

Finance Management Policy

Version V1.1



Table of Contents

UKCBC Courses Fee Structure.....	1
Courses Approved & listed with KHDA.....	2
Current Programs Conducted by UKCBC.....	6
Scholarships and Tuition Fee Grants (Discounts).....	7
Tuition Fee Refund Policy.....	8
Miscellaneous Fees.....	9
Student Visa Policy.....	12
Mode of Tuition and Other Fee Payments.....	13
Actions related to Non-Payment of Fees	14



UKCBC Courses Fee Structure

Courses Approved & listed with KHDA

#	Course	KHDA Fee	Duration Hrs	Activity
1	Higher National Certificate (HNC)/Higher National Diploma (HND) in Business	35,000.00	480	Management Training
2	Higher National Certificate (HNC)/Higher National Diploma (HND) in Travel and Tourism Management	35,000.00	480	Management Training
3	Higher National Certificate (HNC)/Higher National Diploma (HND) in Computing	35,000.00	480	Management Training
4	BTEC level 2 Diploma in Business	28,000.00	360	Management Training
5	BTEC level 3 extended Diploma in Business	60,000.00	1080	Management Training
6	English Language Training	8,000.00	200	Language Training
7	ACCA Courses	45,000.00	5500	Accounting and Finance Training
8	BTEC Level 3 Extended Diploma in Information Technology	60,000.00	1080	Computer Skills Training
9	BTEC Level 2 Diploma in Information Technology	30,000.00	360	Computer Skills Training
10	IELTS Preparation Course	4,000.00	36	Examination Preparation
11	Pearson BTEC International Level 2 Diploma in Engineering (Srf)	30,000.00	360	Construction, Mechanical and the Built Environment Skills Training
12	Pearson BTEC Level 3 Extended Diploma in Engineering (QCF)	42,000.00	1080	Construction, Mechanical and the Built Environment Skills Training



#	Course	KHDA Fee	Duration Hrs	Activity
13	Pearson BTEC Level 5 Higher National Diploma in Engineering (General Engineering) (RQF)	90,000.00	960	Construction, Mechanical and the Built Environment Skills Training
14	Occupational English Test	8,000.00	72	Examination Preparation
15	Pearson BTEC Level 5 Diploma in Education and Training QCF	30,000.00	1200	Educators' Professional Training
16	Pearson BTEC Level 5 Higher National Diploma in Business	70,000.00	960	Management Training
17	Pearson BTEC Level 5 Higher National Diploma in Business (Accounting and Finance)	70,000.00	960	Accounting and Finance Training
18	Pearson BTEC Level 5 Higher National Diploma in Business (Entrepreneurship and Small Business Management)	70,000.00	960	Management Training
19	Pearson BTEC Level 5 Higher National Diploma in Business (Human Resource Management)	70,000.00	960	Human Resources Training and Development
20	Pearson BTEC Level 5 Higher National Diploma in Business (Management)	70,000.00	960	Management Training
21	Pearson BTEC Level 5 Higher National Diploma in Business (Marketing)	70,000.00	960	Sales and Marketing Training
22	Pearson BTEC Level 5 Higher National Diploma in Computing	75,000.00	960	Computer Skills Training
23	Pearson BTEC Level 5 Higher National Diploma in Computing (Security)	75,000.00	960	Computer Skills Training
24	Pearson BTEC Level 5 Higher National Diploma in Computing (Network Engineering)	75,000.00	960	Computer Skills Training



