



Student Visa Conditions and Requirements

1. Student must enrol as a **full time student** sitting a minimum of **3 papers in the June and December exam sittings**. Students will attend daytime class sessions only.
2. Fees for each year (6 papers charged under the complete package price) are to be paid in full in advance of the visa application. Visa students are not entitled to discounts associated with the course.
3. Yearly fees are not refundable or deferrable once a visa is issued.
4. Employment on a student visa is illegal as per the labour law of the DIFC. However students are permitted to take part in unpaid internships with prior approval from Phoenix.
5. Student visas will be cancelled if a student withdraws from studies or fails to attend all classes. If for emergency reasons a student cannot attend a class, they must inform the administration office in writing before the class takes place.
6. Students must attend complete courses and sit for the relevant exams in the same sitting. Class deferrals or splitting the course over multiple sessions are not permitted.
7. Students are required to register and manage their own ACCA accounts, inclusive of exam bookings. Students must submit proof of exam bookings 1 week prior to exam booking deadline.
8. Students are required to take exams in number order. E.g.; F1, F2, F3 then F4, F5, F6 etc.
9. Absconding students will be reported to the concerned authorities.
10. Students are only permitted to take resit classes of a maximum of 1 failed paper in the March or September exam sittings. All other classes must be taken in either the June or December sitting.
11. Students applying for a student visa must meet the ACCA entry requirements, i.e. they should not be registered through the FIA entry route.
12. Continuation of sponsorship will be dependent on exam results and class attendance. Students must pass a **minimum of 2 out of 3 exams** sat each session and attend **ALL** classes.
13. Renewal of sponsorship will be decided 1 week after ACCA exam results are released.
14. The student must be **present in the country** at the time of visa **cancellation or expiry** as the original passport must be provided. **If the student is not present, then**



a further charge of AED 390 will be required in order to cancel the visa. Visas must be cancelled even after the visa has expired.

15. Free resits are not awarded to visa students unless the student is already taking 3 new papers for the next 6-month period. If the student is entitled to the free resit this will be awarded as a 4th paper. Only 1 resit is permitted per 6-month period.
16. If the student does not meet the necessary requirements to continue their sponsorship, then the failed subject(s) must be taken as a resit alongside the 3 new papers if entitled to a resit (1 resit allowed) or course fees can be re-allocated so the failed paper(s) can be taken as part of the 3 papers in the next sitting.

Visa Expenses

Annual Residence visa charges;

Applications from outside the UAE – 5,253.75 AED

Applications from inside the UAE – 6,683.75 AED

Express application from outside the UAE – 6,983.75 AED

Express application from inside the UAE – 9,533.75 AED

Visa renewal (must be from inside the UAE) – 4,263.75 AED

Express visa renewal (must be from inside the UAE) – 6,383.75 AED

Applications are inclusive of a visa cancellation charge (460 AED), administration fee (262.50 AED) and medical insurance for 1 year (AED 761.25).

***A refundable deposit of AED 2,000 is payable upon application. This will be refunded once the student visa is cancelled at the end of the sponsorship period.**

Procedure to Obtain the Student Visa

1. To apply for a student visa please email the following to acca@phoenixft.com;
1 clear colour passport copy including personal details page (jpeg format)
1 clear passport photograph with white background (jpeg format)
Completed visa request form
This form signed and dated
Completed ACCA course fees form



2. To begin classes for the December exam sitting (program starts in August) we must receive all completed forms and payment no later than 1st July. To begin classes for the June exam sitting (program starts in February) we must receive all completed forms and payment no later than January 1st.

3. After payment has been received 14 working days are required for the visa to be issued, 7 working days for an express application.

4. If outside the UAE at the time of application a temporary visa will be issued for you to enter the country. You will then need to bring your passport to the Phoenix office when you arrive in the UAE along with the temporary visa after arrival.

5. A medical test will be scheduled for you at the DIFC Government Services Medical Centre once you have entered the country, and your original passport submitted to the DIFC visa office.

6. If applying for the visa from outside of the country then entry into the UAE must be done through Dubai International Airport only. Please ensure you do not make any travel arrangements until you receive confirmation from Phoenix that your temporary visa is ready.

Cancellation

The Student visa will expire after 12 months at which point you may re-apply. If your visa is to be cancelled, and you do not wish to renew sponsorship after the 12-month period you **MUST** be present in the country for the cancellation process to be completed as your original passport will be needed.

If the student fails to achieve 2 subject passes per semester, or does not attend all classes, the institute reserves the right to refuse continued sponsorship, even after a 6 month period.

I can confirm that I have read and understood the Visa Conditions and Requirements:

Name:

Signature: