

## **CPD - STUDENT FEE PAYMENT POLICY 2012 - 2013**

As per the Registration Form, the students are required to comply and adhere to the following terms and conditions:

- Fees shall be paid at the time and in the manner specified in the Registration Form issued to the student at the time of admission into SUC.
- On the termination of a student's enrolment under the provision of these regulations, an admission cancellation form shall be completed by the Students Service Department and forwarded to the Finance and Administration Department for further action.

### **Terms and conditions for students paying University College fees through cheques/ credit cards:**

Students are permitted to pay University College fees either by way of Cash, Cheques or Credit Cards.

Students who wish to pay their University College fees with cheques have to make sure they adhere to the following terms and conditions.

- All cheques should be made payable to "Skyline University College" and should be current dated.
- Students should ensure that there are no errors or overwriting in the cheques and proper authorized signatures are there for every correction made in the cheques.

- Students should ensure that they procure a receipt for every transaction and the contents should be checked before leaving the counter.
- Each student should ensure the honoring of their cheques as the state laws ensures maximum penalty for cheques which are returned unpaid. In the event of a cheque being dishonored the student will be penalized with a cheque return charge of AED 500/- and further acceptance of cheques from the student will be denied henceforth.
- Students who wish to pay their installments with credit cards / debit cards will have to pay an additional charge of 2.5% along with their fees to cover bank charges.
- Students enrolling for one course should complete the full payment of the course. Students doing more than a course should adhere to the payment plan advised by the CPD staff.