



1. Admissions & Fees Policy

1.1. Admission Requirements

1.1.1. Entry Requirements for the programs:

- A pass in the UAE General Secondary School Certificate (both science and literature streams are acceptable) with an average score of 60% or higher (or equivalent qualifications from other countries).
- A pass in the Computer College English and Maths entry exams
- Attend an interview with the Program Admissions Committee.
- A minimum TOEFL score of 500 (173 CBT, 61 iBT) or IELTS of band 5.0 or any equivalent standardized English language test approved by the MOHESR

The admissions committee will take the following factors as the basis of recommending exceptions from the standard entry requirements:

- The student's interest in the program.
- Practical experience (if any).
- Better performance in school exams or accidents that may have affected the student's performance during the GSSC exams.
- Students with special needs.
- Other factors that the committee finds convincing.

The membership of the Admissions Committee consists of the Academic Director, the Registrar, the relevant Program Manager, and the Quality Manager.

The Admissions Committee can consider cases of students who passed the UAE GSSC with an average score between 55% and 60% and can make recommendations to the CEO to "Provisionally" admit such students to the relevant program.

The number of "Provisionally" admitted students should be limited to a maximum of 10% of the total number of the students admitted into the relevant program. In such exceptional cases the student is allowed to register for 3 courses only in the first semester and he/she will be put in the academic probation list. The student's performance will be monitored in the first semester and if he/she doesn't achieve a GPA of 2.0 at the end of the first semester then the student will be allowed to register for a maximum of two

courses and will be issued with a warning to obtain a GPA of 2.0 or higher during the next semester. The student will be dropped out of the program in case he/she fails to achieve a GPA of 2.0 or higher after receiving the 3rd and final warning.

The lowest acceptable average score in the UAE GSSC (or equivalent qualifications from other countries) is 55%. No student will be admitted to an associate degree program with a GSSC average score below 55%. No student with a GSSC average score between 55% and 60% will be admitted to an associate degree program without the formal approval of the Admissions Committee and the endorsement of the CEO.

A student who does not manage to get a minimum score 500 in TOEFL can be admitted to the Associate degree programs and can register for a maximum of 12 credits in the General courses. The student needs to submit a passing TOEFL score within 1 year of joining Computer College.

The student is required to submit the following documents to the Registrar Office:

- an original or attested copy of the General Secondary School Certificate,
- result of TOEFL,
- copy of passport
- 4 passport size photographs
- completed application form

Each student who formally applies for the College will receive an acceptance letter from the Registrar informing him/her whether he/she has been accepted or not.

The following rules apply to students who have other than the UAE General Secondary School Certificate:

- The student must have passed the relevant secondary/high school certificate that enables him/her to be admitted to accredited universities in their own countries. The duration of the study at school must NOT be 10 years only and in those countries that have two levels of secondary/high school education then the student must have successfully completed level 2.
- The student must have passed six subjects at least at the secondary/high school level in a minimum of four areas of study that must include Mathematics, Science, Social & Human Studies and Linguistics (English language is a must).
- Students who studied at schools that follow the British system must have passed at least 7 subjects at the Ordinary and Advanced Levels (GCSE/IGCSE) with a minimum grade C in the O Level subjects, grade E in the A Level, and grade D in the AS Level. The subjects studied must cover the following areas: Mathematics, Linguistics, Science, Social & Human Studies and Arts & Design. Students who successfully completed grade 12 at schools that follow the British system with an average score more than 60% will be accepted.

- The school where the student has completed his/her high school studies must be an accredited school by the relevant state/government/or accreditation body.
- The student must submit the original certificate (or an attested copy of the original) attested by the appropriate authority in the country where the certificate is issued (such as the Ministry of Education), the UAE Embassy in that country (or the country's Embassy in the UAE) and the UAE Ministry of Foreign Affairs.
- The student needs to fulfill all the requirements of the Ministry of Higher Education and Scientific Research regarding high schools certificates at the time of applying at Computer College.

In case a student does not have the attested copy of the certificate, which is equivalent to the UAE General Secondary School Certificate ready at the time of submitting the application, the student may be admitted to the program provided that the student undertakes to submit the attested certificate before the end of his/her first semester at Computer College. The management of Computer College has the right to drop the student from the program in case he/she fails to submit the attested certificate within the mentioned time.

1.1.2. Admissions of Transfer Students

Students transferring from other higher education institutions will be allowed to get credit transfer from certain courses in Computer College Programs based on the following:

- All transfer students must meet the Entry Requirements.
- The College/University where the student has studied must be one of the accredited colleges by the Ministry of Higher Education and Scientific Research in the UAE.
- The course studied must have required the student to attend classes, i.e. not by correspondence.
- The student can claim Credit transfer for courses that she/he has passed and which have a counterpart in the relevant Computer College Degree Program.

Requirements for the course to be considered for credit transfer

- The student must submit a course description on the college letter head.

- The course must cover at least 70% of the topics in the corresponding course in Computer College relevant Degree Program.
- The course must carry the same amount of study hours and must be at the same depth (level) or higher.
- The student must have passed the course with a minimum grade C.
- The student can claim Credit Transfer for no more than 50% of the courses in Computer College relevant degree.
- In the event of a student presenting courses with more than 50% of a program's credit hour requirement, courses will be eliminated (to get to 50%) according to type of the course. Major courses have the highest priority.

Students who wish to earn credits at another university/college must obtain prior approval for the courses they intend to take. Failure to do so prior to the beginning of study may result in denial of transfer credit.

The student who wishes to claim credit transfer from a course(s) must complete the Credit Transfer Application form and return it to the relevant Program Manager, accompanied by copies of the relevant transcripts and course descriptions.

Outcomes

The result of the claim will be communicated in writing to the student prior to the student's enrolment. Where the claim is successful, the student will receive a Credit Exempted Summary.

A student who is granted Credit Transfer from certain courses will receive credit for these courses and on his/her transcript, the text 'Ex' will appear in the Grade column.

The course(s) that the student receives Credit Transfer will NOT be included in the student's GPA calculation.

1.1.3. Drop / Add

Students may drop/add a course without penalty during each semester's Drop / Add period. Students must obtain their advisor's signature to drop or add a course. Drop / Add is not allowed outside this period.

1.1.4. Admissions Procedures

Normally, the Admission period for the regular semesters (Fall and Spring) starts two weeks after the end of the final exams. For more details, the student can refer to the

College academic calendar. Admissions for the second semester (February) start in the end of January and closes on February 30th.

- The prospective students and/or their parents can contact the relevant Program Manager for specific queries about the degree programs. The Academic Advisors can also answer inquiries about the program in case the Program Manager is busy or not available.
- Students should choose a relevant degree program that interests them.
- Students should ask for the college catalogue and an application form.
- A Student who decides to apply for any program will be asked to do the following:
 - complete the application form,
 - attach a copy of his/her passport (with visa page for non UAE nationals),
 - attach 4 passport size photographs,
 - attach an original or attested copy of the General Secondary School Certificate.
 - attach TOEFL or IELTS results
 - pay the Entry exams (English and Math) non-refundable fees each,
- An admissions officer will check the student application and inform him/her of the place, date, and time of the placement test. A student file shall be opened for the student.
- The student will then need to sit for the entry exams on the specified date and time. The exams are marked within 48 hours, and the result sheet is given to the student and a copy is kept in the student's file.
- The admissions officer will inform the student that he/she has been accepted on the program, an acceptance letter will be issued and a copy will be kept in the student's file.
- If the student decides to accept the offer, then he/she must register for the first semester with the help of the relevant program manager or advisor. The student will be issued a registration slip that is signed by the advisor / program manager. The student also needs to sign the program manager / advisor's copy of the slip.
- The student then needs to pay the required fees in full (by cash, cheque or post-dated cheques) to the accounts section. The student is given a receipt, which the student must retain for reference and proof of his/her registration for the semester.

- The accountant will enter the payment details for the student in the student registration system. Then the student's name will then appear on the list of registered students for that semester.
- The student must take an up-to-date copy of the student handbook, the student must sign a declaration which says that he/she has read and understood the terms and conditions for studying at Computer College and he/she agrees to abide by all the rules of the Computer College. This declaration must be kept in the student's file.
- The faculty is given their subjects' class lists of registered students. Only these students whose name is on the attendance sheet shall be allowed to attend the classes. Others are referred to the Registrar.

1.1.5. Placement Tests

All new students must take the Oxford Placement Examination (OPE) English language placement test. This English test is a computer based test and it shows the results as a level from 0 to 5.

The following criteria are used as the placement policy:

English Test Result	English Subject
Level 0	Prep English
Level 1	English 1,1A, 1B
Level 2	
Level 3	English 2,2A, 2B
Level 4	
Level 5	TOEFL Test

From September 2008 both the Business and Computer Studies students 2008 students will have to take the Mathematics placement test as well. The Maths test is out of 50 marks.

The following criteria are used as the placement policy:

Math Test Result	Math Subject
Less than 25	Preparatory Mathematics
Greater than or equal to 25	Business Mathematics Or Computer Programming

1.1.6. International Students

Computer College provides the new international students with the UAE residence visa. Once an international student is accepted by the college, the student services office applies for the student's visit visa, valid for 60 days from the date of entry, submitted with one passport copy and eight passport-size photographs through the Department of Immigration in Dubai. Upon the visa issuance, the office will fax or email the student a copy of his/her visa.

Before arriving to UAE, the student should inform the college of his/her flight details. In addition, the student should bring the letter of acceptance and the visa copy, which will be presented in the arrival airport. The original visa will be submitted at the airport and the student is required to collect it prior to proceeding to the passport stamp section.

After clearance from the airport and settling down, the student should pay the visa fees in the accounts and submit the original visa and the passport. The student will then need to go for a medical checkup and then the final residence visa shall be stamped on his/ her passport

The residence visa is valid for only one year. Visa renewal is applied for students still pursuing their study in the college. Students, whose residence visas are sponsored by the college, are required to submit their passports to the Student Services Office.

1.2. Readmissions

Students could readmit to the college in the following cases

1.2.1. Academic Suspension

When a student, placed on Academic Suspension, would like to resume his/her study at the college, he/she must submit a written request for re-admission to the Student Services Manager for presentation to the Re-admission Committee. The Committee includes the relevant Program Manager, the Student Services Manager and the Registrar. The request should explain the reasons of suspension and should provide an explanation why the student believes his/her academic performance will improve in the future.

The Committee will review the request and decide on the re-admittance.

Students granted readmission from Academic Suspension will be placed on Academic Probation. The course load for these students will be 9 to 12 credit hours per semester and 3 credit hours in each summer semester. The student performance will be monitored by the Program Manager.

When the student shows an improvement in his/her performance reflected as GPA of 2.0 or higher at the end of the semester, then the student will be removed from Academic Probation. If the student does not show any improvement in his / her studies then the student will be dismissed from the college.

1.2.2. Expired Admission Offer

- An applicant who has been approved but not accepted the offer of admission from the college within the admission confirmation period (one month), or has accepted the offer but did not attend
- An applicant who was approved for admission in a previous year, but did not attend

1.3. Fees and refund policy

1.3.1. Fees

The following fees are to be paid by the student

- The tuition fee per credit for the courses
- The facilities fees
- Non- refundable registration fees
- Mathematics and English placement test fees
- Transport fees if applicable

Late registration fees if applicable.

1.3.2. Refund Policy

A student is entitled for refund of his/her tuition fees according to the following table:

Week	Refund Policy	Effect on Transcript
1 and 2 (Adding & Dropping Week)	100%	Will not appear
3 and 4	50%	Will not appear
5 – 14	0%	Appears as Fail

1.4. Financial Assistance

The institute offers 10% discount for 2 or more members of the same family who register during the same academic year.

Students whose average in the UAE General Secondary School Certificate is 90% or more are eligible for 10% discount. They need to maintain a GPA of more than 3.2 in order to retain the discount each semester.

The institute offers a limited number of part-time jobs for students who are enrolled on the course. Students who are interested in taking part-time employment with the institute or elsewhere should contact the careers officer at the administration department.