Library Fines</i>  If a student returns loaned library items late, they will be asked to settle the following fees:</p> <p style="padding-left: 40px;">For items on a two-week loan  For items on overnight loan  For reserve collection items / chargers / headsets</p>	<p>AED 5 per / day  AED 5 per / hour  AED 5 per / hour</p>

#### **DISCLAIMER & NOTIFICATION**

All fees may increase by up to 10% over the course of your studies and at least 6 months’ notice will be given should there be any increments. Should there be a dispute; the management of EAHM reserves the right to make the final decision.