Tuition Fees Guide

First: Paying Tuition Fees
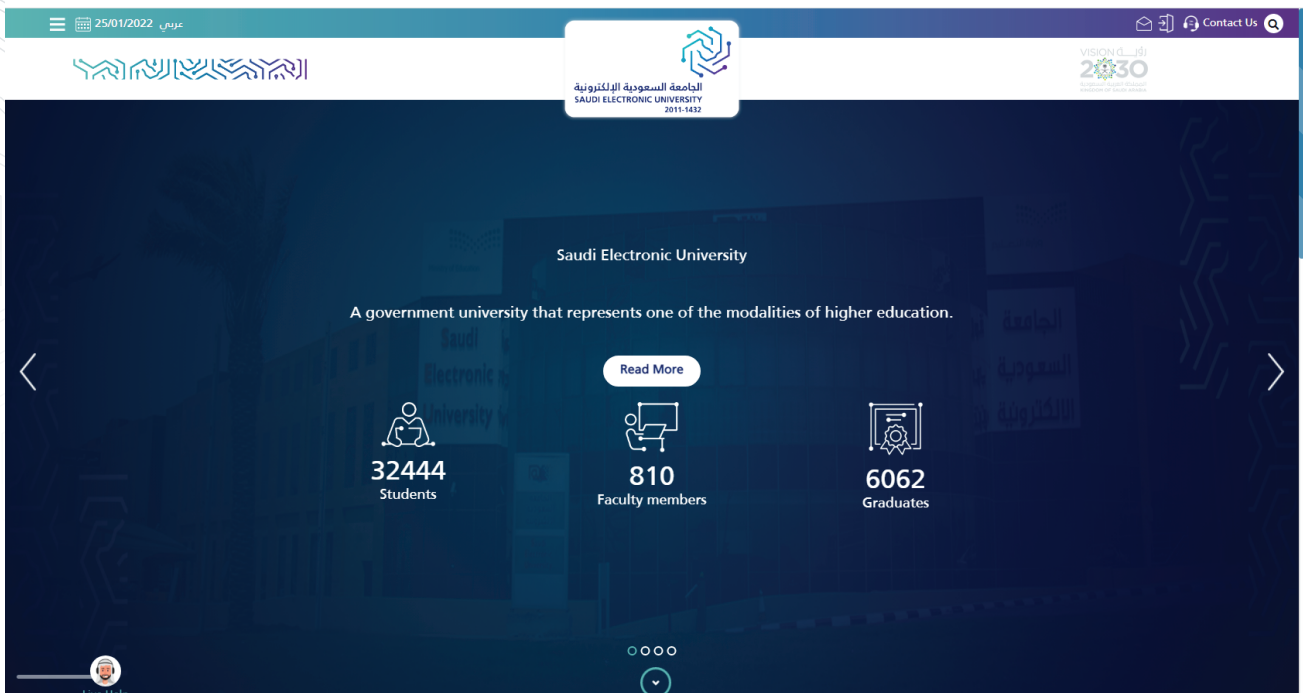
A service that enables students to pay the fees through the student services portal using one of the following cards:

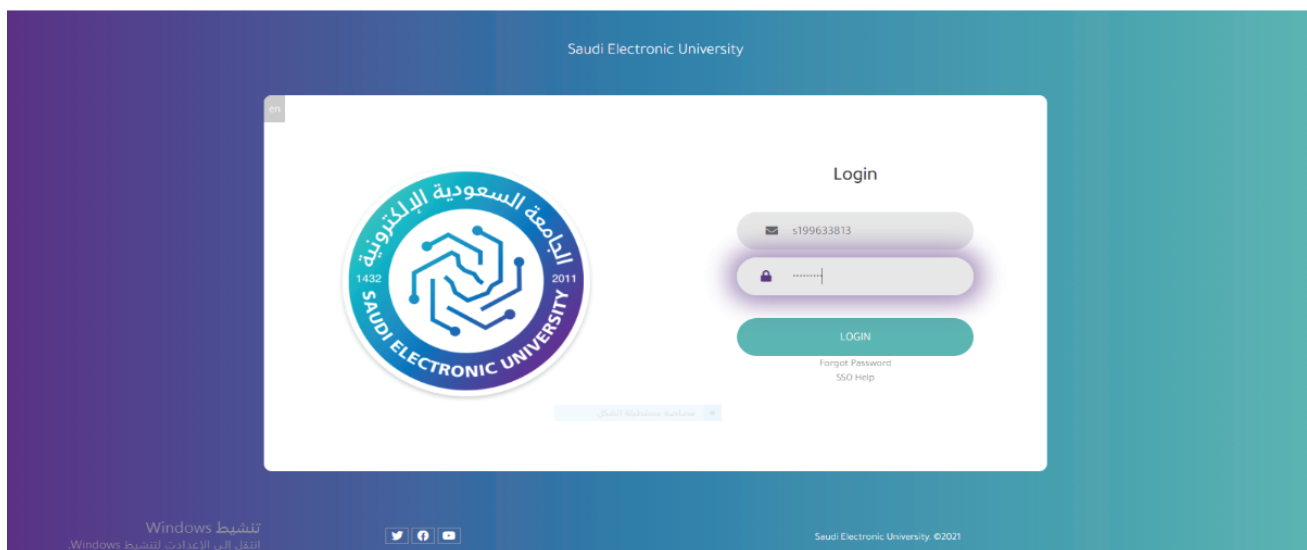|	
Mada	
VISA	
MasterCard	

Steps:

1 Log in to the university website **(click here)** and then click Login.

2 Write the username and password.

3 Select **"Financial Affairs"** from the main page, then **"Pay Tuition Fees"**

from the drop-list.

4 After reading the instructions click on **"Pay fees"**.

Fees Pay

Fees Pay

Manual:

لا يوجد لديك فاتورة في الوقت الحالي , لمعرفة حالة السداد الرجاء الدخول على "الخدمات الذاتية للطلبة" واختيار التالي :

1. Banner
2. Student
3. حسابات الطالب
4. ملخص الحساب المالي

وسيظهر لك تفصيل بجميع الأمور المالية الخاصة بالطالب

5 Fill in your card information then click on **"pay now"**.

6 Enter the secure code sent by your bank to your phone number.

7 After successfully completing all the previous steps, you will receive a message **"payment was completed successfully"**.
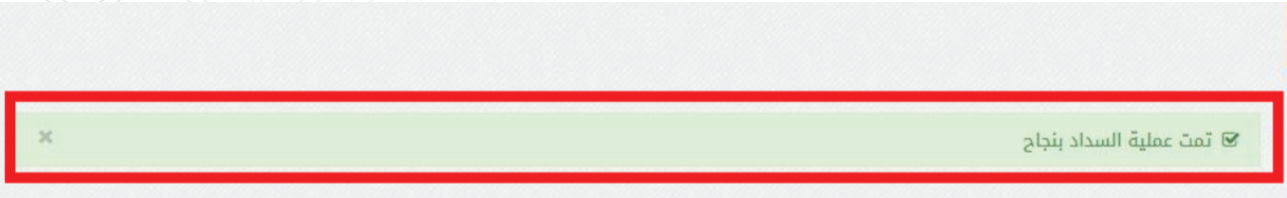
Second: Fees Refunds

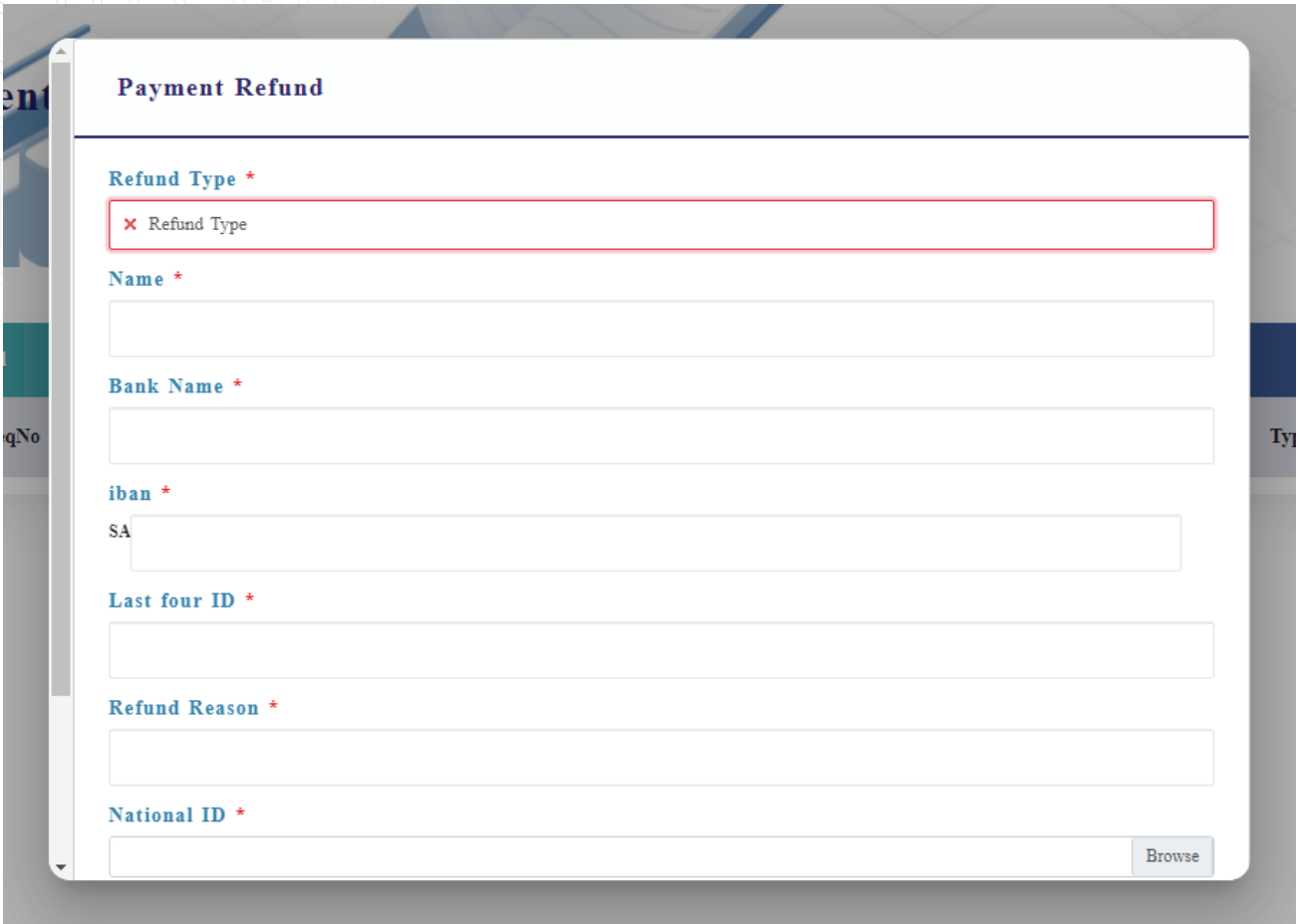This service enables students to request a refund of tuition fees, provided that they apply for postponement, course deletion, or withdrawal from the university before the end of specified time for refunding fees, according to the academic calendar announced for postgraduate students.