#	Course	KHDA Fee	Duration Hrs	Activity
25	Pearson BTEC Level 5 Higher National Diploma in Computing (Software Engineering)	75,000.00	960	Computer Skills Training
26	Pearson BTEC Level 5 Higher National Diploma in Engineering (General Engineering)	95,000.00	960	Construction, Mechanical and the Built Environment Skills Training
27	Pearson BTEC Level 5 Higher National Diploma in Engineering (Electrical and Electronics Engineering)	95,000.00	960	Construction, Mechanical and the Built Environment Skills Training
28	Pearson BTEC Level 5 Higher National Diploma in Engineering (Manufacturing Engineering)	95,000.00	960	Construction, Mechanical and the Built Environment Skills Training
29	Pearson BTEC Level 5 Higher National Diploma in Engineering (Mechanical Engineering)	95,000.00	960	Construction, Mechanical and the Built Environment Skills Training
30	Pearson BTEC Level 5 Higher National Diploma in Engineering (Operational Engineering)	95,000.00	960	Construction, Mechanical and the Built Environment Skills Training
31	Pearson BTEC International Level 3 Extended Diploma Marketing	45,000.00	1080	Sales and Marketing Training
32	Business English Course	4,500.00	60	Language Training
33	English for Academic Purposes	7,000.00	120	Language Training
34	Speak Up! Course	3,000.00	36	Language Training
35	IELTS Preparation Course (Online)	2,000.00	36	Examination Preparation
36	ACCA Computer Based Exam Center	750.00	3	Testing Centre



#	Course	KHDA Fee	Duration Hrs	Activity
37	General English Course-Beginner Level A0	6,000.00	90	Language Training
38	General English Course-Elementary Level A1	6,000.00	180	Language Training
39	General English Course-Pre Intermediate Level A2	6,000.00	180	Language Training
40	General English Course-Intermediate Level B1	6,000.00	180	Language Training
41	General English Course – Intermediate Plus B2	6,000.00	180	Language Training
42	General English Course-Upper Intermediate Level C1	6,000.00	180	Language Training
43	General English Course-Advanced Intermediate Level C2	6,000.00	180	Language Training
44	General computer based office management course.	9,000.00	36	Computer Skills Training



Current Programs Conducted by UKCBC

Course	UKCBC Listed Fees
BTEC level 2 Diploma in Business	AED 27,000.00
BTEC level 3 extended Diploma in Business	AED 42,000.00
Pearson BTEC Level 5 Higher National Diploma in Business	AED 66,000.00
BTEC Level 2 Diploma in Information Technology	AED 27,000.00
BTEC Level 3 Extended Diploma in Information Technology	AED 42,000.00
Pearson BTEC Level 5 Higher National Diploma in Computing	AED 72,000.00
Pearson BTEC International Level 2 Diploma in Engineering (Srf)	AED 30,000.00
Pearson BTEC Level 3 Extended Diploma in Engineering (QCF)	AED 42,000.00
Pearson BTEC Level 5 Higher National Diploma in Engineering (General Engineering) (RQF)	AED 90,000.00
Pearson BTEC Level 5 Diploma in Education and Training QCF	AED 21,000.00
ACCA	AED 39,600.00
IELTS - Foundation Course	AED 3,960.00
IELTS - Higher Level Course	AED 1,650.00
English Language	Calculated based on the structure of the program



Scholarships and Tuition Fee Grants (Discounts)

UKCBC provides a range of Scholarships and Tuition Fee Grants offering financial support to UAE based and International Students. Scholarships and discounts are granted to students on various grounds as below. Tuition Fee Grants are usually promotional discounts that have a certain validity period and are valid only for an intake for which the offer has been made.

Emirates NBD or Emirates Islamic credit card holder, you can take advantage of interest-free instalment schemes on full fee payments at UKCBC and avail our full fee payment discount.

3, 6 and 12 month instalment plans are available with nominal processing fees.

Early Bird Discount

Students can avail a special early enrollment grant of up to AED 2,000 for the January, April and September intakes during the UKCBC Open Days. Head to our Events page to register for our next Open Day.

Refer A Friend Discount

Invite your friends to enroll in our programmes and earn cash rewards up to AED 1,000. Contact our admissions team on admissions@ukcbc.ac.ae to learn more.

Family Discount

Siblings from the same family can join any of our courses at UKCBC and avail a 5% discount for each year they both will be studying together at Campus.

