

**POLICY: P-ACD-126**

**TITLE: STUDENT PAYMENT GUIDE**

## 1.0 INTRODUCTION

This policy aims to provide information to students, enrolled in an academic program of study at Mohammed Bin Rashid School of Government (MBRSG), to ensure that they understand their tuition fees and other fees and charges payable whilst studying at the School.

## 2.0 PURPOSE

Tuition, Fees, and other Program Costs by Academic Program

- Please see Table 1 below which details the Application Fees and Tuition Fees payable for the Master programs offered at the Mohammed Bin Rashid School of Government for the 2021/2022 academic year.

## 3.0 SCOPE

This policy is applicable to all Academic Programs.

**Table 1: Fees Payable per Academic Program:**

| Academic Program                                   | Fees Payable |
|--|--------------|
| Master of Public Administration (MPA)              | 120,000 AED  |
| Master of Innovation Management (MIM)              | 120,000 AED  |
| Master of Public Policy (MPP)                      | 120,000 AED  |
| Executive Master of Public Administration (Arabic) | 140,000 AED  |

## 4.0 GRANTS TOWARDS PAYMENT OF TUITION FEES

The Mohammed Bin Rashid School of Government provides opportunities for students to receive three types of grants, if applicable. Grant(s) will be deducted from the total tuition fees payable for all postgraduate programs. Each grant is worth 10,000AED and are detailed as follows:

- Emirati National Grant: AED10,000 grant (deducted from total fees) to be offered to all Emirati Nationals who enroll.
- Working in Government Grant: AED10,000 grant (deducted from total fees) offered to all students who work in government full time. This includes all federal and local governments in the UAE.
- Institutional Grants: AED10,000 grant (deducted from total fees) offered to any student coming from an institution that sponsors five or more students.
- The maximum total of grants that student may be eligible for is 30,000AED for a graduate program of study.

4.1 Any issues arising from the award or application of a grant will be determined and approved by the Executive President and the Dean of Academic Affairs.

## 5.0 FEE PAYMENT CONTACT DETAILS

All tuition fees payments and installments inquiries should be directed to the Finance Department as detailed in Table 2 below. Please contact:

**Table 2: Finance Department Contact Details:**

| Senior Financial Controller              | Accountant                                    |
|--|---|
| Mr. Esam Dukhan                          | Mr. Ahmad Abu Amarah                          |
| Phone: +9714-3175515                     | Phone: +9714-3175540<br>Mobile: +971558995104 |
| E-Mail:<br>esam.dukhan@mbrsg.ac.ae       | E-Mail:<br>ahmad.abuamarah@mbrsg.ac.ae        |
| Mohammed Bin Rashid School of Government | Mohammed Bin Rashid School of Government      |
| Level 13, Convention Tower               | Level 13, Convention Tower                    |
| P.O. Box 72229, Dubai, UAE.              | P.O. Box 72229, Dubai, UAE.                   |

## 6.0 METHODS OF PAYMENT

- Cash
- Credit Card
- \*Cheques (returned cheques are subject to the provisions of School's returned cheque policy)
- Online Payment (using credit card, via Payfort, through the Student Portal from the School's website)
- \*\* Bank Transfer

If you wish to pay fees via a bank transfer, please note the following bank details, as specified in Table 3 below:

**Table 3: MBRSG Bank Transfer Details**

|             |  |
|-------------|--|
| Beneficiary | Mohammed Bin Rashid School of Government |
| Bank Name   | Mashreq Bank                             |
| Branch      | Al Riqqa                                 |
| Account #   | 010393100316                             |
| IBAN #      | AE89 0330 0000 1039 3100 316             |
| SWIFT#      | BOMLAEAD                                 |

Students paying by Bank Transfer are requested to e-mail a copy of the bank remittance to the MBRSG Finance Department (see details in Table 2 above) to enable issuance of a receipt of payment for tuition fees and to reconcile the payment with the student record and with fees received in the MBRSG bank account.

## 7.0 PAYMENT STRUCTURE

Tuition fees should be paid as per total Modules registered/enrolled in each semester (see Payment Schedule Section at 8.0 below)

## 8.0 PAYMENT SCHEDULE FOR MASTER PROGRAMS (PER SEMESTER)

Payment of Tuition Fees are due on a semesterly basis and are determined by the number of Modules a student enrolls in each semester. Please see Section 8.3 below – Table 4 Program Fees Payable per Semester 2021/2022 Academic Year. Full Time enrolment is considered as three Modules per semester and part-time enrolment is considered as either one or two Modules per semester. Instalment options may be available upon approval with the MBRSG Finance Department.

