



**RCSI**

MEDICAL  
UNIVERSITY  
OF BAHRAIN

**FEES POLICY**  
**FINANCE DEPARTMENT**  
**February 2026**

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

## Table of Contents

1. PURPOSE .....	4
2. DEFINITIONS .....	4
3. FEE RATES.....	5
4. FEE INVOICES.....	7
6. TRANSFER OF FEES .....	7
7. REFUND OF FEES.....	8
8. STUDENT REGISTRATION .....	9
9. UNREGISTERED STUDENTS.....	10
10. CLASS LIST .....	10
11. LEAVE OF ABSENCE.....	11
12. DEFERRAL .....	11
13. CHANGE OF PERSONAL FINANCIAL CIRCUMSTANCES .....	11
14. METHOD OF PAYMENT .....	12
15. RELATED DOCUMENTS .....	13

## 1. PURPOSE

RCSI Medical University of Bahrain W.L.L (RCSI Bahrain) is a not-for-profit organisation, overseen by a Board of Governors. All tuition income is used to fund the University's resources and facilities.

The RCSI Bahrain Student Fees Policy establishes guidelines regarding the setting, application and implementation of tuition fees and associated fees.

Payment of tuition and associated fees is the responsibility of the student. Where a student has his/her fees paid by a sponsoring body, it is the responsibility of the student to provide the sponsor details to the Admissions Department.

## 2. DEFINITIONS

Word / Acronym/ Phrase	Definition / Description
Student Fees Coordinator (SFC)	Records all fees receivable and maintains the students' database. The first point of contact for the students regarding fees queries.
Accounts Receivable Manager (ARM)	Oversee the Student Fees Office function and provides cover for Student Fees Coordinator role in his/her absence.
Sponsor	An institution that supports students through payment of tuition fees on their behalf.
University	RCSI – Medical University of Bahrain W.L.L
Global Debtors Review Group (GDRG)	Responsible for overseeing implementation of student fee policies for the RCSI Group and reviews requests for student assistance towards tuition fees.
Administration Charges	1% of full tuition fees
VLE	University Virtual Learning Environment for students
Quercus	Information system containing the student database and supporting key activities of the University including admissions, examinations, and student fees records.
Academic Operations	Academic Operations provides comprehensive academic support to students, including timetable, attendance, and examinations.
Fees Office Working Hours	8:30AM to 4:00PM (Sunday to Thursday)

### 3. TUITION FEE RATES

Details of the current rates for tuition fees are available on the website. <https://www.rcsi.com/bahrain/undergraduate/medicine/fees>

While every effort is made by the University to keep fee increases to a minimum, an increase may be applied. Any such increase is applied in advance of the start of the Academic Year. This is subject to the University notifying the Higher Education Council (HEC) and the public at least six months before the start of the new academic year.

Value Added Tax (VAT) has been introduced in the Kingdom of Bahrain under Decree Law No.48. Education services and related goods and services provided by higher education institutions are subject to VAT at zero percent (0%). Certain other services are subject to VAT at 10% with effect from 1 January 2022. The University has registered for VAT with the National Bureau for Revenue VAT registration number 200000620100002) and will be charging VAT at the relevant rate on the services detailed in 3.1 below.

#### 3.1 Fee Categories

The following fees and applicable VAT rates are applied by the University:

0% VAT	10% VAT
Tuition fees	Fines for books not returned to the library
Application fees to BSc Medicine, BSc Nursing, and Medical Commencement Program	Fee for replacement of student ID card
Deferral fee	Transcripts Fees for Alumni
Fees paid towards student visa	Fees for other short courses where applicable (10% depending on course)
Fee charges for repeat sitting of examinations (first sitting of exam is included in course fees)	Fees for replacement of car sticker
Fee for recheck and appeal of exam results (these fees are refunded if the appeal is successful)	Fees for 2nd and additional copies of Transcript (1st copy of transcript is included in Course Fees)
Rental fees for students in the University Halls of Residence including the security deposit, which is refundable upon conclusion of lease, subject to certain conditions of the lease	Fees for Graduation Gown (Gown deposit fees will be refunded on return of Gown)
	Document attestation fees
	IT Repair Charges or IT Equipment Sales

### **3.2 Fees payable by new students**

An application fee of USD 100 (BHD 40) for Medicine and USD 50 (BHD 20) for Nursing is payable by new applicants. This amount is non-refundable (except under special circumstances).

The fees payable by students entering the University are set out in the letter issued to them by the Admissions Department.

A non-refundable deposit of USD10,000/- (BHD3,770/-) is payable on acceptance of a place/conditional place at the University within the School of Medicine 5 Year or 6 Year Programme.

A non-refundable deposit of USD3,000/- (BHD1,131/-) is payable on acceptance of a place/conditional place within the School of Nursing or Medical Commencement Programme while a non-refundable 25% deposit is required for the School of Postgraduate Programmes.

The non-refundable deposit fee is also non-transferable to any other student or applicant.

The balance of fees for each course must be paid by the date specified in the offer letter issued by the Admissions Department.

Students who are sponsored must present a valid sponsorship letter and details of the terms and conditions of their sponsorship to the Admissions Department as soon as possible and in any case prior to registration. If this is not available before registration, the student is required to pay the tuition fee, and this will subsequently be refunded once sponsorship is confirmed. Should the students sponsor withdraw their sponsorship, the student becomes liable for payment of their tuition fees going forward.

### **3.3 Fees payable by continuing students**

All continuing students, whether sponsored or self-funded, must register online at the start of each academic year.

In advance of on-line registration, sponsored students must provide confirmation of sponsorship from the sponsoring body. If the student previously provided this information to the SFC in prior years and the Sponsorship covers the current year also, then an email to reconfirm this should be sent to the SFC on request.

Self-funded students must pay at least 50% of the fees prior to registration and must have proof of payment submitted to the Fees Office before online registration. Proof of payment can include a copy of the remittance/online transfer advice from the bank/exchange, or a screenshot of the payment made. The remaining fees are payable on or before 31<sup>st</sup> January.

Students who do not complete the registration process will receive an official letter from the Head of Academic Operations two weeks after the start of the academic term, to complete

the registration in a given period of time. Where the student does not comply with the registration requirements the student's status will be considered "Discontinued".

Discontinued status means a student will no longer be classified as a student of the University and is not permitted to attend classes or avail any of its facilities.

Any student at default on payment will not receive examination results and will have their VLE access revoked until outstanding fees are cleared.

#### **4. FEE INVOICES**

VAT Invoices for tuition fees are generally issued to ongoing students during the month of July and aim to be sent before the second week of July in advance of the beginning of the next academic year. For new students the offer letter issued by the Admissions department is treated as a payment request and a VAT invoice is prepared once the student completes registration. All invoices for self-funded students are issued to their RCSI email and invoices for sponsors are issued via courier and/or email to the sponsor.

#### **5. SIBLING DISCOUNT**

Where two or more siblings are concurrently enrolled in the University, a 10% discount is applied to the fees of the second and subsequent sibling.

Any student who is successful in obtaining an RCSI Scholarship may also avail the sibling discount if they meet the criteria.

The discount does not apply in the following circumstances:

- 5.1 If one or all siblings are sponsored in full or in part. The discount is limited to self-funded students.
- 5.2 If a leave of absence is being availed of.
- 5.2 If a voluntary withdrawal is requested.
- 5.3 Once the sibling graduates or leaves the University for any reason, full fees will be applicable to the remaining sibling for the duration of the program.
- 5.4 Sibling discount applies to all undergraduate programs only.
- 5.5 If one or more of the students are in breach of any aspect of the student code of conduct the discount will be removed and any discounted amount is required to be paid in full.

#### **6. TRANSFER OF FEES**

Fees are not transferable between RCSI institutions or courses. However, under exceptional circumstances this is permissible subject to University Senior Management approval. This approval should be requested in writing by the student in advance of any request to transfer.

## **7. REFUND OF FEES**

Tuition fees, including the initial deposit, are not refundable except when an applicant fails to meet the academic conditions of their offer after deducting administration charges. In some cases, students' financial circumstances change. Therefore, tuition fee refunds are allowed in certain exceptional cases as outlined below. All approved refunds will be processed to the same account from which the original payment was made, upon verification of the IBAN certificate.

### **7.1 New Intake Applicants**

- 7.1.1 Any applicant who officially communicates to withdraw his/her application before 1<sup>st</sup> August will be granted a refund of fees excluding the deposit fees and administration charges.
- 7.1.2 Any applicant who officially communicates to withdraw his/her application from 1<sup>st</sup> August until the registration date will be granted a refund of 50% of the full tuition fees paid less administration charges. A refund is not applicable if the student paid only the deposit amount.
- 7.1.3 If an applicant is not granted a visa by the Immigration Office of the Kingdom of Bahrain, a refund of tuition fees paid less administration charges will be given.
- 7.1.4 If an applicant does not receive approval from the Higher Education Council, a refund of tuition fees paid less administration charges will be given.
- 7.1.5 If an applicant is tested positive on Blood Borne Viruses (BBV), a refund of tuition fees paid less administration charges will be given.