Full Fee Payment Discount

Students paying the full fee together for the whole year will be entitled to a 5% discount on the net annual tuition fees after deducting the discounts & scholarships.

ESSAAD Discount

ESSAD card holders are eligible for a discount of 40% over and above the other applicable discounts

Scholarship Discounts

UKCBC offers scholarships for students based on their academic scores in the qualifying exam, family income and scores in the scholarship test. Students have the ability to score upto 100% discount on tuition fees. For more details on the scholarship program students can contact the admissions department. The scholarships seats are limited in number and students are advised to apply in advance.

Application for Scholarship or Grant

Students who wish to avail of any of the above Scholarships or Tuition Fee Grants must submit the required documents for evaluation to the Admissions department. The documents are then evaluated by the Admissions Team and passed on the Management for the final decision and approval. Final Grants and Scholarships shall be included in the Offer Letter and the Payment Plan of the Student.

Note: students cannot avail of multiple Scholarships/Tuition Fee Grants. However, they can avail of the applicable one whichever is higher, except in case any scheme explicitly allows the student to avail of additional scholarships / grants.

Tuition Fee Discounts can vary time to time according to the marketing campaigns.



Tuition Fee Refund Policy

- ✓ Any refund request should be sent via email to refund@ukcbc.ac.ae
- ✓ Refund is calculated from the date the email is sent to the given email ID.
- ✓ All refunds will be processed within 30 business days of receipt of dully filled Refund Form.
- ✓ Refunds will be processed through bank account transfer or by account payee cheque only.
- ✓ No cash refund will be processed.
- ✓ Application Fee is Non-Refundable under any circumstances. In case of Application Fee waiver / discount is offered, the refunds will be calculated after deducting the full Application Fee payable
- ✓ The refund will be calculated from the start of the term and the date of the official email sent stating the intent of withdrawal, and not from the date the student was absent. Being registered for the term count as days in college.
- ✓ If for any reason, a student opts to withdraw from the College after accepting the offer letter (which is a legal contract), then they have a right to cancel their offer until the date of commencement of classes and request for a refund.
- ✓ The security deposit will be refunded once a student completes the course provided all outstanding fees and dues are cleared and the certificates are collected from the College.
- ✓ Refer to the Student Handbook on terms & conditions related to refund of Other Fees.

Tuition Fee Refund Schedule

Date of Withdrawal	Percentage of Tuition Fee Refund
Prior to Commencement of Classes	100% Refund
Within 07 Calendar days of the Term Start Date	50% Refund
After 07 Calendar days of the Term Start Date Until 21 Calendar Days of the Term Start Date	30% Refund
After 21 Calendar Days of the Term Start Date	0% Refund

NOTE; If the student has opted for a bundle offer, all the courses included in the bundle are considered as part and parcel of the program and a prerequisite for the next level. Therefore, commencement date is considered as start of the first course / class that the student has opted, for the purpose of computation of refund and will not be separately counted for each element of the bundle.

Miscellaneous Fees

The below fees are subject to change as per the UAE immigration laws, change in insurance tariffs and discretion of the University Administrative Office.

