



STUDENT FINANCIAL RESPONSIBILITIES POLICY

Fees are a part of university life, so it is important to gain a better understanding of the types of fees that you may be required to pay. All information relating to how much it costs to study at Curtin University Dubai is provided in this document. There are many costs to consider before starting your application. Besides your tuition fees, there may be other costs you could incur. For any queries on your fees, please email finance@curtindubai.ac.ae or visit the university's finance department Monday to Thursday from 9 AM to 4 PM or on Friday from 9 AM to 11.30 AM. All amounts in this policy are in United Arab Emirates Dirham (AED).

1. GENERAL INFORMATION¹

The following sections of this guide will explain, in detail, your financial responsibilities while you are studying at Curtin University Dubai. The main thing to remember is that you are responsible for ensuring that tuition fees are paid in full within the terms and conditions. This applies equally if your fees are being paid by a sponsor or if you are self-financing. Please note that fees are subject to annual revision and any changes will be communicated prior to the start of the academic year every September.

2. TUITION FEES

Tuition fees cover the provision of teaching which students receive and the cost of university facilities, including the libraries and computing facilities, which are available for use when studying. Fees will not cover, for example, the cost of support services such as student life, careers and internship support, IT services, counselling services, reference books, notebooks and other stationery needed for study, or any University goods or services used which are not a required part of the program. Such additional costs will vary across programs. All fees and charges due, unless otherwise stated, are payable by students to the University in advance of enrolment as a student at the University.

- Your tuition fees are calculated per credit point and vary depending on factors such as the subject, and whether you are studying full or part time.
- Details of tuition fees, other charges, payment plan details, and available payment options are issued to each student via a tax invoice sent to their university email either at the start of the study period, or as appropriate during the year. The outstanding fees are payable no later than the due date specified in the tax invoice.
- International students need to pay the fees for the first study period (100 credits) before arriving in the United Arab Emirates to receive a confirmation of enrolment to apply for the student study visa. The fee quoted on the offer letter maybe an estimate and may differ depending on the units you choose to study.
- Tuition fees are subject to change. The annual tuition fee specified in your Offer Letter may vary depending on the units you choose.

¹ All figures mentioned in this document are in AED.

The Education Management Services provider, Transnational Academic Group Middle East FZ LLC, has the final authority on all student fees and funding decisions.



- Deferred Entry: Where a student, after accepting an offer of admission, is granted a deferral of their course, any tuition fee payments made will be transferred to the subsequent study period without penalty, however the student may be subject to a change in tuition fees based on when they commence study.
- The following table lists the tuition fees for the university's programs:

Program	Level	Credits	Fee / Credit	Tuition	VAT	Total
Curtin Dubai Foundation Program (Non-Engineering)	Foundation	200	207.00	41,400	2,070	43,470
Curtin Dubai Foundation Program (Engineering)	Foundation	200	258.75	51,750	2,588	54,338
Bachelor of Communications	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Business Administration (All Specialisations)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Commerce (All Majors)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Science (Cyber Security)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Science (Information Technology)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Science (Psychological Science)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Science (Psychological Science and Human Resource Management)	Undergraduate	800	270.00	216,000	10,800	226,800
Bachelor of Design (Graphic Design)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Design (Digital Experience and Interaction)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Design (Animation and Game Design)	Undergraduate	600	270.00	162,000	8,100	170,100
Bachelor of Interior Design	Undergraduate	600	350.00	210,000	10,500	220,500
Bachelor of Applied Science (Architectural Science)	Undergraduate	600	375.00	225,000	11,250	236,250
Bachelor of Engineering (Honours) - Electrical and Electronic Engineering	Undergraduate	800	290.00	232,000	11,600	243,600
Bachelor of Engineering (Honours) - Mechanical Engineering	Undergraduate	800	290.00	232,000	11,600	243,600
Master of Engineering Management	Postgraduate	300	290.00	87,000	4,350	91,350
Master of Business Administration in International Business	Postgraduate	300	366.67	110,000	5,500	115,500

3. APPLICATION FEES

International students applying to a Curtin University Dubai program are required to pay a non-refundable fee of AED 367 (inclusive of VAT) on submitting a program application which will be adjusted against the program tuition fees.

4. REGISTRATION FEES

Prospective students joining a Curtin University Dubai program are required to pay a non-refundable fee of AED 3,500 (inclusive of VAT) on acceptance of the offer to secure a place in the University's program.



5. SERVICE FEES

A fee of AED 500 (inclusive of VAT) is chargeable to students every study period. This fee covers student life activities, on-campus tech support, faster Wi-Fi, careers and internship opportunities, counselling services, inter and intra university competitions, campus security, and more. We encourage you to make the most of these resources so that you graduate with a wholesome student experience. The Service Fees are subject to annual review every year.

6. TRANSPORT FEES

The University provides transport services between the pre-agreed timings and pickup and drop off points from Monday to Friday. Transport will be provided by the University during the final exam period. Other special requests for transport will be considered on a case-to-case basis by the University. Please refer to the Transportation Policy for more details. The pick-up points and the corresponding transport fees inclusive of VAT are listed below:

Route	Zone	Fee per study period
International City, Dubai Silicon Oasis, Outsource Zone	Zone 1	2,100.00
Mirdif, Al Warqa, Rashidiya, Skycourts / Dubailand Residence Complex	Zone 2	2,362.50
Bur Dubai, Karama, Deira, Garhoud, Satwa, Sheikh Zayed Road (World Trade Centre to 4th Interchange), Al Quoz	Zone 3	3,150.00
Arabian Ranches, Motor City, JBR, Dubai Marina, Springs, Meadows, Sport City, Greens, TECOM, Al Barsha, Discovery Gardens, Al Qusais, Muhaisnah, Al Nahda (DXB)	Zone 4	3,150.00
Sharjah	Zone 5	3,675.00
Ajman	Zone 6	3,675.00

- Transport fees are non-refundable. In the case of temporary or permanent discontinuation of transportation usage by any student, the transportation fee is not refundable. Students requesting transport therefore commit to pay for the entire study period.
- One-way use of the transportation facility is calculated as 2/3rd of the above listed fee.
- Students enrolling for transport from week 5 of the study period will be charged 2/3rd of the above listed fee.
- No refunds will be processed for students opting to shift from two-way transportation to one-way transportation during the trimester.
- Transportation for students is offered on a limited basis. Seats are confirmed only on the submission of the completed Transport Form, full payment to the University, and availability of seating capacity.
- Transport services are offered on a fixed time schedule. The University and/or the drivers will not be held liable to wait in the event a student is not on time for their pickup from home or departure from campus.
- Pick-up and drop-off points must be as per the Transport Form submitted to the University.
- Students are expected to maintain decorum while using the facilities. Any misbehaviour or misconduct will result in suspension of the services and the fee will not be refunded.
- A change in pick-up and/or drop-off location or discontinuation of use of the transport services will require an email to be sent to the transportation coordinator on transport@curtindubai.ac.ae, at least five business days before the date of change.
- The transportation service can only be used during the study/assessment weeks; it cannot be used during study breaks or for personal use.
- Please refer to the transport policy or email transport@curtindubai.ac.ae for more details.



7. STUDENT STUDY VISA FEES² AND OTHER CHARGES

- International students can opt to study on the University's visa sponsorship. These students need to pay the fees for the first study period (100 credits) before arriving in the United Arab Emirates to receive a confirmation of enrolment to apply for the student study visa (receipt of payment must be submitted to DDA). The fee quoted on the offer letter maybe an estimate and may differ depending on the units you choose to study. The following are the details for different visa categories and renewals (all prices are inclusive of VAT).