1 Select **"Financial Affairs"** from the main page,

and then select **"tuition fees refund"**,

then select the option **"new request"**.
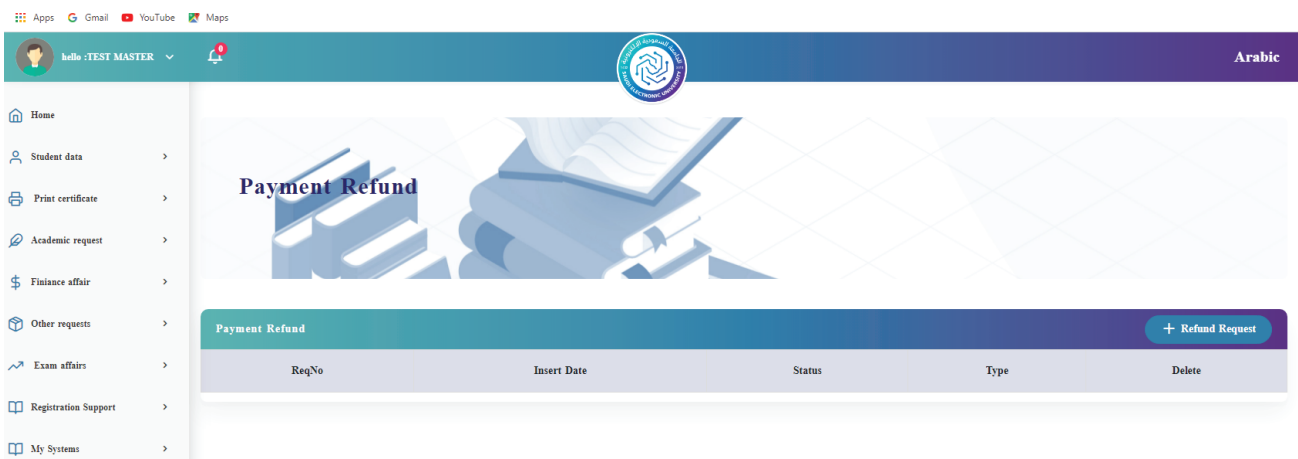
2 After that, select the type of refund request.

Payment Refund

Refund Type *

× Refund Type

Name *

Bank Name *

iban *

SA

Last four ID *

Refund Reason *

National ID *

Browse

3 Fill in the details of your card that you paid from, in the specified field.

Then upload a copy of your national ID, a copy of the payment receipt,

and then click Save.

When completed, request status and performed action will appear.

Third: Exam re-marking fee refund service

1 Select **"Financial Affairs"** from the main page,

and then select **"tuition fees refund"**,

then select the option **"new request"**.

2 After that, select the type of refund request.

Payment Refund

Refund Type *

Refunding payement for exam

Name *

Bank Name *

iban *

SA

Last four ID *

Refund Reason *

National ID *

Browse

3 Fill in the details of your card that you paid from, in the specified field.

Then upload a copy of your national ID, a copy of the payment receipt, and

then click Save.

When completed, request status and performed action will appear.

مـع تمنياتنا لكـم بالتوفيق

عمـادة الدراسـات العليا