Fee	Applicable Students	Fee	VAT	Net Fee	Refund Policy
Application Fee	All Courses	2,000.00	100.00	2,100.00	Payable only once and non-refundable.
Pearson Registration Fees	BTEC	2,000.00	100.00	2,100.00	Payable only once per each level of BTEC. Non-refundable once the term has commenced.
Pearson Registration Fees- HND	BTEC	2,500.00	125.00	2,625.00	Payable only once per each level (Level 4 and 5) of BTEC. Non-refundable once the term has commenced
Workshop Consumables	BTEC Engineering	2,000.00	100.00	2,100.00	Payable only once per each year of BTEC Engineering. Non-refundable once the term has commenced.
Retake Fees	BTEC	500.00	25.00	525.00	Payable per Unit for failed unit. Should be paid in order to retake the failed subject. Non-refundable.
Resit Fees	BTEC / ACCA	1,000.00	50.00	1,050.00	Payable per Unit / Paper to resit & retake the failed Unit / Paper. Non-Refundable
Computer Based Exams (CBE)	ACCA per Paper	600.00	30.00	630.00	Payable per paper prior to the exam data. Non-refundable.
Study Materials	General English Course / IELTS	350.00	17.50	367.50	Payable per Level. Non - Refundable
Study Materials	ACCA	500.00	25.00	525.00	Non - Refundable
Dishonored Cheque Fee	As applicable	1,000.00	50.00	1,050.00	In case of a cheque return caused by (inter alia) insufficient funds on the payee account / closed account and etc. The amount of the bounced cheque must be settled within five working days.
Provisional Grade Letter	All Students	100.00	5.00	105.00	Issued upon request of the student. Non-Refundable
Diploma Supplements	All Students	100.00	5.00	105.00	Issued upon request of the student. Non-Refundable
Letters and bona fides	All Students	100.00	5.00	105.00	Issued upon request of the student. Non-Refundable
KHDA Attestation Fee	All Students	225.00	11.25	236.25	It is mandatory to attest all the certificates by the KHDA prior to issuing to the student. Non-Refundable

Fee	Applicable Students	Fee	VAT	Net Fee	Refund Policy
New Visa - 1 Year	As required	4,500.00	225.00	4,725.00	One-off and non-refundable. Please contact your admission officer for the documents required for visa application.
Visa Renewal - 1 Year	As required	2,000.00	100.00	2,100.00	Payable annually and non-refundable. Payable upon renewal
Visa Deposit (refundable)	As required	2,000.00	N/A	2,000.00	Payable only once and refundable. The visa security deposit will be refunded only once the visa is expired / cancelled and the student will have no outstanding dues against the tuition or any other fees. Evidence should be present of exiting the UAE / visa status change
Passport Deposit (refundable)	As required	5,000.00	N/A	5,000.00	The passport will remain with UKCBC for the duration of the sponsored visa. If the student wish to travel or keep the passport, then in either case the deposit is applicable. refundable upon submitting the passport back to the college/ visa cancellation. the passport back to the College / Visa Cancellation
Medical Insurance	As required	1,500.00	75.00	1,575.00	Payable annually and non-refundable. Health insurance coverage is mandatory for all students of UKCBC. Students on UKCBC study visa are required to obtain a health insurance plan. Students who are not on UKCBC study visa are, however, also required to provide with an evidence of a valid health insurance plan in the UAE.
In Country Visa Application	As required	1,000.00	50.00	1,050.00	Payable only once and Non-Refundable. Applicable to the students changing the visa status while inside the UAE
Visa Cancellation Fee	As required	500.00	25.00	525.00	Payable at the time of visa cancellation. To be deducted from the Visa Deposit.
Visa Cancellation Fee - Immigration Printout	As required	350.00	17.50	367.50	Payable at the time of visa cancellation. To be deducted from the Visa Deposit. Not required to pay if the student is able to submit the exit stamp from the Airport Marahaba Service / visa status change document for inside country visa change
Student Visa Letter-TECOM/DDA	As required	150.00	7.50	157.50	Issued upon request of the student. Non-Refundable
Bus Service Charge	As Applicable	Based on Location			Payable in Advance. Non- Refundable
Student Events	As Applicable	Will be announced once the events			Non- Refundable

/ Trips		are scheduled	
Graduation Ceremony	As Applicable	Will be announced once the events are scheduled	Non- Refundable
Accommodation Charges	As Applicable	Based on the stay and selected accommodation provider	Non- Refundable



يو.كي.سي.بي.سي

UK COLLEGE

OF BUSINESS AND COMPUTING

Dubai Campus:

Dubai International Academic City
Block 10, Second Floor
P.O. Box 345036
Dubai
United Arab Emirates
www.ukcbc.ac.ae



Accommodation Charges

UKCBC is in direct partnership with The Myriad Dubai to provide accommodation for students. Below special rates are offered for UKCBC Students.