	Existing UAE Residency / Visit or Tourist Visa		New UAE Residency		Visa Renewal		Visa In-Country Cancellation		Visa Outside-Country Cancellation without Passport	
	Normal	Express	Normal	Express	Normal	Express	Normal	Express	Normal	Express
DDA ³ Processing Fee	2,190	3,570	2,190	3,570	1,780	2,580	500	1,080	1,263	1,810
DDA Penalty	-	-	-	-	-	-	-	-	2500	2500
Medical Insurance	1,200	1,200	1,200	1,200	1,200	1,200	-	-	-	-
Local Amendment Fee	1680	1,680	-	-	-	-	-	-	-	-
Administration Fee	210	210	210	210	210	210	210	210	210	210
Immigration Clearance Fee	-	-	-	-	-	-	-	-	367	620
Refundable Deposit	7,000	7,000	7,000	7,000	-	-	-	-	-	-
Total	12,280	13,660	10,600	11,980	3,190	3,990	710	1,290	4,340	5,140

- Students must settle all outstanding debts or submit post-dated cheques as per the tax invoice for the University to proceed with any of the following requests: visa renewal, DDA verification letter request, DDA NOC request, and KHDA attestation request. If a student's visa is due for renewal but he/she is not currently enrolled in a study period, then the student is required to pay in advance the fees for the next full-load study period (100 credits). The following are indicative costs for such requests:
 - AED 60 per document payable to DDA for a DDA issued visa renewal verification letter for students on parents' sponsorship
 - AED 110 per document payable to DDA for a DDA issued NOC for a driving license application
 - AED 250 per document for KHDA transcript attestation
- A fee of AED 50 is charged for reissue of Curtin Student ID Card.
- A fee of AED 50 is charged for additional printing credits for 100 pages.
- Immigration Printout charges of AED 367 (inclusive of VAT) for normal service or AED 620 (inclusive of VAT) for express service charged by UAE Immigration Department will be deducted from the refundable deposit after exiting the country to facilitate cancellation of the student visa.

² All fees are subject to change as per the UAE Laws

³ Dubai Development Authority (including Emirates ID and medical fitness test)



- In case of employment in the UAE post study, you are required to provide the University with a 'Change Status' document or the new visa copy to facilitate cancellation of your student visa.
- Immigration fines payable to the UAE Immigration Department as per the UAE Law.
- Possession of an Emirates ID is mandatory as per the UAE Law.
- Medical insurance is mandatory as per the UAE law and is renewed annually.
- The Visa Deposit is fully refundable after deducting regulatory dues/fines/penalties, adjustment of any outstanding debts due to the University, and successful cancellation of the student visa.
- International students cannot study on a tourist/visit visa. Part time study is not permitted for international students.
- The visa renewal fee will be applicable every year and may vary based on the type of visa processing service (normal or express).
- The visa cancellation process is initiated by the University only on settlement of all outstanding debts.
- The student visa is valid for one year from the residence visa stamping date and must be renewed every year until completion of the course.
- The student visa will be cancelled after four (4) months from the date of program completion or at the expiry of the visa validity, whichever comes first.

Required documents (in clear colour scanned copy):

- Visa application form.
- Duly filled and signed DDA undertaking letter.
- Two passport sized colour photographs with a white background.
- Original passport if existing UAE residency, or passport scanned copy if new UAE residency (with a validity greater than 6 months).
- First study period tuition fee paid in full and visa processing fee receipt.
- Tourist/sponsor residency visa copy if existing UAE residency and Visa cancellation paper if existing UAE residency.
- Old emirates ID card copy if existing UAE residency.

Other Information:

- The sponsor of the student is Curtin University Dubai/Dubai Development Authority.
- Student residency visas are approved solely at the discretion of the UAE Authority.
- Delays in the renewal of valid student residency visa can attract an overstay penalty.
- Transit visas/tourist visas cannot be converted into a valid student residency visa. The student must exit and re-enter with the student visa entry permit.
- Students holding a valid student residency visa are not permitted to work in the UAE except within the DDA group of companies in the "Earn While You Learn" program.
- Valid student residency visas will be cancelled immediately in any of the following cases: withdrawal/ expulsion from the University, transfer to another university, fulltime employment in the UAE, relocation out of the UAE for a period more than six months, or repatriation.
- Students on the University study visa can only take a single study period break per calendar year. Failure to comply will lead to cancellation of the student residency visa.
- Passports are required for cancellation of student residency visa for exiting the UAE permanently. Passport are handed back to the student at any one of the terminals at Dubai International Airport.
- The student residency visas are not transferrable.



