



**Title:** University Fees Policy

**Code:** GU-PL36F

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**Approval Authority:** Board of Trustees

**Document Owner:** Vice President for Academic Affairs

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations and policies

## 1. Purpose

The purpose of this document is to describe University Fees Structure at Gulf University.

## 2. Scope

The document applies to all fees at Gulf University.

## 3. Acronyms

<b>GU</b>	Gulf University
<b>HEC</b>	Higher Education Council

## 4. Definitions

**Applicants:** Applicants are individuals who seek entrance to Gulf University in order to become registered students in programs offered by the university.

**Fees and Charges:** Fees and charges are money payable by students or student’s sponsoring authority (if any) as specified in the University’s Schedule of Fees or in a written agreement between the University and the student or sponsoring authority.

**Late Payment:** Late payment is any payment of fees and charges made by the student after the due date(s) set for such fees and charges.

**Late Registration:** Late registration is any registration made by the student during the “Late Enrolment Period” stated in the University Academic Calendar.

**Lost Books Charges:** Lost Book charge are the charges incurred upon the student for lost books loaned from the University Library.

**Overdue Charges:** Overdue charges are the charges incurred upon the student for loaned books, which are overdue for return to the library.

**Preparatory Courses:** Preparatory courses constitute the preparatory program set by Gulf University for applicants, who failed in placement test(s), to pass for fulfillment of all admission requirements of the selected program.

**Placement Tests:** Placement Tests entail a selection process, whereby Gulf University can determine an applicant’s suitability for admission in a specific program of study. This includes a formal written exam and online test.

**Schedule of Fees:** Schedule of fees is the listing of GU approved fees and charges determined in the ‘University Fees Policy’ and published on the Website.

## 5. Policy Statement

- 5.1 Gulf University is committed to ensuring its fees system is in full compliance with HEC regulations. All fees set by the University are subject to approval by HEC.
- 5.2 Gulf University ensures that fees information is available for students, prospective applicants and is published on the website, [Gulfuniversity.edu.bh](http://Gulfuniversity.edu.bh)
- 5.3 Gulf University expects students or student’s sponsoring authority (if any) to be responsible for the prompt payment of fees.
- 5.4 Gulf University ensures opening an account for each student in the Students’ Finance Record System.
- 5.5 Students repeating course(s) where the fee structure has been revised and approved by HEC are charged at the revised rates.
- 5.6 Gulf University ensures formal process for fees refund to students, who choose to withdraw from course(s) within withdrawal period of the semester stated in the University calendar.
- 5.7 Gulf University provides students with opportunity to request a review of decisions made with respect to fees payment installments.

## 6. Schedule of Fees

### 6.1

#### 6.1.1 Tuition Fees( Local Program)

No.	Article	Amount BHD	
1	Credit Hour Fee	Bachelor Program	100
		Master Program	140
2	University Facilities Fee/Semester	40 (non-refundable)	
3	Placement Tests Fees	75 (non-refundable)	
4	Preparatory Course Fee	300	

5	Late Registration/Late Payment Fees	5% from due amount (non-refundable)
6	Assessment Appeal Fee	25 (refundable if there is change in mark)
7	Deferred Major Assessment Fee	50 (non-refundable)
8	Change Major Fee	30 (non-refundable)
9	Master Thesis Panel Fee (for Master Programs)	450

### 6.1.2 Other Fees and Charges (non-refundable) Local Program:

No.	Article	Amount BHD
1	Application Form Fee	25
2	Official Transcript for Graduates	10
3	Official Transcript for Students withdrawal from the University	10
4	Unofficial Transcript for Continuing Students	2
5	Official or Unofficial Transcripts in different Language Fee	10
6	Passing Letters: - Letter to Whom it may Concern - Identification Letter - Letter of Examinations Period - Graduation Statement (Causeway Pass and Internship Letters are Free)	2/each letter  5
7	University ID Card (replacement) University ID Card (Issuance)	10 5
8	Acceptance Letter (replacement)	1
9	Graduation Certificate	60
10	Wall Certificate	25
11	Returned Check	25

12	Lost Book charge (borrowed from Library)	Current price of the book
13	Overdue charge (for books borrowed from library)	0.100 per day
14	Graduation Ceremony	160

