

DCT Student Fee Setting, Payment and Refund Policy

Responsible for policy:	Academic Director and Finance Manager
Policy relevant to:	All DCT students
Approved by:	DCT Academic Committee (December 2021) DCT Board of Governors (January 2024)
Date introduced:	May 2019
Date modified:	January 2024
Next review date:	January 2025

Related Policies and Documents

Financial Aid Policy
 Student Recruitment, Admissions and Enrolment Policy

1. DCT's Fee Setting and Structure

Dubai College of Tourism is committed to offering its credit-bearing programmes at a price point that is affordable to its community of learners. This is achieved through competitive fees, discounts and flexible payment methods.

A. Fee Setting

The fees will be set by gathering information and reference from each of the following parameters:

- (a) Cost of delivery
- (b) Known and anticipated cost increases
- (c) The need to set surplus funds aside for the purposes of the College's strategic objectives
- (d) Capacity of the College to deliver the unit, course or programme
- (e) Legislative conditions
- (f) Marketing sensitivity
- (g) Competitive landscape
- (h) Known and anticipated demand trends

The process for approval will be:

1. The Academic Director and Finance Manager will review DCT's fees and, if required, propose updates to reflect any changes in the academic landscape, inflation and other relevant factors.
2. The proposed fees will be sent to the Audit Committee for approval no later than the end of December, one academic year in advance to allow for marketing.

B. Fees

Dubai College of Tourism's fees are set as per the table below:

Programme	Year 1 (Level 4)	Year 2* (Level 6)	Year 3 (level 6)
Culinary Programmes	30,000	30,000	30,000
Other Programmes	25,000	25,000	25,000

* If a learner exits on completion of Level 5 modules, they will only pay for two terms of year 2

The above fees include all study-related costs including, but not limited to, specialised equipment, uniforms, Student Learning Guides, essential trips/practical's and associated transport. This does not include

Note that the above fees do not include costs related to visa processing. It is a requirement for students wishing to study at DCT to have a valid visa allowing them to study in Dubai. They also exclude costs related to any transportation to volunteering activities, to industry internships, assessment resits, international or overnight trips, optional trips, individual laptops, lost DCT property (e.g. books, uniforms, access cards).

C. Scholarships

DCT's scholarship structure is set as per the table below:

Programme	Fees (AED)	Discounted Fees after 'scholarship' for UAE Nationals and those graduating from UAE schools (AED)
Culinary Programmes (Per Year)	30,000	22,500
Other Programmes (Per Year)	25,000	18,750

Students can avail the following discounted fees by providing the following documentation:

- UAE nationals: students need to provide a copy of their Emirates ID and passport (no family book is required)
- Residents who are graduates of UAE high schools: students must show a copy of a grade 12 certificate from a school located in the UAE. Only grade 12 or its equivalent will be considered.

Any scholarships will be applicable for the duration of a student's study at DCT regardless of the student's academic performance. It is important to emphasise that the Board of Governors of DCT reserves the right to amend the above table from time to time, and in the event of such an amendment shall inform all relevant parties.

In exceptional circumstances such as unexpected national or international events that are deemed to affect a majority of the students' ability to pay for education, the DCT Academic Director may initiate an emergency, temporary fee reduction i.e., for a set period of time, outside of the annual review cycle. This fee reduction must be approved by the Board of Governors before coming into effect.

D. Awards

Award	Award Criteria	Award amount
Exceptional Promise	For a student that shows exceptional promise in the chosen field.	1,750

Corporate Award	For a student who can demonstrate that a parent works within the tourism, hospitality, culinary or events industry	1,750
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A student can be granted a maximum of one award in addition to the scholarship.

Furthermore, the Board of Governors of DCT reserves the right to amend the above table from time to time, and in the event of such an amendment shall inform all relevant parties.

E. Visa Fee Structure

DCT may assist students, if requested to do so, in obtaining their student visa. However, this will bear an additional cost. Current visa fees are 5,200 AED per year and students are expected to pay a refundable 2,500 AED deposit which is returned after visa cancellation and evidence of exit from the UAE, minus any cancellation charges.

Breakdown of visa fees is outlined below:

Description	Amount (AED)
Visa Application	1,075
Visa Change Status	575
Emirates ID Fee	175
Medical Examination	350
Medical Insurance	700
Visa Stamping	375
DCT Admin Fee	1950
TOTAL VISA (NON-REFUNDABLE)	5,200
VISA DEPOSIT (REFUNDABLE)	2,500

All charges are inclusive of VAT.

These fees are subject to any changes from the issuing department.

Visa fees are non-refundable and are the sole responsibility of the student.

Visa fees should be paid along with the deposit on acceptance of a place. DCT Sponsored students are not eligible for an installment plan. All visa fees and Tuition Fees for the following academic year must be received prior to the student receiving an entry permit.

2. Mode of payment and installment plan

The following payment and installment plan information relates to all self-sponsored students who do not require a Dubai College of Tourism Student Visa.

A. Deposit

Applicants who have received an offer letter must pay a 1,000 AED non-refundable deposit in order to secure their place on the programme. The 1,000 AED deposit is deducted from the tuition fees. The deposit must be paid within 14 days of receiving the offer. Failure to accept and pay the deposit within 14 days may result in the offer being withdrawn.

The deposit should be paid no later than 1 month prior to the start of the programme or, within 5 working days if admissions process is complete if closer than 1 month before the start of the programme.

Deposits can be paid by via credit/debit card on the online application portal or via bank transfer. In order for the deposit to be confirmed for payments made via bank transfer a copy of the receipt with the reference code of the transaction must be provided to admissions@dct.ac.ae.

A place is not reserved until a receipt has been issued by Dubai College of Tourism.

B. Installments

The remaining payments can be paid in termly installments or entirely up front.

The termly installments must be guaranteed by post-dated cheques before a student's enrolment in the college is completed.

Students can request that the cheques are not cashed and that another preferred method of payment will be used (e.g. bank transfer), this request should be made clear on the receipt. If a student has notified DCT that another payment method is preferred, they must ensure the funds have reached DCT and evidence is provided prior to the date on the cheque. If no funds are received the Finance Manager will email the student to inform them that the cheque will be withdrawn within 5 days. In the case where there is no response or that no exception has been agreed, DCT will process the cheque.

If a cheque bounces, a student's studies will be suspended until the fees are paid.

The Board of Governors of DCT reserves the right to amend the above conditions from time to time, and in the event of such an amendment shall inform all relevant parties.

3. Refund

If a student withdraws from the college while term is still in session, the entire tuition fees for the duration of the term is liable to be paid by the student.

Students who have been suspended or excluded from the college for disciplinary reasons or for not maintaining minimum standards are not eligible for any refund of tuition fees for that academic year.

No visa fees or additional charges for DCT sponsored students will be refunded. Refunds in respect of visa security deposits are made within 45 days of receipt of the immigration final clearance. Deposits can only be refunded within one year of the contract ending.

Where a sponsor has paid a fee greater than the fee for the academic year, they will receive a refund.

Any postdated cheques on hand will be refunded once the student clears the dues for all outstanding.

All refunds will be made via direct bank transfer in AED. The fees can only be refunded to the person who has paid the fees and a copy of the account holder's ID must be presented.

DCT will not accept any payment from persons or organisations unless they relate to a valid charge, levied or impending. This is to comply with Money Laundering regulations to prevent payments being made not relating to any college service from one party subsequently being refunded to another party. Any suspicious payments and or refund requests may be reported to the appropriate regulating body.