



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) and inclusive of VAT unless stated otherwise.

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 all fees are subject to annual review and revision, and any changes will be communicated prior to the start of the academic year every September. Under the Curtin University Privacy Statement, adult students must provide written consent through a signed Proxy Authorisation for the University to communicate with and disclose information to external parties, including family members and local guardians. However, the Curtin Dubai Student Financial Responsibilities Policy provides an exception to this requirement. This exception permits the University to contact and/or respond directly to financial matters, such as fee payments, funding, statements of account, and other finance-related issues, without requiring prior written consent.

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. However, your tuition fees are fixed for the duration of your study unless you are repeating units.
- 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 carried forward to the subsequent study period without penalty, however the student may be subject to a change in tuition fees based on when they

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.



commence study. Students holding a university-sponsored visa who defer the start date of their course cannot transfer the visa fee paid or any unused visa duration to a future date.

- Refer to Appendix 1 for the tuition fee information for the Dubai campus programs.

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 (and Saturday if classes have been scheduled for that day). 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. Refer to Appendix 3 for information on pick-up points and the corresponding transport fees.

- Transport fees are non-refundable. If a student temporarily or permanently discontinues the use of transportation services after the census date of the study period, the transportation fee will not be refunded. However, if discontinuation occurs before the census date, the fees will be prorated on a weekly basis. Students requesting transportation services are therefore committing to pay for the entire study period.
- One-way use of the transportation facility is calculated as 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. For students enrolled simultaneously in overlapping study periods, a prorated transportation fee for the additional period will apply and be charged in the respective trimester's invoice, in addition to the regular trimester transportation fee.
- Please refer to the [Transportation Policy](#) for more information or contact us at transport@curtindubai.ac.ae for further details. In the event of any inconsistencies between this document and the Transportation Policy, the provisions of the Transportation Policy shall prevail.

7. STUDENT STUDY VISA FEES² AND OTHER CHARGES

- International students can opt to study on the university sponsored student visa. Such students are required to enrol in a full time course load to meet the regulatory conditions of maintaining a student visa.
- Students opting for a university sponsored student visa 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

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



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. Please refer to Appendix 2 for details of the different visa categories and renewals (all prices are inclusive of VAT).

- 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
- International Student Identity Card issued by the ISIC Association is mandatory for all students. The cost of this ID card will be announced soon.
- A fee will be charged for reissue of the Student ID Card.
- A fee of AED 50 is charged for additional printing credits for 100 pages.
- A fee of AED 105 is charged for University Bonafide letter requests.
- International exchange students enrolled for one to three teaching periods, who will leave the UAE before completing a one-year visa term, must contact the Visa Services team to finalise the exit checklist and arrange cancellation of their student visa before they exit the country.
- Immigration Clearance Printout charges of AED 317 (inclusive of VAT) for normal service or AED 900 (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.
- 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 are the responsibility of the student.
- 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 within four (4) months from the date of program completion or at the expiry of the visa validity, whichever comes earlier.

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 or tourist visas can be converted into a student residency visa at the discretion of UAE Immigration Authorities. If the conversion application is returned, the student must exit the country and re-enter with a 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 if on a trimester-based program and no teaching period breaks if on a semester-based program. 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. Passports are only 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.

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.
- Cheques must be dropped at the cheque deposit boxes on campus located near the finance counter in block 10 and the visa office in block 11.
- 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	NBADA EAA	NBADA EAA

- 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 of 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 of 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 of 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.
- Cheques may be placed on hold for a period of two weeks subject to approval. Notification for placing the cheque on hold must be sent by email 5 business days prior to the cheque date. The cheque holding charges are AED 52.50 per week (inclusive of VAT).
- AED 500 (inclusive of VAT) will be charged per dishonoured cheque.
- A sanction will be applied to the student account if the final instalment cheque date is later than the date specified in the tax invoice. The sanction will be lifted once the outstanding balance is settled.

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 / testamurs. 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. Refer to Appendix 4 for information on types of student funding.

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. Funding for your duration of study will remain in accordance with the terms stated in the Funding Award letter. In the event of any discrepancy between the Funding Award letter and this policy, the provisions of this policy shall prevail.
- Students who receive a Conditional Offer Letter must complete pending formalities within the specified date to continue to be enrolled and retain the funding.