## 6.2

### 6.2.1 Tuition Fees( International Program)

No.	Article	Amount BHD	
1	Credit Hour Fee	Bachelor Program	180
		Master Program	-
2	University Facilities Fee/Semester	50 (non-refundable)	
3	Placement Tests Fees	75 (non-refundable)	
4	Preparatory Course Fee	540	
5	Late Registration/Late Payment Fees	5% from due amount (non-refundable)	
6	Assessment Appeal Fee	50 (refundable if there is change in mark)	
7	Deferred Major Assessment Fee	75 (non-refundable)	
8	Change Major Fee	30 (non-refundable)	
9	Master Thesis Panel (for Master Programs)	-	

### 6.2.2 Other Fees and Charges (non-refundable) International Program:

No.	Article	Amount BHD
1	Application Form Fee	25
2	Official Transcript for Graduates	20
3	Official Transcript for Students withdrawal from the University	20

4	Unofficial Transcript for Continuing Students	2
5	Official or Unofficial Transcripts in different Language Fee	10
6	Passing Letters: - Letter to Whom it may Concern - Identification Letter - Letter of Examinations Period - Graduation Certificate (Causeway Pass and Internship Letters are Free)	2/each letter
7	University ID Card (replacement)	10
8	Acceptance Letter (replacement)	1
9	Graduation Certificate	100
10	Wall Certificate	50
11	Returned Check	25
12	Lost Book charge (loaned from Library)	Current price of the book
13	Overdue charge (for books loaned from library)	0.100 per day

**6.3 Textbooks Prices:** Text books are determined in relevance to enrolled courses. Book prices are set by University Book Store (purchase price + overhead cost).

**6.4 Refund of Fees**

6.4.1 Students who choose to withdraw from the University shall be refunded as follows:

No.	Withdrawal Status: (according to University Calendar)	Refund of Paid Tuition Fees
1	before first day of classes	90 % refunded
2	during the first week of add and drop period for fall and spring semesters, or during the add and drop period of summer semester.	75 % refunded
3	during the second week of add and drop period for fall and spring semesters	50 % refunded
4	after add and drop period	No refund

6.4.2 Students who choose to withdraw from one or all course(s) shall be refunded some tuition fees as follows:

No.	Withdrawal Status: (according to Academic Calendar)	Refund of Paid Tuition Fees
1	before first day of classes, and during the first week of add and drop period for fall and spring semesters, or during the add and drop period of summer semester.	100% credited to student as a credit for registration in subsequent semester.
2	during the second week of add and drop period for fall and spring semesters	75% credited to student as a credit for registration in subsequent semester.
3	after Add and Drop period	No cash refund, No credit to student for registration in subsequent semester.

Student's right to claim refund for withdrawal statuses (1) and (2) shall be waived if s/he does not register (enroll) in the subsequent semester.

### 6.5 Fees Payable for External Approval :

No.	Article	Amount BHD
1	Authentication of Graduation Certificate	30
2	Authentication of translated copy of Graduation Certificate	30
3	Issuance of replacement Graduation Certificate (if it is lost or misplaced)	30
4	Issuance of Graduation Certificate with amendments request	30
5	Certificate Authentication (Wall Certificate)	30
6	Authentication of Student Bona fide Certificate	30

7	Authentication of certificate and transcript for students' withdrawal	30
8	Authentication of Bona fide Certificate for visiting student	30
9	Authentication of transcripts of dismissed students	30
10	Authentication of transcripts of students who are transferred from universities with revoked license/suspended programs	30
11	Approval of unified students' file and issuance of HEC identity/number	25
12	Approving course equivalency for transferred students	45

## 7 Responsibilities

### **Applicants and students are responsible for:**

- following this document appropriately.

### **Unit of Admission and Registration is responsible for:**

- appropriate implementation of this document.

### **Unit of Student Services is responsible for:**

- appropriate implementation of this document.

### **Library is responsible for:**

- appropriate implementation of this document.

### **Finance Department is responsible for:**

- appropriate implementation of this document.

### **University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

## 8 Related Policies

- Admission Policy
- Assessment Policy
- Certification, Authentications and Retention Policy



## 9 Related Procedures

- Admission Procedures
- Assessment Appeal Procedures
- Certification, Authentication and Retention Procedures
- Deferred and Late Assessment Procedures

## 10 Related References

<b>HEC</b>	Academic Regulations
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