

Qatar University

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Document Title:	Tuition Fees Refund
Responsible Sector:	University Vice President for Student Affairs
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President Decision

Number (23) of (2022)

Regarding Tuition Fees Refund

Related Documents:	Legal	None
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Approval of University President:	Date: 02/08/2022
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President Decision
Number (23) of (2022)
Regarding Tuition Fees Refund

(This is as true as possible translation, where the Arabic version is the only official document)

The University President:

After perusal of:

- Decree-Law No. (34) of (2004) on regulating Qatar University;
- Academic Bylaws approved by the Board of Regents on 16/06/2005 and its modifications;
- And in consideration of the public interest;

Resolution

Article (1)

- **Title of the Decision:** President Decision regarding Tuition Fees Refund.
- This decision shall come into effect from the date of its issuance.
- This Decision applies to students at Qatar University.

Definitions

Article (2)

In the implementation of the provisions of this Decision, the following terms and phrases have the meanings ascribed to them:

- a. **University:** Qatar University (QU)
- b. **President:** President of Qatar University
- c. **Add and Drop:** A period of time at the beginning of each semester/term when students can adjust schedules by dropping or adding courses or changing sections of a course without any financial penalties.
- d. **Withdrawal from a Course:** After the regular add and drop period, students may withdraw from one or more courses before the withdrawal deadline for the semester with

a financial penalty provided that the total number of credit hours carried does not fall below the minimum credit hour requirement of the program.

- e. **Tuition Fees:** Amount of tuition and required fees covering a full academic year most frequently charged to students. These amounts represent what a typical student would be charged and may not be the same for all students at an institution.
- f. **Penalty:** A percentage of the tuition fees amount owed by a student who drops a course or withdraws from a course after the end of the add and drop period.
- g. **Student:** A student registered in any University major towards obtaining a bachelor's degree, a graduate degree, a vocational or technical program below the baccalaureate level.
- h. **Chronic Diseases:** Chronic diseases are health conditions that last for long period of time with persistent effects that usually can be controlled but rarely cured. A medical certificate statement attesting to the chronic disease condition must be provided in a form of medical report issued by one of the hospitals or medical centers that are affiliated with the Ministry of Public Health, or certified by the medical office at a Qatari Embassy abroad.

Article (3)

A student registered at the University is eligible for a full refund for any paid tuition fees if he or she withdraws from the courses before the end of the first week of the academic semester.

Article (4)

Students (irrespective of their major) who drop one or more courses, or withdraw from the semester after the add and drop period, are subjected to the penalties as described in Articles (5) and (6).

Undergraduate Students

Article (5)

The University imposes a penalty on undergraduate students when they drop one or more courses or if they withdraw from the semester, after the add and drop period, according to the following table:

Semester	Time of drop or withdrawal after the end of Add/ Drop Period	Penalty
Fall and Spring	Up to 2 weeks	20%
	After 2 weeks and up to 4 weeks	50%
	After 4 weeks and up to 8 weeks	75%
	After 8 weeks	100%
Summer 1, Summer 3, Winter	Up to 2 days	20%
	After 1 week and 2 days	50%
Summer 2	Up to 2 days	20%
	After week and 2 days	50%

Graduate Students

Article (6)

The University imposes a penalty on graduate students when they drop one or more courses or if they withdraw from the semester, after the add and drop period, according to the following table:

Semester	Time of drop or withdrawal after the end of Add/ Drop Period	Penalty
Fall and Spring	Up to 2 weeks	20%
	After 2 weeks and up to 4 weeks	50%
	After 4 weeks and up to 8 weeks	75%
	After 8 weeks	100%
Summer	Up to 1 week	20%
	After 1 week and up to 2 weeks	50%
	After 2 weeks	100%

Article (7)

The penalties shown in articles (5), (6) and (7) in this Decision apply to all students, whether they are tuition-paying or tuition exempted.

Article (8)

If a full week falls within an official holiday, it is not counted in the weeks shown in articles (6) and (7) in this Decision.

Article (9)

The student is fully responsible for knowing the relevant deadlines and policies for tuition fees refund.

Article (10)

The student is required to pay all amounts due for the current semester before he/she may advance to the following semester. Fees can be paid electronically, or in person at the treasury office located in the Student Activities Buildings.

Article (11)

In exceptional cases submitted to the Student Affairs Sector for consideration and approval, the student may be eligible for a full or partial refund for the tuition fees, if the necessary approvals are obtained from the relevant committee in the Student Affairs Sector. Students with chronic diseases may not qualify for this exceptional clause.

Article (12)

The student may fully be refunded the registration fees or allowed to re-register the course(s) in the event that the course(s) has been cancelled or eliminated by the university.

Article (13)

All relevant authorities, each within its own competence, shall implement this decision, and any provisions contradicting the provisions in this decision shall be repealed. This decision shall come into force from the date of its issuance.

Dr. Hassan Rashid Al-Derham
President of Qatar University