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. Merit-based funding is only offered for students who are studying full-time (75 credits for trimesters and 100 credits for semesters). This requirement is exempted for the below category of students:
 - Students in their graduating trimester (final trimester)
 - Students who are recipients of financial aid and sports scholarship
 - Students on a reduced study load due to unit unavailability
 - Students on a reduced study load due to conditional status
 - Students enrolled into the Not for Degree program
 - Students enrolled in a part-time postgraduate program

Students are required to enrol into the minimum study load before the census date if they do not meet the above criteria to ensure retention of funding in the study term. Students on the university sponsored student visa are required to enrol in a full-time course load to meet the regulatory conditions of maintaining a student visa.

- 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.
- Refer to Appendix 5 for information on the standards of academic performance required to retain your funding award value. Failure to maintain the standards of academic performance, including in units with *Grade Not Submitted* or *Ongoing Assessment* or *Deferred Assessment* or *Outstanding Further Assessment* or *Fail After Further Assessment* or *Fail – Incomplete/ Insufficient Assessment* or *Pass After Further Assessment* when published, 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 has enrolled or yet to enrol.
- Notwithstanding the above, the Funding Committee reserves the right to cancel your funding at any time at its discretion for the units for which the student is currently enrolled or yet to enrol.



- Students whose grades are revised after it is published including for *Grade Not Submitted, Ongoing Assessment, Deferred Assessment, Outstanding Further Assessment, Fail After Further Assessment, Fail – Incomplete/Insufficient Assessment, or Pass After Further Assessment* units must notify the Finance Centre of their updated grades via email within five (5) days of the revision.
- Prospective restoration of previously reduced funding, due to failure to meet the required academic performance standards, is only possible once the minimum academic performance standards have been successfully met in a later study period.
- Outstanding debts must be settled to retain your funding in the subsequent study periods.
- Students are not permitted to switch between funding categories.
- In cases where a student has a documented learning disability or other significant learning challenges and is supported by a Curtin Access Plan (CAP) to help manage their studies effectively, reduced minimum academic performance requirements will apply. As part of the terms for retaining any funding award, the student must maintain a minimum grade of 5 (pass) in all attempted units, regardless of the funding category or award value. This academic performance standard has been adjusted to reflect the student's documented inclusion in the CAP.
- The University is committed to supporting students by providing timely and effective assistance. Compassionate relief will be considered for students where a clear, documented extenuating circumstance or mitigating factor - unrelated to financial issues - are presented. Each case will be reviewed individually to assess eligibility for relief, based on the nature and impact of the circumstances provided. Failure to meet the required standards of academic performance does not qualify as a legitimate reason for compassionate relief.
- Retention of funding in future study periods is strictly dependent on maintaining the required academic performance.
- This Policy supersedes the terms and conditions of your Funding Award Letter issued prior or during your study at the University.

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, conduct, 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.
- 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, conditions of offer, and/or in any other circumstances that may arise.

- All other fees are non-refundable.
- Approved refunds shall be processed within 7–10 working days from the date of receipt of complete and verified beneficiary bank details, subject to confirmation and authorisation by the Finance Department and, where applicable, upon cancellation of the student visa and closure of the relevant immigration file.

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 did 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
 - Journalsthat 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 are 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 attracts 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 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 full 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 3,000 per successful referral, subject to the following conditions:

- A digitally signed and time stamped referral form must be submitted at the time of application submission (application should state referral as the source) and must be signed by both the referring student/alumni and the prospective student.
- All required supporting documents, including original academic documents of the prospective student, must be submitted to Curtin University Dubai.
- Referral Awards apply only to Curtin University Dubai alumni, current students, or new students.
- Referral Awards will not be applied to existing applications or to students who have already expressed interest, inquired, or exist in the Curtin University Dubai database as a lead.
- The referral is considered successful only when the referred student enrolls.
- The referral reward will be processed only after both the referring student and the referred student are officially enrolled for the trimester, have passed the census date, and have paid all required tuition fees for that study period.
- If either the referring or referred student is not enrolled in the trimester, the referral reward will be processed in the following trimester once enrolment is confirmed.
- Both students must have no outstanding tuition or fee payments due to Curtin University Dubai. In the case of post-dated cheques, all past and current post-dated cheques must be cleared.
- Both students must be in good standing in terms of all ethical, judicial, conduct, and academic norms.
- Referral Awards do not apply to immediate family members, including siblings and spouses.
- Students engaged in internships involving recruitment activities (including telesales and marketing) are not eligible to claim Referral Awards for students who enquire, register, or enrol during the internship period and up to two subsequent intakes after completion of the internship.
- Curtin University Dubai reserves the right to withdraw the Referral Award program at any time; however, any eligible referral already received will be honoured. Referral Awards will be paid via bank transfer or cheque and at the discretion of Transnational Academic Group Middle East FZ LLC.

