

## Procedural guide to activate the study schedules and the installment and refund policy

- **Methods of payment of tuition fees and other services:**

1. Direct payment via the electronic payment service through the university's website after entering the student services system.
2. Payment via SADAD service (AOU code 017)

Note that depositing or transferring to the university accounts is not permissible permanently, and the student will bear any consequences if the schedule is deleted.

- **Conditions before registering courses:**

1. The student undertakes to be fully responsible for choosing the course and division, attending lectures, and performing assignments and examinations on time; and to have permanent knowledge of the university's rules, regulations and news on the university's website. As a result of registering the academic subjects in the semester, the student shall bear the university procedures, regulations, fees, and a commitment to pay the tuition fees on time.
2. Upon canceling registration in any semester or withdrawal, the student bears the financial obligations stipulated in the regulations.
3. The student must pay the registration fee at the beginning of each semester. These fees are not refundable when the schedule is deleted, and the student is not entitled to use it in the next semester.
4. The student must pay the balance due from the previous semester when paying the registration fee.
5. All fees or the first installment must be paid to those who meet the conditions through the electronic payment service or SADAD service within 12 hours of registration; and if the student did not pay during this period, the schedule will be canceled automatically.
6. If the student wishes to equalize courses completed in a previous academic institution recognized by the Ministry of Education, the student is obliged to review the academic advisor in the first week of study, which is the week of deletion and addition to ensure the possibility of equivalence of courses, the prescribed fees cannot be refunded after the end of this week, noting that submitting an equivalency request is a right for a new student only in the admission semester, and it is during the first week of study.

- **Conditions after registering courses:**

**PAY THE FEES:**

The full fees or the first installment must be paid to those who meet the installment terms directly via electronic direct payment or within 12 hours through the SADAD system. Schedules will automatically be deleted if fees are not paid.

- **Installment:**

**FEES CAN BE DIVIDED INTO TWO INSTALLMENTS ACCORDING TO THE FOLLOWING CRITERIA:**

- 1- Successful completion of more than 20 hours.
- 2- The GPA is more than 2.
- 3- Priority for registration in the installment system according to the announced academic calendar or the completion of the specified seats.

- **Refund Policy:**

- 1- Upon final withdrawal from the university before the study start, only 85% of the registered academic hour fees will be refunded to the student.
- 2- Upon withdrawal from the university during the first week of study, only 50% of the registered academic hour fees will be refunded to the student.
- 3- Upon withdrawal from the university during the second week and after, the student will not refund any fees.

**Procedures for requesting a refund:**

- **The student has the right to submit a refund request for the amount allocated to him in the student services system, after the Finance Department has made all the necessary adjustments in the following cases:**
  - 1- When the student graduated and after completing all graduation procedures and receiving the graduation certificate.
  - 2- When the student completely withdraws from the university and after completing all withdrawal procedures.
- **The documents required to complete the refund request:**
  - 1- A copy of the national identity / resident ID.
  - 2- A copy of the bank account number.