

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 2023/2024 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 in Innovation Management (MIM)	120,000 AED
Master in Public Policy (MPP)	120,000 AED
Executive Master of Public Administration (Arabic)	140,000 AED

4.0 GRANTS TOWARDS PAYMENT OF TUITION FEES – SPRING 2023 ONWARDS – NEW STUDENTS ONLY

As from the commencement of Spring Semester 2023, the Mohammed Bin Rashid School of Government provides the following opportunities for students to receive a grant, if applicable. Grant(s) will be deducted from the total tuition fees payable for all postgraduate programs. Each grant is detailed as follows:

- Government Employee Grant: AED20,000 grant (deducted from total program fees) to be offered to all who work in Federal or Local government including all Domestic students (UAE Nationals & all others)
- International Student Grant: AED30,000 grant (deducted from total program fees) to be offered to all International Students. (*An International Student is a student who has moved to the UAE for the purposes of undertaking an MBRSG postgraduate program of study).

- Entity sponsoring 5 to 10 students: AED40,000 grant (deducted from total program fees) to be offered, per enrolled student, if an entity sponsors 5-10 new students in an academic semester of study.
- Entity sponsoring 11 or more students: AED50,000 grant (deducted from total program fees) to be offered, per enrolled student, if an entity sponsors 11 or more new students in an academic semester of study.

4.0.1 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.

4.1 GRANTS TOWARDS PAYMENT OF TUITION FEES – CONTINUING STUDENTS ADMITTED PRIOR TO OR INCLUDING FALL SEMESTER 2022.

For students admitted to a graduate program of study on or before Fall Semester 2022, the Mohammed Bin Rashid School of Government provided 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.

4.1.1 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 Mobile: +971558995104
E-Mail: esam.dukhan@mbrsg.ac.ae	E-Mail: 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 Riqa
Account #	010393100316
IBAN #	AE99 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 8.3.1 below – Table 4 Program Fees Payable per Semester 2023/2024 Academic Year New Students and Continuing Students Admitted in Spring 2023. Section 8.3.2 below – Table 5 Program Fees Payable per Semester 2022/2023 Academic Year – Fall 2022 –Continuing Students admitted in or prior to Fall Semester 2022. 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 or 4.1 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 or 4.1 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.

8.3.1 TABLE 4: PROGRAM FEES PAYABLE 2023/2024 ACADEMIC YEAR: NEW STUDENTS AND STUDENTS ADMITTED IN SPRING SEMESTER 2023

Academic Program	Fees Payable Per Semester – Full Fee-Paying Student			
	1 Module	2 Modules	3 Modules	*Dissertation
Master of Public Administration	13,334AED	26,666 AED	40,000 AED	**40,000 AED
Master in Innovation Management	13,334 AED	26,666 AED	40,000 AED	**40,000 AED
Master in 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 –Receive 20,000 AED Grant			
	1 Module	2 Modules	3 Modules	Dissertation
Master of Public Administration	11,111AED	22,222AED	33,333 AED	**33,334 AED
Master in Innovation Management	11,111 AED	22,222 AED	33,333 AED	**33,334 AED
Master in 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 – 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 in Innovation Management	10,000 AED	20,000 AED	30,000 AED	**30,000 AED
Master in 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

Academic Program	Fees Payable Per Semester – Receive 40,000 AED Grant			
	1 Module	2 Modules	3 Modules	Dissertation
Master of Public Administration	8,889 AED	17,778AED	26,667 AED	**26,667 AED
Master in Innovation Management	8,889 AED	17,778AED	26,667 AED	**26,667 AED
Master in Public Policy	8,889 AED	17,778AED	26,667 AED	**26,667 AED
Executive Master of Public Administration	11,111AED	22,222AED	33,333 AED	**33,334 AED

Academic Program	Fees Payable Per Semester – Receive 50,000 AED Grant			
	1 Module	2 Modules	3 Modules	Dissertation
Master of Public Administration	7,778 AED	15,556 AED	23,334 AED	**23,334 AED
Master in Innovation Management	7,778 AED	15,556 AED	23,334 AED	**23,334 AED
Master in Public Policy	7,778 AED	15,556 AED	23,334 AED	**23,334 AED
Executive Master of Public Administration	10,000 AED	20,000 AED	30,000 AED	**30,000 AED

8.3.2 TABLE 5: PROGRAM FEES PAYABLE 2023/2024 ACADEMIC YEAR: CONTINUING STUDENTS ADMITTED IN OR PRIOR TO FALL SEMESTER 2022

Academic Program	Fees Payable Per Semester – Full Fee-Paying Student			
	1 Module	2 Modules	3 Modules	*Dissertation
Master of Public Administration	13,334AED	26,666 AED	40,000 AED	**40,000 AED
Master in Innovation Management	13,334 AED	26,666 AED	40,000 AED	**40,000 AED
Master in 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 –Receive 10,000 AED Grant			
	1 Module	2 Modules	3 Modules	Dissertation
Master of Public Administration	12,222AED	24,444AED	36,666 AED	**36,667 AED
Master in Innovation Management	12,222 AED	24,444 AED	36,666 AED	**36,667 AED
Master in 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 – Receive 20,000 AED Grant			
	1 Module	2 Modules	3 Modules	Dissertation
Master of Public Administration	11,111AED	22,222AED	33,333 AED	**33,334 AED
Master in Innovation Management	11,111 AED	22,222 AED	33,333 AED	**33,334 AED
Master in 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 – Receive 30,000 AED Grant			
	1 Module	2 Modules	3 Modules	Dissertation
Master of Public Administration	10,000AED	20,000AED	30,000 AED	**30,000 AED
Master in Innovation Management	10,000 AED	20,000 AED	30,000 AED	**30,000 AED
Master in 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

8.4. ENROLMENT IN A THIRD (3RD) AND SUBSEQUENT SEMESTERS OF THE DISSERTATION MODULE – TUITION FEES PAYABLE

*The Dissertation Fees, as noted in Section 8.3.1 Table 4 and Section 8.3.2, Table 5, on Pages 5 and 6 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 (3rd) 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 8.3.1 Table 4 and Section 8.3.2, Table 5, on Pages 5 and 6 above for each semester thereafter, relevant to the program of study and any applicable grant specified.