14. HELP AND SUPPORT

If you are experiencing 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 difficulty contact the Finance Department to start discussing available options.

Appendix 1 – Tuition Fees for Dubai campus programs

Appendix 1A: Tuition Fees for Programs Commencing Before Trimester 3, 2026 (September 2026) Intake

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 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 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) - Mechanical Engineering	Undergraduate	800	290.00	232,000	11,600	243,600
Graduate Certificate in Business Fundamentals is	Graduate Certificate	100	366.67	36,667	1,833	38,500
Master of Business Administration in International Business	Postgraduate Taught	300	366.67	110,000	5,500	115,500
Master of Cyber Security	Postgraduate Taught	200	400.00	80,000	4,000	84,000
Master of Artificial Intelligence	Postgraduate Taught	200	400.00	80,000	4,000	84,000
Master of Engineering Management	Postgraduate Taught	300	290.00	87,000	4,350	91,350
Doctor of Philosophy (Non-Engineering)	Higher Degree by Research	Annual Tuition		80,000	4,000	84,000
Doctor of Philosophy (Engineering)	Higher Degree by Research	Annual Tuition		90,000	4,500	94,500

**Appendix 1B: Tuition Fees for Programs Commencing from Trimester 3, 2026 (September 2026 Intake)**

Program	Level	Credits	Fee / Credit	Tuition	VAT	Total
Curtin Dubai Foundation Program (Non-Engineering)	Foundation	200	250	50,000	2,500	52,500
Curtin Dubai Foundation Program (Engineering)	Foundation	200	260	52,000	2,600	54,600
Bachelor of Commerce (All Majors)	Undergraduate	600	290	174,000	8,700	182,700
Bachelor of Business Administration (All Specialisations)	Undergraduate	600	290	174,000	8,700	182,700
Bachelor of Design (All Majors)	Undergraduate	600	290	174,000	8,700	182,700
Bachelor of Science (Psychological Science)	Undergraduate	600	290	174,000	8,700	182,700
Bachelor of Science (Information Technology)	Undergraduate	600	290	174,000	8,700	182,700
Bachelor of Science (Cyber Security)	Undergraduate	600	290	174,000	8,700	182,700
Bachelor of Interior Design	Undergraduate	600	290	174,000	8,700	182,700
Bachelor of Engineering (Honours) – Mechanical Engineering	Undergraduate	800	310	248,000	12,400	260,400
Bachelor of Applied Science (Architectural Science)	Undergraduate	600	310	186,000	9,300	195,300
Graduate Certificate in Business Fundamentals	Graduate Certificate	100	366.67	36,667	1,833	38,500
Master of Business Administration (International Business)	Postgraduate Taught	300	366.67	110,000	5,500	115,500
Master of Engineering Management	Postgraduate Taught	300	290	87,000	4,350	91,350
Master of Artificial Intelligence	Postgraduate Taught	200	400	80,000	4,000	84,000
Master of Cyber Security	Postgraduate Taught	200	400	80,000	4,000	84,000
Doctor of Philosophy (Non-Engineering)	Higher Degree by Research	Annual Tuition		80,000	4,000	84,000
Doctor of Philosophy (Engineering)	Higher Degree by Research	Annual Tuition		90,000	4,500	94,500

**Appendix 2 – Visa Categories and Fees**

	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
Time Frame (Working Days)	20-25	15-20	20-25	15-20	20-25	10-15	5-7	3-5	20-25	10-15
DDA ³ Processing Fee	2,190	3,570	2,190	3,570	1,780	2,580	500	1,080	1,263	1,840
Medical Insurance	1,200	1,200	1,200	1,200	1,200	1,200	-	-	-	-
Local Amendment Fee	1680	1,680	-	-	-	-	-	-	-	-
Administration Fee	500	500	500	500	500	500	250	250	250	250
Immigration Clearance Fee	-	-	-	-	-	-	-	-	317	900
Refundable Deposit	3,000	3,000	3,000	3,000	-	-	-	-	-	-
Total	8,570	9,950	6,890	8,270	3,480	4,280	750	1,330	1,830	2,990

