

## **Guidelines for Activating Class Schedules, Installment Policy, Refund Policy, and Student Services**

- **Methods of Paying Tuition Fees and Other Services:**

1. Direct payment via the electronic payment service through the university's website after logging into the student information system.
2. Payment via the "SADAD" service (biller number 017).
3. Any deposits or transfers to the university's Bank accounts are strictly prohibited, and the student bears any consequences if their schedule is canceled.

- **Course Registration Fee (Opening the Schedule):**

1. The course registration fee (opening the schedule) is 469 SAR for Saudi students and 539.35 SAR for non-Saudi students including vat.
2. Payment must be made within 12 hours to avoid automatic schedule cancellation.
3. The registration fee is non-refundable and cannot be used for next semesters.

- **Installment Plan:**

**Fees can be paid in two installments according to the following criteria:**

1. Completion of more than 20 credit hours successfully.
2. A cumulative GPA of more than 2.
3. Priority for installment registration based on the announced academic calendar or until available seats are filled.
4. The installment plan does not apply to intensive courses.

- **VAT Mechanism (15%):**

1. VAT fees do not applicable Saudi nationals who hold a national ID.
2. Service fees' VAT applies to saudi and saudi non saudi Service fees.

- **Refund Policy:**

1. Upon final withdrawal from the university before the start of the semester, 85% of registered credit hours' fees will be refundable.
2. Withdrawal during the first week of classes entitles the student to a 50% refund of registered credit hours' fees.
3. No refund will be granted for withdrawals after the second week of classes.

- **Refund Request Procedures:**

Students are entitled to submit a refund request for the amount recorded in the student services system, following all necessary financial settlements in the following cases:

1. The student graduated and after completing all the graduation procedures and receiving the document.
2. Final withdrawal from the university after completing all withdrawal procedures.

- **Required Documents for Refund Requests:**

1. A copy of the national ID or residency card.
2. A copy of the bank account number (IBAN).
3. In case of authorization to transfer the amount to another person, the authorization must be approved by the university president.

- **Responsibilities:**

1. Monitoring and collecting outstanding debts.
2. Conducting and settling students' dues.
3. Providing logistical support to meet students' financial needs.
4. Issuing a letter detailing the estimated tuition costs.