

## + Tuition fee

### ↳ Undergraduate Fees

#### Fee types:

Different types of fees charged to the student. Below are they:

1- Admission Fee:  
SR 500 (non-refundable)

2- Term fees:  
SR 29,000 paid by the term.

#### Term fees Details:

1.2 Tuition fee	SR 22,500.00	(12 and above billing hours)
2.2 University fee	SR 6,500.00	

#### Annual fees:

SR 58,000

#### 3-Services Fee:

Locker fee per semester	150 SR
Insurance fee onetime payment (refundable )	100 SR
PMU ID replacement	150 SR
Locker key replacement	50 SR
Bus Pass ID replacement	50 SR
ID/ POS	Charge upon request, to be used for Copy Center ,Cafeteria services.

#### Bus Fees (per semester):

Khobar	2,300 SR
Dammam	2,500 SR
Qatif	2,750 SR

#### Tuition Fee Details:

- Students who enrolled 12 billing hours and above should be charged a fixed amount of SAR 22,500 (Full Time).
- Student who enrolled below 12 billing hours should be charged per hour. The cost per billing hour is SAR 1,875 (Part Time).
- Admissions fee amounting to SAR 500 should be charged and paid by new students before taking the placement test or the entrance exam.
- University fee are fixed amounts applied to all full/part-time students based on the number of registered hours per term. Cost for the textbook, educational-software are included
- **VAT** will be applied as per Regulations General.

## ↳ GRADUATE FEES

### **MBA**

#### **1-Admission Fee:**

(non-refundable) SR 660

#### **2-MBA Fees :**

SR 180,000 (48 Credit hours: SR 3750 per hour)

#### **Details of the payment plan before the confirmation of the courses' registration as followed :**

-1st install. SR 15,000 (upon admission to the university )

-2nd install. SR 15,000 (one month after the start of the semester)

-3rd install. will be according to the student due balance (two months after the start of the semester)

#### **3-University fees :**

- Educational software ( SR 3,500 per term) .

- Textbooks fee (depend on the issued invoice).

### **EMBA**

#### **1-Admission Fee:**

(non-refundable) SR 660

#### **2-EMBA Fees :**

SR 120,000 (15 EMBA courses: SR 8000 per course, textbooks fee are included ).

#### **Details of the payment plan before the confirmation of the courses' registration as followed :**

-1st install. SR 15,000 (upon admission to the university )

-2nd install. will be according to the student due balance after one month from the first payment.

#### **3- University fees :**

- Educational software ( SR 3,500 per term) .

#### **Pre-Master (12,000 SR):**

- First payment 6000 SR.
- One month later 6000 SR.
- Textbook, educational aid and copy center aren't included.

#### **Master of Science in Educational & Human Development (78,750 SR):**

- First installment 7500 SR.
- One month later 7500 SR.
- Third payment will be according to the student due balance after one month from the second payment.
- Text book fee, educational aid and copy center won't be included.

## +Payment method

### -Application Fee payments :

May be made to PMU, by using one of the following options:

#### 1-Electronic Payment Service (SADAD)

[Click here for more details...](#)

#### 2-In-person

- Payments can be made in person at the PMU financial offices, Payments may be made utilizing a debit or credit card and certified checks are also an acceptable method of payment.
- For new student we don't accept personal cheques .
- **American Express is not acceptable.**

### -Tuition fee payments:

May be made to PMU, by using one of the following options:

#### 1-Electronic Payment Service ( SADAD)

- [Click here for more details...](#)

#### 2-In-person

- Certified Checks.
- MasterCard, Visa Card through the PMU span machine.
- Cash payment- accepted only for services fee (maximum amount 500 SR).
- **American Express, Debit or MADA cards are not acceptable.**

## + Frequently Asked Questions

### + WHEN SHOULD I PAY MY TUITION FEES?

Students are encouraged to pay the whole tuition fee of 29,000 SR before the first day of classes. If the student can't afford to pay the above stated amount he/she can pay through installment payment. For further details visit: [Tuition Fees Dates for Students](#).

### + Where can I pay?

Women's Campus	Room F074
Men's Campus	Student affairs building

### + How can I pay my installment?

Tuition fee can be paid in full amount or installments basis:  
-1<sup>st</sup> install. SR 10,000 (upon admission to the university )  
-2<sup>nd</sup> install. SR 10,000 (one month after the start of the semester)  
-3<sup>rd</sup> install. SR 9,000 (two months after the start of the semester )

### + Who can i contact if i have any questions?

Just send an Email to: [finance@pmu.edu.sa](mailto:finance@pmu.edu.sa) and the AR Team will respond to your query within two working days.

### + Is my tuition refundable?

No, application fee and tuition fee are both non-refundable for the 1st installment (. However, extra money will be refunded due to graduation, complete withdrawal and dismissal from the university.

### + How much is a summer semester at PMU?

Use the calculator to get an estimate the net cost of total fee. The total cost of attending PMU can range from **SR 5,625 – SR 22,500** – per hour SR 1,875 + Universe fee would be added to the actual cost of the summer semester fee)

## ✚ -How much is the PMU tuition per Credit Hour?

Level	Cost
Undergraduate	1,875.00
Graduate MBA	3,750.00
Graduate EMBA (per course “ 15 courses” )	8,000.00

## ✚ -How much is the PMU university fee per semester?

	Fall	Spring	Summer	Books fee
Undergraduate	SR 6,500.00	SR6,500.00	SR3,000.00	0
Graduate MBA	SR 3,500.00	SR3,500.00	SR1,500.00	According to the actual cost
Graduate EMBA	SR 3,500.00	SR3,500.00	SR1,500.00	0

## ✚ What is the advanced payment policy in the PMU?

### For Admission student:

All offers of admission are considered preliminary until the student has paid the first instalment of his/ her tuition fee.

### For Exciting student:

The planned registration will not be approved until the financial affair receives your first tuition fee instalment

## ✚ When can I pay my dues?

All students are responsible for paying tuition, fees, and any outstanding account balance by the [Student Fee Payment Deadline](#) (announced every semester beginning).

## ✚ How can I check my account balance?

Open banner self-service > student > student account > **account information** > find the account balance .

## ✚ How can I view my hold account details ?

Open banner self-service > student > student account > **view hold**.

## + Fees dates

Students are encouraged to pay their entire tuition prior to the first class day. However, if a student requests and has approval for deferred payments and has signed a promissory note then the payment schedule is as follows:

### **Fall Semester:**

10,000 SR must be paid prior to the first day of class  
10,000 SR must be paid one month after the start of the semester  
9,000 SR must be paid two month after the start of the semester

### **Spring Semester:**

10,000 SR must be paid prior to the first day of class  
10,000 SR must be paid one month after the start of the semester  
9,000 SR must be paid two month after the start of the semester

### **Summer Semester**

5,000 SR must be paid prior to the first day of class

**The remains** must be paid one month after the start of the semester  
(depend on the registered hours)



## + Policies

-Upon receiving an acceptance letter the student must pay an amount of SAR10, 000 as part of his/her tuition fee before classes start to reserve his/her seat.

-If the student wants to cancel/drop his/her courses registration without charge, the student makes sure he/she drops during the determined dates (see Registration calendar for details). The student must drop it online through Banner Self Service or notify the registration via email to drop it accordingly; otherwise, full tuition fees will be charged to his/her financial account.

-All students must read their student emails to keep up with important payment announcement; student email will be activated once the applicant is an official PMU student. Payments plan are available at the students Financial Affairs Office and PMU website announcement activity [Student Fee Payment schedule](#) .

-Students are expected to pay advance payment and register prior to avoid the registration hold and allow tuition and fees to access to their student account before the Registration period Deadline.

-A penalty of SAR250.00 will be charged to the student account automatically for any outstanding balance on each installment if the student failed to pay within the due dates.

-Due dates are not extended nor are late payment fees waived for any reason.

-The students must clear their tuition, fees, and any outstanding before the deadline dates specified by the university; otherwise, the university has the full right and authority to place the account on hold which will deny the student from many services such as checking his/ her grades, issuing of the transcripts and registering future courses. Those who miss this deadline will have a **late registration fee** assessed to their student account.

-**AR** hold (Accounting hold) placed on student account before the final grades in case of failure to pay the dues of the semester.

-**RG** hold (Registration hold) placed on student account before the registration period in case of failure to pay the outstanding balance and the advanced payment for the future coming semester.

- Students are responsible to access their Banner Self-Service information to check his/her account balance ,financial Aid information, account summary, **and view hold details**.

- Student may click [here](#) for more details about other administrative & non administrative fee.





Click icon content:

<b>Grade appeal fee:</b>	SR 500	Per request - Be paid before submitting the request “Refundable value if the matter resolved”
<b>Traffic penalties:</b>	find the <a href="#">document</a> for more details .	
<b>Transcript fee:</b>	SR 15	Per copy
Late Registration Fee	SR 500	Late Registration Fee “if student failed to register during the registration period “
Late payment Fee	SR 250	Late payment Fee “if the student failed to pay within the due date of the instalment “

**Note : Grade appeal fee:**

This Grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Before submitting the request



# ↳ Textbook Procedures

To get your textbooks please follow below steps:

- Confirm your registration.
- Access your banner self-service web page. Click on the textbook coupon.
- Send the copy of your textbook coupon along with your PMU ID card through the following emails:
  - For female [bookstorefemale@pmu.edu.sa](mailto:bookstorefemale@pmu.edu.sa)
  - For male [bookstoremale@pmu.edu.sa](mailto:bookstoremale@pmu.edu.sa)

**Books will be ready after two working days.**

- Proceed to Bookstore and present your PMU ID card (for verification purposes) to claim your textbook.

## Note:

Textbooks are onetime issuance only. **NO RETURN POLICY**. Additional charges will be applied in any reissuance of textbooks. For any inquires please do not be hesitate to contact us at [Bookstore@pmu.edu.sa](mailto:Bookstore@pmu.edu.sa).

What do think Mr Rami about this details and your comments in this regard would be highly appreciated .

Thanks

Rawan Al-Mane'a :☺