- Overstay fines will be applied for stay in the UAE for more than 29 days after visa cancellation.
- The student visa will be cancelled 4 months after course completion (not graduation).

8. PAYMENT OPTIONS

The following options are open to students for payment of fees and charges:

- Credit Card in person at the University finance counter.
- A “Pay by Link” option is available for students opting for credit card payments. Please send an email to finance@curtindubai.ac.ae if you would like to use this method.
- Bank transfer (students must pay all bank charges incurred and must email the proof of transfer to finance@curtindubai.ac.ae).
- A Payment Plan for local students via Cheque Payment/ Post-dated Cheques and for International Students paying from abroad via standing instruction.

The University’s bank account details are as follows:

	AED	USD
Account Name	Curtin University Dubai	Curtin University Dubai
Account Number	1291203988691031	1291203988691042
Bank	First Abu Dhabi Bank	First Abu Dhabi Bank
IBAN	AE790351291203988691031	AE730351291203988691042
SWIFT CODE	NBADAEEA	NBADAEEA

- Pro forma invoices are issued only upon the student’s request after selection of the units for the study period.
- Actual fees may differ based on unit availability, unit selection, and changes in student funding due failure to maintain the standards of academic performance.
- VAT is applicable on all fees except security deposits.
- There may be bank charges if the transfer is made in a currency other than AED. For example, students must add USD 35 towards bank charges if the transfer is made in USD.
- Students opting for the “Pay by Link” payment channel are requested to select the AED currency and pay using a card issued by a UAE bank to avoid any additional charges due to exchange rate differences.

9. PAYMENT PLAN

- In the first week of every study period, you will receive a tax invoice with details of your tuition fees, due dates, and payment options.
- You are required to settle the outstanding fees by the due date specified in the tax invoice. If you are unable to do so, you may avail an instalment plan before the due date by providing post-dated cheques based on the cheque dates provided in your tax invoice.
- International students who are unable to provide post-dated cheques to avail the instalment plan must submit the proof of standing instructions issued to their banker based on the schedule of payment as per the instalment plan.
- Payment plans cannot be availed by students with past outstanding debts.
- Cheques to be in favour of "Curtin University Dubai". Please include student name, Curtin ID, and telephone number behind each cheque.



- AED 500 (inclusive of VAT) will be charged per dishonoured cheque and cheques will not be placed on hold.

10. STUDENT ACCOUNT SANCTIONS

- A Late Payment fee of AED 500 per month (inclusive of VAT) will apply if fees remain unpaid past the due date specified in your tax invoice for the study period. If payment of outstanding fees or submission of post-dated cheques continue to remain pending, your funding will be cancelled, and you will be withdrawn from the study period.
- Student accounts with outstanding debts (including past-due post-dated cheques) will be placed on encumbrance including but not limited to withholding reenrolment in the subsequent study period, withholding results, restricting graduation ceremony participation, withholding referral award payments, and withholding transcripts / testamur. It must be emphasized that there are serious consequences for non-payment of fees, including penalty charges, the withdrawal of facilities, and withdrawal as a Curtin University Dubai student. All costs incurred by the University resulting from the collection of past-due fees are payable by the student.

11. STUDENT FUNDING (SCHOLARSHIPS, BURSARIES, AND TUITION GRANTS)

Scholarships, bursaries, and tuition grants are part of Curtin University Dubai’s commitment to rewarding academic excellence and enabling students from all backgrounds to realise their potential and are available for both commencing and current Curtin University Dubai students.

11.1. DEFINITIONS AND TYPES OF FUNDING

Scholarship is granted to a student for merit in academic study, industry contribution, and service to the community, or any other notable achievement.

Bursary is a need-based financial aid granted to a student.

Tuition Grant is a grant-in-aid granted to a student, without merit or financial aid, as part of the Campus’s policy or for excellence in other activities. GETEX and Admission’s Evening Offers fall under the tuition grant category.

