

For University Programs (Doctorate, Master & CPD)

Payment and Registration

Applicants who have received an “Offer” are required to accept it and pay the registration fee for the program in order to complete their registration. The registration fee once paid is non-refundable under any circumstances.

Registered students are required to pay the term installments according to their program’s fee payment schedule before registering for each term. Students completing their program before the expected completion term must pay their remaining term installments in their last term.

The registration fee and the term installments will not exceed the program fees stated in the Offer Letter.

Fee payment schedule for all programs for the current academic year are available on <http://www.buid.ac.ae/Programmes-Fees>.

Payment can be made by either by cash, credit/debit cards or an “A/C Payee Only” cheque in favour of The British University in Dubai, at the University’s finance office or by bank transfer to The British University in Dubai, Account no 1012117635301, IBAN AE770260001012117635301 at the Emirates National Bank of Dubai (Emirates NBD), Group Head Office, Dubai, UAE Swift EBILAEAD quoting the student ID number.

Applicants and Students can also make an online credit/debit card payment by requesting the Finance Office to send an invoice and the payment link to their registered email address.

Refund Policy

Program registration fees are non-refundable under any circumstances.

Students registering for individual modules as a part of Continued Professional Development programme will not be granted any refund on withdrawal.

Students who have their Student Residence Visa withdrawn or rejected by Dubai International Academic City are not eligible for refund of fees.

Students withdrawing from the term or the program within 3 weeks of the start of the term can request a refund of their term installments. In such cases, the University will retain 25% of the fee for that term.

No refunds of term fee installments will be made to students withdrawing beyond 3 weeks of the term commencement.

When the student is withdrawing due to mitigating circumstances of an exceptional nature, the University may use its discretion to waive the due term fees and approve a refund.

Withdrawal and Refund Procedure

Students who wish to withdraw from a term or a program must initially contact the Student Administration to complete a Withdrawal Form. Upon receiving a confirmation of their withdrawal, students withdrawing from the term or the program within 3 weeks of the start of the term can request a refund of term fee payment by sending an email to the Student Administration.

Refunds for credit/debit card transactions will be made to the credit/debit card within 2 weeks after the refund request is received. Fees paid in cash, cheque or bank transfer will be refunded by cheque within 2 weeks after receiving a refund request.

Refund payment, if any, will be made to the person or organisation making the original fee payment.

For Professional Training Programs

The British University in Dubai offers courses in CEM, CEA, and various LEED courses.

Payment and Registration

Once the initial application is assessed and approved, the candidate is required to make the full payment of the training program in order to complete his/her registration. Payment can be made online through a credit/debit card through the payment link sent to the candidate's email address.

Candidate will receive a confirmation of their registration by email once their payment is received.

Refunds

Training fees once paid will not be refunded except in case the scheduled training program is cancelled or postponed.

Registered candidates may opt to transfer to the next scheduled training program up to ten days prior to the commencement of the training program initially registered.

Cancellation of Professional Training Programs

Training programs may be cancelled 7 days before the commencement of the scheduled session for specific reasons. When a training program is cancelled, the candidates will be notified immediately. The candidates can opt to receive a complete refund of all their

training fees or transfer to the next scheduled training. Refunds for credit/debit card transactions processed online will be refunded back to the credit/debit card within 2 weeks after the cancellation. Payments received in cash, cheque or bank transfer will be refunded by cheque within 2 weeks after the cancellation.

If, for any reason, a workshop/training is cancelled, BUiD is not responsible for expenses incurred beyond the workshop/training fees.