

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://sharepoint.uaeu.ac.ae/Pages/default.aspx>
- 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 students in Abu Dhabi may continue to make their payments to the MBA office which located in Abu Dhabi, Al Reem Island Sky Tower, 8<sup>th</sup> Floor. Working Hours 08:00 am to 7:30 pm. Tel: 02-6671244

**UAEU Cashier Office from 08:00 am to 03:00 PM**

Crescent Building: Ground Floor, Behind main Reception, Next to Library, Tel: 03-7135934.

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

Account Name: UAE University Account

Number: 012138845688 IBAN #:

AE640450000012138845688 Bank: Union

National Bank, Al Ain, UAE

**Deadline for Settlement of Tuition & Fees for Fall 2015/2016:**

- 1st Payment Deadline (50% of total tuition fees ) on, 23August 2015
- 2nd Payment Deadline (Remaining 50% of total tuition fees) on, 20October 2015

**Tuition Payment Installment Plan**

- To arrange a tuition payment installment plan, students must apply at the SAO before 17 September 2015. 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 29 October 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 01 October 2015, or risk having their registration for Fall 2015 cancelled.