Types of student funding:

Title	Category
Academic Excellence Scholarship	Scholarship
Professional Excellence Scholarship (PGT only; PT allowed)	Scholarship
Sports Excellence Scholarship	Scholarship
Pro Vice Chancellor Award ⁴ (UG only)	Scholarship
SP Wahi Award for Excellence (UG only) ⁵	Scholarship
Financial Aid ⁶	Bursary
Women in Engineering Grant	Tuition Grant

⁴ A maximum of one may be awarded in an academic year by the PVC based on a range of criteria including merit, sports, service to community/industry etc.

⁵ A maximum of one may be awarded in an academic year by the Founder based on a range of criteria including merit, sports, service to community/industry etc.

⁶ Student must provide three (3) months bank statements and the salary certificate of the sponsor.



Title	Category
Alumni Grant ⁷	Tuition Grant
Family Grant ⁸	Tuition Grant
Australian/UAE National Grant	Tuition Grant
Advance Payment ⁹ (up to 2.5%)	Tuition Grant

11.2. APPLYING FOR STUDENT FUNDING

- Students must apply for funding using the appropriate request form along with a supporting letter highlighting their merits or need for financial aid. Applications must be completed in full to be eligible. Incomplete applications will be deemed unsuccessful.
- Merit-based applications will be assessed by a selection panel based on the information you have provided. Your application will be reviewed by the Campus's Student Funding Committee. If you are applying for a need-based bursary or tuition grant, the assessment is based on answers to questions in the application form relating to socio-economic status, income and living arrangements, and additional circumstances that affect your ability to study. All relevant supporting documents, including original academic documents must be presented to the University for review.
- You will need to sign and submit the Funding Award letter to your Admissions Officer to ensure the validity of the funding award. Unsigned Funding Award letters could lead to funding cancellation.
- Students who receive a Conditional Offer Letter must complete pending formalities within the specified date to continue to be enrolled and retain the funding.

Criteria for Academic Excellence Scholarship:

Curriculum	Percentage		
	0-29%	30-49%	50% and above
Indian CBSE (Central Board of Secondary Education)	85% & above	90% & above	95% & above
Indian State Board Exams	85% & above	90% & above	95% & above
UK A-Levels	BBB	AAB	AAA
UK AS-Levels	BBBB	AAAB	AAAA
UK O-Levels	5 B's	3 A's + 2 B's	5 A's
International Baccalaureate	28 - 32	33 - 36	37 & above
Philippine	85%	90%	95%
American High School Diploma + SAT or AP	85% + SAT 1200 or 3 AP's with Grade 4	90% + SAT 1300 or 3 AP's with Grade 4	95% + SAT 1400 or 3 AP's with Grade 4

⁷ Awarded to students that have previously graduated with a degree (with a grade of 6 or above) from any university campus operated by Transnational Academic Group and partner universities, who qualify and decide to join one of the Curtin University Dubai's postgraduate taught programs.

⁸ Offered when two or more students from the same immediate family enrol for any foundation, undergraduate, or postgraduate program (full time only, not applicable for part time study). Immediate family members include parents, spouse, and siblings.

⁹ Additional offer for only the advance payment in cash or single current dated cheque for two or more teaching periods.



Curriculum	Percentage		
	0-29%	30-49%	50% and above
Australian Tertiary Admission Ranking (ATAR)	85	90	95
WAEC/NECO	5 B2s	3 A1's + 2 B2's	5 A1's
Iranian Pre-University (year 12)	17	18	19
UAE Secondary School Certificate (Thannawiya Amma)	85%	90%	95%
High School Diploma (Grade 12) (Academic track)	90%	95%	98%
Russian: ATTESTAT	4.5	4.8	5
French Baccalaureate	13/20	14/20	15/20
China Secondary School Certificate	75%	80%	95%

