



ALBUKHARY INTERNATIONAL UNIVERSITY

FEES REFUND POLICY	
Effective Date : 16 Feb 2022	Initiated by : AFC 1
Revision : 1.1	Reviewed by : FC
Doc. No. : AIU-FIN-Q05-220104-rev 1.1	
Approved by : EXCO	Approved date : 16 Feb 2022

1. PURPOSE: To provide guidelines on the fees to be refunded to the AIU students.
2. SCOPE: This policy and procedure shall apply to
 - EMGS fee and Ancillary fee
 - Student bond
3. REFERENCE: AIU.FIN.009
AIU-FIN-Q05-210308-REV 1.0
AIU-FIN-Q05-210929.01-REV 1.0
4. DEFINITION:

EMGS Fee is the fee paid by international students before arrival to the campus for visa processing once accept and sign offer letter and scholarship offer letter (if applicable).

Ancillary Fee consist of registration fee and orientation fee paid by students when enrol to the campus upon registration.

Student bond is security deposit paid by students when enrol to the campus upon registration.

AIU Albukhary International University.

AAMD Admission and Academic Management Department.
5. POLICY AND PROCEDURES

	Description	Responsibility
5.1	EMGS fee could be refunded with full amount less administration charge if visa application has not been submitted to EMGS or EMGS has refunded the fees paid in cases where EMGS fee has been submitted to EMGS.	AAMD FIN
5.2	Ancillary fees consist of orientation fee and registration fee. Orientation fee will be refunded if the orientation program is yet to be conducted while registration fee will not be refunded after the registration done.	AAMD SA FIN
5.3	Personal bond will be refunded to the student upon completion, withdrawal, or termination of their studies at the university. Personal bond will be refunded without any	SA AAMD FIN

	interest. The university shall reserve right to deduct any amount due from student before refund, subject to approval from the university management.	
5.4	<p>Student must fill in refund application form and attach with supporting documents and submit to Finance department for approval.</p> <p>Supporting documents are:</p> <ul style="list-style-type: none"> • Offer Letter • Scholarship Offer letter (if any) • Clearance form 	AIU Student
5.5	The completed form together with supporting document to be submitted to finance department for approval and payment process.	AIU Student Finance AAMD
5.6	Payment voucher will be prepared by finance department and submitted to Financial Controller for approval.	Finance
5.7	Cheque will be prepared and approved by signatories.	Finance
5.8	Student will be notified once payment has been done.	Finance
5.9	This form may be used for other refund, such as reimbursement of air ticket.	Finance