### 8.1 MPA, MIM AND MPP

The total tuition fees payable for the MPA, MIM and MPP program are AED 120,000. If students are eligible for (a) Grant(s) as noted in the Section 4.0 above, these grant(s) will reduce the total tuition fees payable. For full fee paying students, tuition fees payable will be AED 13,334 for each Module and AED 40,000 for the dissertation (the Module and Dissertation fees will be reduced on a pro-rata basis depending upon any grant(s) that may be applicable). Fees should be paid upon enrolment at the start of each semester.

### 8.2 EMPA (ENGLISH OR ARABIC)

The tuition fees payable for the EMPA (English or Arabic) programs are AED 140,000. If students are eligible for (a) Grant(s) as noted in the Section 4.0 above, these grant(s) will reduce the total tuition fees payable. For full fee paying students, tuition fees payable will be AED 15,555 for each Module and AED 46,667 for the dissertation (the Module and Dissertation fees will be reduced on a pro-rata basis depending upon any grant(s) that may be applicable). Fees should be paid upon enrolment at the start of each semester.

### 8.3 **TABLE 4: PROGRAM FEES PAYABLE PER SEMESTER 2021/2022 ACADEMIC YEAR**

| Academic Program                          | Fees Payable Per Semester – Full Fee-Paying Student |            |            |               |
|---|---|------------|------------|---------------|
|   | 1 Module  | 2 Modules  | 3 Modules  | *Dissertation |
| Master of Public Administration           | 13,334 AED  | 26,666 AED | 40,000 AED | **40,000 AED  |
| Master of Innovation Management           | 13,334 AED  | 26,666 AED | 40,000 AED | **40,000 AED  |
| Master of Public Policy                   | 13,334 AED  | 26,666 AED | 40,000 AED | **40,000 AED  |
| Executive Master of Public Administration | 15,555 AED  | 31,111 AED | 46,667 AED | **46,667 AED  |

| Academic Program                          | Fees Payable Per Semester – if Receive 10,000 AED Grant |            |            |              |
|---|---|------------|------------|--------------|
|   | 1 Module  | 2 Modules  | 3 Modules  | Dissertation |
| Master of Public Administration           | 12,222 AED  | 24,444 AED | 36,666 AED | **36,667 AED |
| Master of Innovation Management           | 12,222 AED  | 24,444 AED | 36,666 AED | **36,667 AED |
| Master of Public Policy                   | 12,222 AED  | 24,444 AED | 36,666 AED | **36,667 AED |
| Executive Master of Public Administration | 14,444 AED  | 28,888 AED | 43,333 AED | **43,334 AED |

| Academic Program                          | Fees Payable Per Semester – if Receive 20,000 AED Grant |            |            |              |
|---|---|------------|------------|--------------|
|   | 1 Module  | 2 Modules  | 3 Modules  | Dissertation |
| Master of Public Administration           | 11,111 AED  | 22,222 AED | 33,333 AED | **33,334 AED |
| Master of Innovation Management           | 11,111 AED  | 22,222 AED | 33,333 AED | **33,334 AED |
| Master of Public Policy                   | 11,111 AED  | 22,222 AED | 33,333 AED | **33,334 AED |
| Executive Master of Public Administration | 13,334 AED  | 26,666 AED | 40,000 AED | **40,000 AED |

| Academic Program                          | Fees Payable Per Semester – if Receive 30,000 AED Grant |            |            |              |
|---|---|------------|------------|--------------|
|   | 1 Module  | 2 Modules  | 3 Modules  | Dissertation |
| Master of Public Administration           | 10,000 AED  | 20,000 AED | 30,000 AED | **30,000 AED |
| Master of Innovation Management           | 10,000 AED  | 20,000 AED | 30,000 AED | **30,000 AED |
| Master of Public Policy                   | 10,000 AED  | 20,000 AED | 30,000 AED | **30,000 AED |
| Executive Master of Public Administration | 12,222 AED  | 24,444 AED | 36,666 AED | **36,667 AED |

### 8.3.1 ENROLMENT IN A THIRD (3<sup>RD</sup>) AND SUBSEQUENT SEMESTERS OF THE DISSERTATION MODULE – TUITION FEES PAYABLE

\*The Dissertation Fees, as noted in Section 8.3, Table 4, on Page 4 above, represent tuition fees payable for a maximum of two (2) semesters in which to complete the Dissertation Module.

\*\*Should a student be required to enroll in a third (3<sup>rd</sup>) semester, and in each subsequent semester, of a Dissertation Module, a tuition fee will be payable representing half (1/2) of the Dissertation fees noted in Section 8.3, Table 4, on Page 4 above for each semester thereafter, relevant to the program of study and any applicable grant specified.