11.3. MANAGING YOUR SCHOLARSHIP, BURSARY, OR TUITION GRANT

- As a beneficiary, you need to ensure you get the most out of your award. Each funding category has conditions in place that are outlined in your terms and conditions. These conditions will require you to maintain standards of academic performance, study load, and general conduct.
- You may be considered for funding if you study part-time. Financial need-based funding allows part-time study; however, most merit-based funding is only offered for students who are studying full-time (75 or 100 credits per semester).
- Your enrolment and results will be checked each teaching period to ensure you are meeting the conditions of your funding category. You will be notified if you have not met the requirements of your funding category.
- Failure to maintain the standards of academic performance will result in reduction (5% for each unit the grade is not maintained and / or 10% for each unit failed) or cancellation at the discretion of the Funding Committee of the funding for the total remaining units for which the student is yet to enrol. Notwithstanding the above, the Funding Committee reserves the right to cancel your funding at any time at its discretion.
- Outstanding debts must be settled to retain your funding in the subsequent study periods.
- Student funding revision requests will only be considered for students whose funding has been cancelled/reduced in the previous study period due to failure to maintain the standards of academic performance specified above. All funding revision requests are to be submitted within one calendar week of the results declaration date for the study period.
- This Policy supersedes the terms and conditions of your Funding Award Letter issued prior or during your study at the University.
- To retain your funding, you must maintain the following standards of academic performance as applicable:

Title	Percentage and Grade (all units)			Study Load (per teaching period)
	0-29%	30-49%	50% and above	
Academic Excellence Scholarship	Minimum 6	Minimum 7	Minimum 8	Minimum 75 credits
Professional Excellence Scholarship (PGT only; PT)	Minimum 6	Minimum 7	Minimum 8	Minimum 25 credits
Sports Excellence Scholarship	Minimum 5	Minimum 5	Minimum 6	Minimum 50 credits
Pro Vice Chancellor Award (UG only)	Minimum 6	Minimum 7	Minimum 8	Minimum 75 credits



Title	Percentage and Grade (all units)			Study Load (per teaching period)
	0-29%	30-49%	50% and above	
SP Wahi Award for Excellence (UG only)	Minimum 6	Minimum 7	Minimum 8	Minimum 75 credits
Financial Aid	Minimum 5	Minimum 6	Minimum 7	Minimum 25 credits
Women in Engineering Grant	Minimum 5	Minimum 6	Minimum 7	Minimum 75 credits
Australian/UAE National Grant	Minimum 5	Minimum 6	Minimum 7	Minimum 75 credits
Alumni Grant	Minimum 5	Minimum 6	Minimum 7	Minimum 75 credits
Family Grant	Minimum 5	Minimum 6	Minimum 7	Minimum 75 credits
Other bursaries, grants, and offers	Minimum 5	Minimum 6	Minimum 7	Minimum 75 credits

11.4. OTHER FUNDING CONDITIONS

- Your funding award is confidential and must not be discussed with other students. Failure to maintain confidentiality will lead to cancellation of the funding.
- Two or more funding categories cannot be clubbed together.
- Scholarships, bursaries, and tuition grants are not transferable to any of Curtin's other campuses.
- Beneficiaries must be in good standing in terms of all ethical, judicial, and academic norms.
- Beneficiaries, particularly those who are awarded merit-based funding, are encouraged to engage in the Campus's events and may be asked to represent the Campus as ambassadors from time to time. This helps build a feeling of community and positions the student as an inspiration to younger and potential students at the University.

12. REFUND POLICY

- A 100% refund of tuition fees will be provided if a new student withdraws prior to the commencement of the first (1) study period or the university cannot deliver a unit/course or where an offshore student is unsuccessful in obtaining a UAE student visa.
- All tuition fees remain payable, and no refund will be provided where a new or continuing student withdraws from a course/unit after the census date of the study period.
- All tuition fees remain payable, and no refund will be provided where the student is terminated from the University because of academic misconduct, failure to meet good standing, or violation of the Student Code of Conduct.
- A 100% refund of registration fees will be provided where the university cannot deliver a course; or where an offshore student is unsuccessful in obtaining a UAE student visa.
- No refund of registration fees will be provided if the University revokes the Offer of Admission in the case where original statements of academic record have not been sighted by the University, the student does not satisfy the minimum admission requirements, and/or in any other circumstances that may arise.
- All other fees are non-refundable.

