

Guide for paying fees for the following masters programs for Fall 2016: Business Administration / Professional Accounting / Engineering Management / Governance and Public Policy Programs

The Student Accounts Office (SAO), is responsible for the billing of all student fees and charges, and is located on the ground floor of the Crescent Building, wing D4, male registration area, Al Ain campus. Our working hours for student enquiries are 8am – 3pm, Sunday through Thursday.

SAO Contact Information:

- Phone: 03 7134265
- Email address: student_accounts@uaeu.ac.ae

Payment Methods:

As part of the University's new procedures, we would like to inform you that cash payment will NO longer be accepted by the UAEU cashier. Payments must be made as follows:

- Secure online ePayment – log on to: <https://sharepoint.uaeu.ac.ae/Pages/default.aspx> □
- Place a cash deposit in the UAEU bank account. An original deposit slip must be submitted to the UAEU cashier for processing the payment with student name & ID. **Fax or photocopies will not be accepted as proof of payment.**
- Cheque and credit card payments can be made in the cashier office.
- MBA / MEM / MPA students in Abu Dhabi may continue to make their payments to the MBA office which is located in Al Reem Island Sky Tower, 8th Floor, Abu Dhabi. Working hours are from 08:00 am to 7:30 pm. Tel: 02-6671244.

UAEU Cashier Office:

Crescent Building, basement floor, behind main reception and next to library. Tel: 03-7135934.

Bank details to be used for cash deposit to bank, or bank transfer are as follows:

- Account Name : *UAE University - Restricted Fund*
- Account Number : *012138845688*
- Bank : *Union National Bank, Al Ain, UAE*
- IBAN # : *AE640450000012138845688*

Deadline for Settlement of Tuition & Fees for Fall 2016:

- 1st payment deadline (50% of total tuition fees) on **21 Aug 2016**.
- 2nd payment deadline (Remaining 50% of total tuition fees) on **20 Oct 2016**.

Tuition Payment Installment Plan

- To arrange a tuition payment installment plan, students must apply at the SAO before **20 Sept 2016**. If you were entitled to an installment plan in the previous semester you must apply again for the current semester.
- Non-payment of total tuition fees on or before **20 Oct 2016** will result in a hold on registration and records. A hold means that you will not receive course grades until you pay your fees. It also means that you will not be able to register for courses in the next semester until payment is made. Unfortunately, it may also mean forfeiture of grades and credits earned during the semester.
- **SPONSORED STUDENTS:** Students whose tuition charges are paid or guaranteed by a sponsor must submit a valid official letter of the financial agreement from the sponsor no later than **29 Sep 2016**, or risk having their registration for Fall 2016 cancelled.