### 9.0 TUITION FEE PAYMENT INSTALLMENT OPTIONS

MBRSG expects all students to pay their full tuition fee payments, based on Modules enrolled in, prior to the commencement of each semester. MBRSG recognizes that in some instances this is not possible, therefore will accept a payment plan of 3 instalments each semester as highlighted in Table 5 below:

**Table 5: MBRSG Tuition Fee Payment Installment Plan**

| MBRSG Tuition Fee Payment Installment Plan |                   |                                      |
|--|-------------------|--------------------------------------|
| Fall Semester 2021                         |                   |                                      |
| First Installment Due:                     | 12 September 2021 | 33% of Semester Tuition Fees payable |
| Second Installment Due:                    | 7 October 2021    | 33% of Semester Tuition Fees payable |
| Final Installment Due:                     | 30 November 2021  | 34% of Semester Tuition Fees payable |
| Spring Semester 2022                       |                   |                                      |
| First Installment Due:                     | 20 February 2022  | 33% of Semester Tuition Fees payable |
| Second Installment Due:                    | 03 April 2022     | 33% of Semester Tuition Fees payable |
| Final Installment Due:                     | 8 May 2022        | 34% of Semester Tuition Fees payable |

### 10.0 SPONSORSHIP OBLIGATIONS – EMPLOYER OR OTHER PARTY

If a Student advises MBRSG that they are sponsored by their employer or other party for their tuition fees, the student MUST provide a Letter from their sponsor (on official corporate letterhead) confirming the sponsorship and the sponsor contact details. The MBRSG Finance Department will then invoice the Sponsor for payment of the tuition fees for the relevant semester of study.



If a student advises that they will be sponsored for tuition fee purposes, and for whatever reason, the sponsor is unable to pay the tuition fees due and payable the student will be responsible for paying any outstanding tuition fees.

## 11.0 WITHDRAWAL POLICY

If a Student withdraws from (a) Module(s) after registration, the Student must pay the Tuition Fee(s) for the time they studied and were registered with MBRSG.

Prior to making a decision to withdraw the student should speak to their Program -Coordinator to determine if any alternative actions may be possible.

It is the responsibility of the student to inform the Registrar's Office, in writing, that they have decided to officially withdraw from a Module and/or Program of Study.

Should a student withdraw after the end of the add/drop period each semester a Student will be awarded a W (Withdrawal) Grade by the Exam Board which will appear on the academic transcript.

If a student withdraws after the commencement of Week 8 of semester a F(Fail) grade will be awarded by the Exam Board which will appear on the academic transcript.

Students, who inform of their withdrawal from a Module(s) of study may be eligible for a refund of the semesterly tuition fees as detailed in Table 6 below:

**Table 6: MBRSG Fee Payment Refund Schedule (based on date of withdrawal from a Module(s))**

| Semester                           | Percentage of Refund |
|------------------------------------|----------------------|
| Week 1 and 2 (add and drop period) | 100%                 |
| Week 3                             | 75%                  |
| Week 4                             | 50%                  |
| Week 5                             | 25%                  |
| Week 6 and beyond                  | 0%                   |

## 12.0 Other Fees Payable

MBRSG will charge the following fees for other services as detailed in Table 7 below.

**Table 7: Fee Schedule for Resit Referrals and Service Requests.**

| Service Request   | Fee Payable |
|---|-------------|
| Each Resit Assessment or Referral granted                         | 250AED      |
| Letter from MBRSG (i.e. confirming enrollment and/or Exams etc.)  | 25AED       |
| *Academic Transcript & Letter                                     | 75AED       |
| **Replacement Testamur (Degree Certificate) (i.e. lost/destroyed) | 250AED      |

\* Students will be provided with one original Academic Transcript and Testamur (Degree Certificate), based on approval by the Exam Board and if awarded by the Award Board at the completion of their degree. Additional requests will incur a fee.

\*\* MBRSG will only issue a 'replacement' Testamur (Degree Certificates) in English and/or Arabic if the original has been lost or destroyed. In such cases the student would need to sign a Declaration to this effect before we could issue a replacement. We would then be required to notify the Ministry of Higher Education accordingly.

## 13.0 Outstanding Tuition Fees and or Other Fee Payments - Implications

If a Student has any outstanding tuition fee payments and/or other fee payments due and payable to MBRSG;

- the student's grades will not be notified or released and
- the student will not be able to enroll in the next semester or
- the student will not receive any academic transcript or Award Testamur (Certificate), if applicable, until all outstanding tuition fees and/or other fee payments have been paid.