9 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 6 below:

Table 6: MBRSG Tuition Fee Payment Installment Plan

MBRSG Tuition Fee Payment Installment Plan		
Fall Semester 2023		
First Installment Due:	11 September 2023	33% of Semester Tuition Fees payable
Second Installment Due:	19 October 2023	33% of Semester Tuition Fees payable
Final Installment Due:	27 November 2023	34% of Semester Tuition Fees payable
Spring Semester 2024		
First Installment Due:	19 February 2024	33% of Semester Tuition Fees payable
Second Installment Due:	08 April 2024	33% of Semester Tuition Fees payable
Final Installment Due:	27 May 2024	34% of Semester Tuition Fees payable

10 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 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 deciding 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 7 below:

Table 7: 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 Other Fees Payable

MBRSG will charge the following fees for other services as detailed in Table 8 below.

Table 8: 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 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 Contact for Information

Students requiring further assistance regarding the information contained within the Student Payment Guide may contact the Registrar, via email, at kieran.ross@mbrsg.ac.ae or via landline on +9714-3175612.

15 RELATED DOCUMENTS

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

16 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.

Every effort has been made to produce an accurate and complete Arabic version of this document. However, for the purpose of its interpretation and application, reference must be made to the original English text. In case of conflict, the English text will prevail.

لقد تم بذل كل جهد ممكن لإنتاج نسخة باللغة العربية دقيقة وكاملة من هذا المستند. ومع ذلك، ولغرض تفسيرها وتطبيقها، يجب الإشارة إلى النص الإنجليزي الأصلي. في حالة التعارض، يسود النص الإنجليزي.

17 APPROVAL AND REVIEW

Document Status					
Policy Status	Approved by School Council 15-02-17				
Ratified By	School Council				
Verified By	IE, SPCP Director				
Prepared By	Registrar				
Issue Date	15 th February 2017				
Review Data	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	15-03-2022	16-07-2022	09-08-2022	09-01-2023
	19-03-2023				
Next Review	January 2024				



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 MM and MPP
V.3 29-08-2017	<ul style="list-style-type: none"> Updated all Sections. Annotated Tables 1-7. Added Section 11 – Other Fees Payable
V.4 04-09-2018	<ul style="list-style-type: none"> Updated dates to 2018/2019 Updated Section 6.0 (Online Payment via Payfort) through Student Gateway and Section 9 (Instalment due dates) Added Section 10 (Sponsorship Obligations) and Section 13 (Implications of Outstanding Tuition fees and/or other fees)
V.5 30-10-2018	<ul style="list-style-type: none"> Updated Section 9, Table 5: MBRSG Tuition Fee Payment Installment Plan. Instalment Dates for Fall 2018 and Spring 2019 updated.
V.6 02-07-2019	<ul style="list-style-type: none"> Updated academic year to 2019/2020 Updated Section 9, Table 5: MBRSG Tuition Fee Payment Installment Plan. Instalment Dates for 2019/2020 updated.
V.7 14-01-2020	<ul style="list-style-type: none"> Formatting updates Updated Section 9 – late payment fines removed Updated Section 11 – withdrawal grading implications noted
V.8 27-04-2020	<ul style="list-style-type: none"> Formatting updates Updated academic year to 2021/2022

Version No. & Date	Modifications Details
	<ul style="list-style-type: none"> Updated Section 9, Table 5: MBRSG Tuition Fee Payment Installment Plan. Instalment Dates for 2019/2020 updated.
V.9 03-05-2020	<ul style="list-style-type: none"> Updated Table 4 at Section 8.3 * and ** Dissertation Fees Added Section 8.3.1 detailing tuition fees payable for enrolment in third and subsequent semesters of a Dissertation Module.
V.10 03-06-2020	<ul style="list-style-type: none"> Updated Table 3 MBRSG Bank Account Number
V.11 10-02-2021	<ul style="list-style-type: none"> Updated Table 2, Section 6.0, and Added Section 14 Contact for further Information.
V.12 23-05-2021	<ul style="list-style-type: none"> Updated Guide with details for 2021/2022 Academic Year; including Table 5 with Instalment due dates for Fall 2021 and Spring 2022 Semesters.
V.13 06-07-2022	<ul style="list-style-type: none"> Updated Guide with details for 2022/2023 Academic Year; including Table 5 with Instalment due dates for Fall 2022 and Spring 2023 Semesters.
V.14 09-08-2022	<ul style="list-style-type: none"> Updated item (16.0) regarding the content of the translated policy, for any future accuracy issues, the reference should be made to the original English document.
V.15 09-01-2023	<ul style="list-style-type: none"> Revised Section 4, included new fee grants available for new students commencing in Spring 2023. Added Table 4 at Section 8.3.1 to detail grants available and relevant fees payable per program applicable to each grant. Updated Table Numbers for 5-8.
V.16 19-03-2023	<ul style="list-style-type: none"> Revised Section 4.0 and 4.1 and Tables 4 and 5 to clearly specify fees payable for new students and continuing students admitted after Spring 2023 Semester and the fees payable for continuing students admitted in or prior to Fall Semester 2022. Updated Academic Year to 2023/2024. Updated Instalment due dates in Table 6 for 2023/24 Academic Year.