12.1. REFUND OF TUITION FEES OR RETENTION OF TUITION FEES FOR FUTURE STUDY

If the census date has passed and you have withdrawn, failed, or are still enrolled you may be eligible to apply for a refund of fees or retention of fees for future study due to special circumstances. Please be advised that strict eligibility criteria apply, and the submission of an application does not guarantee approval.



To apply you must be able to provide evidence that the circumstances:

- Were beyond your control
- Did not make their full impact known until on or after the census date
- Affected you to the extent that you were unable to complete the requirements of the unit.

If your application is approved:

- Your financial penalty will be removed
- You will be eligible for a refund or your fees will be retained for future study
- A unit withdrawal (WD on your academic record) may be applied (please contact student services for more information).

If you wish to apply for multiple study periods, a separate email and supporting documentation must be submitted for each individual study period. Submissions that include multiple study periods on one application will be cancelled.

In accordance with university policies, you **must** demonstrate your circumstances satisfy **all** of the requirements below:

1. Were beyond your control:

If a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal.

2. Did not make their full impact until on or after the census date, i.e. your circumstances occurred:

- Prior to the census date, but worsened after that date
- Prior to the census date, but the full effect or magnitude does not become apparent until on or after that date
- On or after the census date.

3. Made it impracticable for you to complete the requirements of the unit in the period during which you undertook, or were to undertake, the unit(s), i.e. you were unable to:

- Undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other compulsory attendance requirements in order to meet their compulsory course requirements; or
- Complete the required assessable work; or
- Sit the required examinations; or
- Complete any other course requirements because of their inability to meet the above.

You can only submit an application if you meet all of the following criteria:

1. The census date of the unit(s) has passed
2. You have not completed the requirements of the unit (e.g. a passing grade has not been assigned to the unit(s))
3. The application is submitted within 12 months of your withdrawal date or if you have not withdrawn, the study period end date



- Applications submitted outside of the 12-month timeframe will not be considered unless you can demonstrate with sufficient evidence that it was not possible for you to submit within the relevant 12-month period
 - Note: A lack of knowledge or understanding of the requirements for applying for a Refund and Remission of Fees is not a valid reason for applying outside of the 12-month timeframe
4. You have met ongoing requirements of the unit(s) up until you were affected by special circumstances. Ongoing requirements include, but are not limited to:
- Tests
 - Mid-semester exams
 - Assignments
 - Placements
 - Journals
- that contribute to the requirement of your unit/s up until the special circumstances affected you.

Financial penalties

Curtin University Dubai acknowledges that an approved application results in the removal of the financial penalty. Where applicable, the up-front student contributions or tuition fees either refunded or retained for future study.

Academic performance feedback and penalties

Curtin University Dubai acknowledges that an approved application includes a unit withdrawal which is recorded as a 'WD' on your academic record unless the following occurs:

- Academic Performance Feedback received from your Unit Coordinator and/or Head of School,
- Reported breach of academic integrity in accordance with the Academic Misconduct Rules, and
- Academic penalty applied and the unit is recorded with a reduced, Annulled (ANN) or Fail (F) grade on your academic record.

Applications for Refund or retention of fees are placed on hold until an outcome is received on the reported unsatisfactory academic performance and/or breach of academic integrity. Academic penalties applied will be upheld and the unit will not be withdrawn. Any unit that attract academic penalties will be counted towards your low completion rate calculation.

Supporting documentation

Applications are assessed based on the independent supporting documentation provided to demonstrate your special circumstances. All documentation must include the appropriate dates of all relevant events or illnesses. Below are examples of special circumstances you might have, and the documentation required in each scenario.

Medical Reasons

If you became ill on or after the census date you should provide a medical certificate from a doctor or psychologist addressing the following:

- the date your medical condition occurred and/or changed;
- how your condition affected your ability to study; and
- when it became apparent that you could not continue with your studies



Please note: All medical certificates must be issued by a medical practitioner who is registered with the Dubai Health Authority (DHA).