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

**Appendix 3 – Pick-up points and Transport Fees**

Zone	Route	Fees per Trimester
International City Phase -1, Dubai Silicon Oasis (DSO), and Dubai Outsource Zone (DOZ).	Dubai Zone-1	AED 2,100.00
Dubai Land, Liwan, Midriff, Nad al Hamar, Rashidiya, Sky Courts, and Warqa	Dubai Zone-2	AED 2,362.50
Al Jadaf, Al Satwa, Business Bay, Bur Dubai, City Walk, Jumeirah 1, Karama, Oud Metha, and Sheikh Zayed Rd- DWTC to Interchange 1.	Dubai Zone-3	AED 3,150.00
Abu Hail, Al Mamzar, Al Rigga, Deira, Dubai Festival City, Garhoud, Hamriyah, Hor Al Anz, Muraqqabat, and Naif.	Dubai Zone-4	AED 3,150.00
Al Barsha, Al Quoz, Al Sufouh, Discovery Gardens, Emirates Hills, Furjan, Greens, Ibn Battuta, Jumeirah, 2 and 3, Jumeirah Lake Towers, Jumeirah Village Circle (JVC), Jumeirah Village Triangle (JVT), Meadows, Springs, and Umm Suqeim.	Dubai Zone-5	AED 3,150.00
Arabian Ranches 1, 2, and 3, Al Qudra, Damac Hills-1, Dubai Production City, Motor City, Remraam, Sport City, Studio City, and Town Square.	Dubai Zone-6	AED 3,150.00
Al Qusais, Al Mizhar, Al Nahda (Dubai Area), Al Twar, and Muhaisnah	Dubai Zone-7	AED 3,150.00
Dubai Marina, Damac Hills-2, Dubai Investment Park (DIP)-1 &2, Dubai South, and Jumeirah Beach Residence (JBR),	Dubai Zone-8	AED 3,150.00
Al Azra, Al Hazana Sharjah, Al Qasimia, Al Shaab Village, Al Zahia City Centre, Butina, Muweilah Sharjah, Mega Mall, Rolla, and Saudi Mosque.	Sharjah Zone-1	AED 3,675.00
Abu Shagara, Al Ghubaiba, Al Khan, Al Majaz 1,2 and 3, Al Nahda Sharjah, Al Qasba, Al Taawun, Al Wahda, and National Paint.	Sharjah Zone-2	AED 3,675.00
Ajman City Centre, Ajman Industrial Area, Ajman Museum, Ajman Towers, Corniche, Helio, Nuaimya, and Rashidiya.	Ajman	AED 3,675.00

Appendix 4 – Funding Categories

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
Zafar Siddiqi Innovation and Enterprise Scholarship Award (UG only) ⁶	Scholarship
Financial Aid ⁷	Bursary
Women in Engineering Grant	Tuition Grant
Alumni Grant ⁸	Tuition Grant
Family Grant ⁹	Tuition Grant
Australian/UAE National 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 Wahi family based on a range of criteria including merit, sports, service to community/industry etc.

⁶ A maximum of one may be awarded in an academic year by the Siddiqi family based on a range of criteria including merit, sports, service to community/industry etc.

⁷ Student must provide three (3) months bank statements and the salary certificate of the sponsor.

⁸ 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.

⁹ 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.



Appendix 5 – Standard of Academic Performance for Funding Retention

Title	Percentage and Grade (all units)		
	0-29%	30-49%	50% and above
Academic Excellence Scholarship	Minimum 6	Minimum 7	Minimum 8
Professional Excellence Scholarship (PGT only; PT)	Minimum 6	Minimum 7	Minimum 8
Sports Excellence Scholarship	Minimum 5		
Pro Vice Chancellor Award, SP Wahi Award for Excellence, Zafar Siddiqi Innovation and Enterprise Scholarship (UG only)	Minimum 8		
Financial Aid	Minimum 5	Minimum 6	Minimum 7
Women in Engineering Grant	Minimum 5	Minimum 6	Minimum 7
Australian/UAE National Grant	Minimum 5	Minimum 6	Minimum 7
Alumni Grant	Minimum 5	Minimum 6	Minimum 7
Family Grant	Minimum 5	Minimum 6	Minimum 7
Other bursaries, grants, and offers	Minimum 5	Minimum 6	Minimum 7