## 14.0 Contact for Information

Students requiring further assistance in regard to the information contained within the Student Payment Guide may contact the Registrar, via email, at [kieran.ross@mbrsg.ac.ae](mailto:kieran.ross@mbrsg.ac.ae) or via landline on +9714-3175612.

## 15.0 RELATED DOCUMENTS

| Document Code | Document Title       |
|---------------|----------------------|
| P-ACD-115     | Course Documentation |
| P-ACD-113     | Tuition Fees Policy  |
| P-BD-100      | Discount Policy      |

## 16.0 POLICY REVIEW

This policy will be reviewed and updated either (a) prior to the commencement of each academic year or (b) not less than once every year from the date of creation or most recent review.



## 17.0 APPROVAL AND REVIEW

| Document Status      |                                       |            |            |            |            |
|----------------------|---------------------------------------|------------|------------|------------|------------|
| <b>Policy Status</b> | Approved by School Council   15-02-17 |            |            |            |            |
| <b>Ratified By</b>   | School Council                        |            |            |            |            |
| <b>Verified By</b>   | IE, SPCP Director                     |            |            |            |            |
| <b>Prepared By</b>   | Registrar                             |            |            |            |            |
| <b>Issue Date</b>    | 15 <sup>th</sup> February 2017        |            |            |            |            |
| <b>Review Data</b>   | 15-03-2017                            | 28-08-2017 | 04-09-2018 | 30-10-2018 | 02-07-2019 |
|                      | 13-01-2020                            | 27-04-2020 | 03-05-2020 | 03-06-2020 | 10-02-2021 |
|                      | 23-05-2021                            |            |            |            |            |
| <b>Next Review</b>   | May 2023                              |            |            |            |            |



### Modification History

| Version No. & Date | Modifications Details   |
|--------------------|---|
| V.1 15-02-2017     | New   |
| V.2 15-03-2017     | Updated Table 2 on page 3 re Dissertation payments for MIM and MPP  |
| V.3 29-08-2017     | <ul style="list-style-type: none"> <li>Updated all Sections. Annotated Tables 1-7.</li> <li>Added Section 11 – Other Fees Payable</li> </ul>  |
| V.4 04-09-2018     | <ul style="list-style-type: none"> <li>Updated dates to 2018/2019</li> <li>Updated Section 6.0 (Online Payment via Payfort) through Student Gateway and Section 9 (Instalment due dates)</li> <li>Added Section 10 (Sponsorship Obligations) and Section 13 (Implications of Outstanding Tuition fees and/or other fees)</li> </ul> |
| V.5 30-10-2018     | <ul style="list-style-type: none"> <li>Updated Section 9, Table 5: MBRSG Tuition Fee Payment Instalment Plan. Instalment Dates for Fall 2018 and Spring 2019 updated.</li> </ul>  |
| V.6 02-07-2019     | <ul style="list-style-type: none"> <li>Updated academic year to 2019/2020</li> <li>Updated Section 9, Table 5: MBRSG Tuition Fee Payment Instalment Plan. Instalment Dates for 2019/2020 updated.</li> </ul>  |
| V.7 14-01-2020     | <ul style="list-style-type: none"> <li>Formatting updates</li> <li>Updated Section 9 – late payment fines removed</li> <li>Updated Section 11 – withdrawal grading implications noted</li> </ul>  |
| V.8 27-04-2020     | <ul style="list-style-type: none"> <li>Formatting updates</li> <li>Updated academic year to 2021/2022</li> <li>Updated Section 9, Table 5: MBRSG Tuition Fee Payment Instalment Plan. Instalment Dates for 2019/2020 updated.</li> </ul>  |
| V.9 03-05-2020     | <ul style="list-style-type: none"> <li>Updated Table 4 at Section 8.3 * and ** Dissertation Fees</li> </ul>   |



| Version No. & Date     | Modifications Details  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>Added Section 8.3.1 detailing tuition fees payable for enrolment in third and subsequent semesters of a Dissertation Module.</li> </ul>                 |
| <b>V.10 03-06-2020</b> | <ul style="list-style-type: none"> <li>Updated Table 3 MBRSG Bank Account Number</li> </ul>  |
| <b>V.11 10-02-2021</b> | <ul style="list-style-type: none"> <li>Updated Table 2, Section 6.0, and Added Section 14 Contact for further Information.</li> </ul>  |
| <b>V.12 23-05-2021</b> | <ul style="list-style-type: none"> <li>Updated Guide with details for 2021/2022 Academic Year; including Table 5 with Instalment due dates for Fall 2021 and Spring 2022 Semesters.</li> </ul> |