

## Guide for Paying Fees for All Other Master Program for Fall 2017

The Student Accounts Office (SAO), is responsible for the billing of all student fees and charges, and is located on the Ground floor of Crescent Building, Wing D4, Male Registration Area, Al Ain. 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](mailto:Student_Accounts@uaeu.ac.ae)

**Payment methods:**

According to the new University procedure, we would like to inform you that cash payment will NO longer be accepted by UAEU cashier.

- Secure online ePayment – log on to: [https://ssb.uaeu.ac.ae/prod/bwykstpy.p\\_display\\_opt](https://ssb.uaeu.ac.ae/prod/bwykstpy.p_display_opt)
- Cash deposit in UAEU account, Original deposit slip must be submitted to 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 in the Cashier Office.
- MBA/ MPA/ MEM students in Abu Dhabi may continue to make their payments to the MBA office which located in Abu Dhabi, Al Reem Island Sky Tower, 8th Floor. Working Hours 08:00 am to 7:30 pm. Tel: 02-6671244

**UAEU Cashier Office:**

Crescent Building: Wing D3, Second Floor, Finance Department, Tel: 03-7135948,

Email: [maha.alblooshi@uaeu.ac.ae](mailto:maha.alblooshi@uaeu.ac.ae) .

**Bank details to be used for cash deposit to bank, or bank transfer:**

- 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 2017:**

- 1st Payment Deadline (50% of total tuition fees ) on, **20 Aug – 31 Aug 2017**
- 2nd Payment Deadline (Remaining 50% of total tuition fees) on, **03 Sep – 28 Sep 2017**

**Tuition Payment Installment Plan**

- To arrange a tuition payment installment plan, students must apply at the SAO before **18 September 2017**. 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 **25 October 2017** will result in 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 financial agreement from the sponsor no later than **28 September 2017**, or risk having their registration for Fall 2017 cancelled.