ROOM TYPE	ORIGINAL RATE BEFORE DISCOUNT PER MONTH	1-3 MONTHS SPECIAL RATE PAID MONTHLY FOR THE PERIOD SELECTED	4-8 MONTHS SPECIAL RATE PAID MONTHLY FOR THE PERIOD SELECTED	9-12 MONTHS SPECIAL RATE PAID MONTHLY FOR THE PERIOD SELECTED	SUMMER RATE (JULY/AUGUST) PAID MONTHLY FOR THE PERIOD SELECTED
STUDIO ROOM	AED 5,000	AED 4,300	AED 4,100	AED 3,850	AED 3,000
SINGLE ROOM	AED 4,400	AED 3,750	AED 3,600	AED 3,350	AED 2,650
DOUBLE ROOM	AED 3,100	AED 2,500	AED 2,400	AED 2,250	AED 1,850

*All fees are subject to 5% VAT

- All rates mentioned above are per month, per person.
- Bookings are subject to a refundable deposit of AED 2,500 to be paid upon reservation. Refund of deposits will be subject to Terms and Conditions and can be deducted if the lease term is broken. This is refundable upon checkout subject to no additional charges are levied by the accommodation provider and there are no overdue tuition fees at that time.
- A minimum stay of 1 month is required to avail our special rates. Short term stays for less than 1 month are calculated from the original monthly rates.
- All prices are subject to applicable levies and are subject to change.



Student Visa Policy

1. The full payment towards visa & insurance fees should be paid in order to initiate the visa application. Visa and Insurance Fees are Non-Refundable upon payment.
2. The time duration for receiving the entry permit once the visa application is submitted is at least 4 – 6 Weeks. Therefore, students are requested to plan accordingly and submit visa applications and make the visa fees on time. UKCBC does not take the responsibility of missing the classes due to late application of Visa.
3. Student visa and medical insurance is renewable every year. In case of late entrants for intake and otherwise, all visa charges, normal and express including tourist visa (if applicable) must be borne by the student.
4. UKCBC does not take responsibility for visa procedures of applicants from certain countries that need additional security checks. This might result in delays or in some cases cancellation of visa.
5. In the unfortunate case that visa is rejected, a fee of AED 4,000 is applicable, and the rest of the visa & insurance fees will be refunded.
6. Students must not book their tickets unless their entry permit has been issued. Once the entry permit has been issued, students must send their flight details to the admissions team.
7. Students applying for College sponsored visa must also undergo a mandatory medical check-up. In the event that the medical check up has negative results, the visa process will be ceased and not continued further. The student will not be able to continue further studies in Dubai.
In such case, Visa & Insurance Fees are Non-Refundable. Tuition Fee will be refunded as per the College Tuition Fee Refund Policy.
8. All charges or penalties caused by delays or errors on the visa application form will be borne by the student.
9. UKCBC reserves rights to cancel student visa provided, in case of payment delay exceeding 60 calendar days
10. The passport will remain with UKCBC / visa processing authorities for the duration of the sponsored visa processing till the cancellation of the Visa. In case of any requirement to travel etc the college will process the request, subject to such delays as applicable in retrieving the passport from the visa authorities. All such requests for securing the passport will be processed after an additional deposit of AED 5000 or cancellation of visa / completion of the EID processing. The deposit is refundable on completion of the course / cancellation of the visa / revert to the earlier processing status.



Mode of Tuition and Other Fee Payments.

Students are provided with the below modes of payments in order to remit their tuition and other fees at their convenience.

Bank Transfer

Local and International students can make a bank transfer to the UKCBC Bank account as per the below account details,

Account Name (AED)	UK COLLEGE OF BUSINESS AND COMPUTING LTD
Bank Name	Emirates NBD
Bank Branch	Union Square Branch
Swift Code	EBILAEAD
IBAN	AE330260001015390150701

All bank processing fee/ bank charge/ telegraphic transfer fees and other agent bank charges in relation to Telegraphic Transfer shall be borne by the applicant.

Student Name/ID and purpose of payment in the field "Transfer Details" should be entered.

Telegraphic transfer/Swift copy should be sent to to financedubai@ukcbc.ac.ae without which the remittance may not be allocated to the student account if unidentified.

Cheque

Locally issued cheques in favour of UK COLLEGE OF BUSINESS AND COMPUTING LTD can be handed over to the Finance Department for the settlement of fees.

Any dishonoured cheque from the bank will be subject to a penalty of AED 1,050.00 and should be cleared maximum within 5 working days.

No changes / corrections should be carried out on the Amount Column (Figures) of Cheque.

Any corrections/alterations in the cheque should be supported by signature.

Mention the student name, course and mobile Number on the reverse of each Cheque.

All the cheques are deposited in the bank on the cheque date. Therefore sufficient funds should be maintained in order to clear the cheque or the cheque should be settled via other mode of payment prior to the cheque date.

Any request for cheque postponement should be submitted via email to financedubai@ukcbc.ac.ae at least five working days prior to the cheque date. The decision on the cheque postponement is solely at the discretion of the management.

Online Payment Gateway

Local and International students have the facility to make the payments via UKCBC Online payment gateway by using any Visa or Mastercard. This is a secured processing of online payments.

Students should send an email to financedubai@ukcbc.ac.ae requesting the link to make the payments online.



Cash

Cash payments should be made at the Finance Department. A receipt should be issued as an acknowledgement of the cash receipt.

Debit/ Credit Card Payments

UKCBC accepts any Visa or Mastercard payments at the Finance Department via the POS machine.

Emirates NBD or Emirates Islamic credit card holder, you can take advantage of interest-free instalment schemes on full fee payments at UKCBC and avail our full fee payment discount. 3, 6 and 12 month instalment plans are available with nominal processing fees.

Actions related to Non-Payment of Fees

The College will issue three reminders stating the consequences of non-payment of the fees to the student if he/ she has not made the payment by the deadlines stated in the Payment Plan issued.

The college reserves the right to withhold issuing any letter, certificate, attestation, diploma or any other document if the student has overdue fees at any given point.

Further the College may take below actions which will be stipulated in the reminders to the student,

Reminder 01 (On the payment due date)

Reminder 01 will be sent on the payment due date requesting the student to make the payment immediately and highlighting the consequences of non-payment.

Reminder 02 (5 calendar days from the payment due date)

Financial penalty of 10% (monthly) in addition to the due payment, calculated from the amount of the due payment on pro rata basis applies for payment delays exceeding five calendar days.

In addition to the above mentioned, If the due payment/ cheques are not received within five calendar days of the Reminder 2, access to the College leaning resources will be temporary restricted until the due payment is settled / cheques are handed over.

Reminder 3 (Final Reminder – 10 calendar days from the payment due date)

Financial penalty of 10% (monthly) in addition to the due payment, calculated from the amount of the due payment on pro rata basis applies for payment delays exceeding five calendar days.

Failure to settle within the given deadline may lead in prolongation of studies and submission of the case for the review of the Program Leader.

The access to the College leaning resources remains restricted until the due payments are cleared.



دو. كي. سي. بي. سي
UK COLLEGE
OF BUSINESS AND COMPUTING

Dubai Campus:
Dubai International Academic City
Block 10, Second Floor
P.O. Box 345036
Dubai
United Arab Emirates
www.ukcbc.ac.ae

Delay in payment beyond 30 days will lead to the cancellation of any discounts / Scholarships given to the student at the time of admission and the full tuition fees becomes chargeable for the course.

UKCBC reserves rights to cancel student visa provided, in case of payment delay exceeding 60 calendar days.

In addition to the above mentioned, If the due payment remains unsettled, the case will be forwarded for the review of the Dean with recommendation for student dismissal from the College due to the default in payments and initiation of the further procedures to collect the fees that the student owes to the College.