If you had a pre-existing medical condition that impacted your studies on or after the census date you will need to provide a medical certificate from a doctor or psychologist highlighting the date at which your illness worsened, to the extent that you were unable to continue studying.

Please do not provide photos of injury/illness. Medical scripts, referral letters and pathology or diagnostic reports are also not considered sufficient supporting documentation.

Family/personal Reasons

- In situations involving the illness of a family member, or other family/personal reasons you will need to provide a medical certificate from a doctor or psychologist confirming the impact that these circumstances have had on you and your ability to study. The certificate should include the dates that you were affected, and confirm how your circumstances impacted your ability to study.
- In cases of bereavement, a death certificate is sufficient where the deceased is an immediate family member (parent/sibling/spouse/child). In all other cases, please provide a letter of support from your doctor or psychologist, confirming the dates that you were impacted and how your circumstances affected your ability to study.
- Please note, Curtin offers free counselling and disability services for students who may be in need of assistance with personal matters.
- Do not provide medical certificates for your family members. All documentation must be specific to you, and how your studies have been affected.

Employment Reasons

- If your employment conditions have changed, requiring you to work more hours, take on a greater workload or relocate, you should provide a statement from your employer on company letterhead confirming the nature of the change, the date you were advised of it and the expected duration.
- In these situations, it must be clear that the change was outside of your control.
- Choosing to increase your work hours or undertake additional employment is not considered as circumstances beyond your control.
- If you are self-employed you will need to complete a statutory declaration. Please note you may be asked to provide further documents after our initial assessment.
- Employment reasons are not applicable to international students on a Student Visa.

When submitting your application, please be advised that:

- All documentation must be on an official letterhead, original and scanned in colour. No copies will be accepted
- Documentation must be in English, or translated by an accredited authority
- Curtin University Dubai has no obligation to seek additional supporting documentation in relation to a submitted application
- Curtin University Dubai performs regular audit checks to verify the legitimacy of any submitted supporting documentation. An applicant who is found to have provided false or misleading information will have their application declined, and disciplinary action may be taken.

Process & important information

- A separate email and separate supporting documentation must be submitted for each individual study period;
- You will be notified of the outcome within 30 days of submitting the email and supporting documentation;
- All correspondence will be sent to your Curtin email address;
- You will remain liable for the Student Services Fees;
- If your application is approved and you have paid upfront:



- the refunded tuition fees will remain in your student account or
- if you have elected to receive a refund it will be issued within 15-30 working days from the date of approval.
- all payments will be refunded via bank transfer
- you will be required to provide the below bank details including but not limited to beneficiary name, bank name, branch location, account number, IBAN, and SWIFT code.

13. STUDENT REFERRAL POLICY

A Curtin Dubai student or alumni who refers a friend is eligible to receive a referral payment of AED 3000 per successful referral, subject to the following conditions:

- Referee Application Form must be signed by the current student, as well as the prospective student and submitted to the Admissions Officer at the time of application submission. All relevant supporting documents of the prospect student, including original academic documents must be presented to Curtin Dubai.
- The prospect student must not already exist on Curtin Dubai database as a lead.
- Both students must be enrolled in the trimester. If the current or referred student is not enrolled, referral payment will be processed in the following trimester when s/he is enrolled.
- Both students must have no outstanding tuition or fee payments due to Curtin Dubai. In the case of post-dated cheques, all past and current post-dated cheques must be realised.
- Referral payment will either be through bank transfer or cheque. Referral payments will be processed at the discretion of Transnational Academic Group Middle East FZ LLC.
- Both students must be in good standing in terms of all ethical, judicial, and academic norms.
- Referral awards are not applicable to immediate family members such siblings and spouses.

14. HELP AND SUPPORT

If you are experiencing financial difficulties in paying fees, you must seek help at the earliest opportunity. It is important to keep the University informed of developments and in the first instance, the University recommends that any student facing financial difficulty contact the Finance Department to start discussing options.