

TRANSPORTATION POLICY FOR STUDENTS (AY2025-26)

1. Eligibility & Enrollment

- 1.1. Transport services are available only to **students enrolled in an academic programme** at the institution.
- 1.2. Students must complete the **Transport Requisition Form** and submit it before the start of the semester.
- 1.3. Transportation services are available on a **semester basis** only.
- 1.4. Transportation services are available for students from Dubai, Sharjah, Ajman, UAQ, Fujairah & RAK.

2. Payment & Fees

- 2.1. The transportation fee must be paid **before the start of the semester** in order to avail of the service.
- 2.2. Payment is required on a semester basis; installment plans are not available.
- 2.3. Students who fail to pay or make satisfactory payment arrangements **will not be allowed** to use transport services.
- 2.4. The applicable charges (inclusive of a 5% VAT) per semester are provided in the **Transport Requisition Form**.

3. Pick-Up & Drop-Off Regulations

- 3.1. Students must select a **designated pick-up/drop-off point** when filling out the requisition form.
- 3.2. Due to road congestion and operational efficiency, pick-up/drop-off points **may not be exactly at a student's residential address**.
- 3.3. Any **change in pick-up/drop-off location or schedule** must be informed **before the start of the succeeding month**.

4. Service Conditions

- 4.1. The transport facility may be provided by the college or through an **outsourced transport provider**.
- 4.2. Transport services are **not available on a daily or ad-hoc basis**—only semester-long subscriptions are permitted.
- 4.3. The transport schedule must align with the academic calendar and class schedules.

5. Cancellation & Modifications

- 5.1. If a student wishes to discontinue transport services, they must notify the college **at least one month in advance**.
- 5.2. Refunds are not applicable once transportation services have commenced for the semester.
- 5.3. In case of unavoidable route or schedule changes, the institution will inform affected students in advance.

6. Code of Conduct

- 6.1. Students must adhere to proper conduct and discipline while using transport services.
6.2. Any misconduct, vandalism, or rule violation may lead to **termination of transport privileges** without a refund.

For direct queries, please contact the Transport Coordinator Mr. Nithin Nazimuddin- +971 56 971 1835

Review history

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