### **7.2 New and Ongoing students**

- 7.2.1 If an applicant or a student officially withdraws within two weeks of the registration date for the new academic year, a refund of 50% of the full tuition fees paid less administration charges will be given. A refund is not applicable if the student paid only the deposit amount.
- 7.2.2 If an applicant or student officially withdraws two weeks after the registration date or later, no tuition fee refund will be given.
- 7.2.3 If an applicant or student wants to appeal his/her case, the matter should be discussed with the Finance Department at the earliest opportunity. Documentation is required for the case to be forwarded to the GDRG and/or the University Senior Management. There is no guarantee that the decision will be different from the tuition fee refund policy as stated above.

## **8. STUDENT REGISTRATION**

Every student needs to register at the beginning of each academic year. By registering for a course, a student enters into a legally binding contract to pay all fees on time and to be bound by the University rules and regulations. Once a student registers, full fees become payable regardless of whether the student decides to leave the University during the academic term except in circumstances outlined in *Clause 7 Refund of Fees*. Registration is completed online for ongoing students and via the Admissions Department for new students. Online registration will be open from mid-July to one week prior to commencement of academic year.

### **8.1 New Intake Students**

- 8.1.1 The new enrollees are registered by the Admissions Department.
- 8.1.2 Payment of full course fees is a pre-condition for registration.
- 8.1.3 Sponsorship letter or written confirmation of funding is required to register a sponsored student.

### **8.2 Ongoing students – self-funded**

- 8.2.1 Ongoing students complete their registration online.
- 8.2.2 Self-funded students are required to pay at least 50% of the fees in advance of registration. Students cannot register online unless this criterion is fulfilled.

### **8.3 Ongoing students - Sponsored**

- 8.3.1 Sponsored students, fully or partially funded by an organisation, are also required to complete online registration.
- 8.3.2 It is the student's responsibility to provide proof of sponsorship otherwise, the student is considered self-funded. If the student previously provided this information to the Fees Office and the sponsorship covers the current year as well, the student will be allowed to proceed with online registration.

### **8.4 Ongoing students – Repeat fees**

For students who are eligible to repeat their year of study, a Learning Commitment is required to be signed with the Learning Tutors in the Centre for Student Success (CSS) prior to registration. The Tutors in the CSS will advise the Finance team once a student has signed his/her Learning Commitment and the student may then register as a repeat student.

## **8.5 Ongoing students – Tuition Fees in the event of an Appeal**

Students who are engaged in an appeal process should adhere to the following policy regarding fees:

1. Ongoing students who are appealing their year-end results and who are eligible to remain in the programme should pay their fees as invoiced. Any payment received will be applied to the relevant year of study.
2. Students who are appealing discontinuation from the University, should not pay their fees until the decision of the appeal committee is known. Any payment received before this decision is made will not be applied to any year of study. If the appeal is unsuccessful the payment will be refunded less the administration charge.

In all cases any payment of fees to the University does not entitle the student to be deemed registered with the University. The decision to become registered with the University will only be made once the final decision of the appeal process has been made.

## **9. UNREGISTERED STUDENTS**

Students who do not complete the registration process for any reason will be considered unregistered for the academic year. Their names will be highlighted on class lists for the reference of academic staff.

An official letter will be issued from the Academic Operations office to all unregistered students, two weeks after the registration deadline. The letter will specify a final deadline by which students must complete their registration.

Failure to meet this deadline will result in the student's VLE access being revoked, and the student will subsequently be considered "Discontinued" for the academic year. In such cases, the student will be required to formally exit the University by following the online Withdrawal Procedures, commencing with the Student Development and Wellbeing Department.

## **10. CLASS LIST**

Final Class lists are maintained in the Quercus Student System. Once students successfully complete the online registration procedures, their status in Quercus system becomes registered. Any change to the student status in case of withdrawal, granted leave of absence, time expired, discontinued etc., is the responsibility of the Student Records Department.

## **11. LEAVE OF ABSENCE (LOA)**

The University is consistently working to support students with their academic studies. But situations may arise when a student may request to take leave from their studies for a period of time. In certain cases, the University may place a student on an involuntary leave of absence for example as a result of the Fitness to Study, disciplinary processes, or outstanding fees issues.

Once a student is registered, full tuition fees become payable. Thus, taking a leave of absence during academic term may have financial implications.

To transfer tuition fees to the next academic year, applications for leave of absence must be submitted within the first month from the official start of each academic year or two weeks before the official start of the second semester. No exceptions to these deadlines will be entertained.

Sponsored students should seek permission from their sponsor. A copy of written confirmation from the sponsor must be attached to the request for leave of absence. The no objection letter from sponsor does not waive the fees in the current academic year. Full fees remain payable and the rule in transferring fees to the next academic term as aforementioned applies to all students, sponsored or self-funded.

If a student fails to respond to confirm his/her return, Registry Services and Student Fees departments will be advised. The student's academic status will become discontinued on the student record. Refund of fees paid will be as per Clause 7 with retrospective effect that is the date of submission of Leave of Absence form will be taken as the date of Withdrawal.

## **12. DEFERRAL**

The University grants an option to defer for new students for 1 year (in exceptional circumstances the deferral may be extended for another year subject to senior management approval). Deferral of joining the University to the next academic year will only be considered if the student has paid their deposit. Such a deferral will have financial implications. The Deposit fees paid for the current year will be deferred to the following year. If the student does not return to the University at the stipulated date as mentioned in the "Deferral Offer letter", the Deposit fees paid will not be refunded to the student.

For MSc students who requested for deferment of course completion, a deferral fee towards re-registration may be applied.

## **13. CHANGE OF PERSONAL FINANCIAL CIRCUMSTANCES**

In the event that a student is unable to comply with this fee policy due to a change in financial circumstances, the student must promptly consult with the Head of the Student Wellbeing and Development Department and/or the Finance Department to discuss the situation and determine possible options.

A Financial Assistance Form must be duly completed and submitted to the GDRG, accompanied by all relevant supporting documentation, for review and recommendation. Each request will be assessed on an individual, case-by-case basis, and the decision of the GDRG shall be final.

The GDRG convenes once per month during the Academic Year, or more frequently as required.

## **14. METHOD OF PAYMENT**

Tuition fee payments can be processed in line with the options below. All payments must include details of the student's name and student number.

Payment of Tuition fees by cash is not permitted at the fees office, however, can be directly deposited into our bank account mentioned below, at a bank.

Payment of Tuition fees by debit/ credit card is accepted via SADAD as mentioned below and through the card terminal at the Fees Office.

### **14.1 Direct bank transfer**

The University's Bank details are as follows:

**Account name** : Royal College of Surgeons in Ireland Medical University  
of Bahrain WLL.  
**Account Number** : 01-9053468-01  
**Bank** : Standard Chartered Bank  
**Swift** : SCBLBHMXXX  
**IBAN** : BH50SCBLUSD01905346801

All invoices to self-funded students are issued in USD currency, payments should also be in USD. The above bank details are also included on the fee invoice and the offer letter. It is important that the student instructs the bank to record the student ID number with the payment to enable the University to allocate the payment to the correct account. Failure to do so may cause the student fee record to be incorrect and prompt continuous follow up by the Student Fees Office until the record is brought up to date.

### **14.2 FAWRI/Benefit Pay to the below IBAN number**

**IBAN** : BH50SCBLUSD01905346801

For FAWRI/BenefitPay transfers kindly forward the transaction screenshot via email mentioning the mobile number of the account holder to the Fees Office.

### **14.3 BHD cheque payments**

Cheques (Bahraini Dinar only) may be deposited directly into the University's bank account or submitted to the Fees office during office hours. All cheques should be made payable to:

**“Royal College of Surgeons In Ireland – Medical University of Bahrain” or” RCSI Bahrain”**

**14.4 Payment using the SADAD Kiosk/Mobile App/Website**

Tuition and non-tuition fee payments in cash or using debit / credit cards (Visa/ MasterCard only) can be made using any SADAD machines located across Bahrain. On the kiosk, students need to select “Education – RCSI – New or Existing student” and choose the relevant fee category to make the payment. A receipt is issued to all students for their payments by the SADAD machine and it is important to keep this record as proof of payment if required.

For convenience there is a SADAD kiosk located on the first floor of the main building on campus, next to the ATM machine.

**14.5 Payment using TransferMate payment gateway- Third party Service provider**

Payments can be made via the following link:

<https://rcsibahrain.transfermateeducation.com>

*This third-party payment provider ensures:*

- Payment is made in your local currency.
- You receive confirmation of payment and a receipt within 48 hours as proof of payment received.
- It is secure.
- Refunds can be processed faster.

**14.6 Payments made directly at the Student Fee Office.**

Where payment is processed at the student fee office, a receipt, either electronically or hard copy, is issued to all students for their payments, and it is important to keep this record as proof of payment, if required

**15. RELATED DOCUMENTS**

Document Title	Source
Students Admissions Policy	Admissions department
Student Leave of Absence Policy	Student Development & Wellbeing Department