

**COURSE OUTLINE REQUEST FORM**

Name _____ Reg. No. _____ Program _____

Last Semester (Spring: Summer: Fall) _____

Last Quarter (*For EMBA students only*) _____

Total courses passed: _____

- One (1) Course Outline AED 26.25/- (Including 5% VAT)
- Six (6) Course Outlines AED 105/- (Including 5% VAT)
- Twelve (12) Course Outlines AED 183.75/- (Including 5% VAT)
- Twenty Four (24) Course Outlines AED 315/- (Including 5% VAT)
- Forty Eight (48) Course Outlines AED 525/- (Including 5% VAT)

Any special request:_____
Student's Signature_____
Date**For Office Use****Admissions Office:** Comments _____ Signature _____ Date _____**Finance Clearance:**

Payment received for:

No. of copies

Total Amount: _____

Name of Finance Officer_____
Signature_____
Date**Note:**

- Course Outline will only be issued after payment of all dues at Finance office.
- Course Outline will require up to seven working days to be issued
- Form to be submitted at Records Department
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations