

Guide for Settlement of Fees –MEM Program - Fall 2015

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:

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

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

Payment methods:

- Secure online ePayment – log on to: <https://sharepoint.uaeu.ac.ae/Pages/default.aspx>
- Cash deposit in UAEU account with Union National Bank, Account # 012138845688. Original deposit slip must be submitted to UAEU cashier for processing the payment. Fax or photocopies will not be accepted as proof of payment.
- Cheque and Credit Card Payments.
- Bank Transfer, UAEU Account number with Union National Bank is 012138845688, IBAN # AE640450000012138845688

UAEU Cashier Office:

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:

- o Account Name : UAE University - Restricted Fund
- o Account Number : 012138845688
- o Bank : Union National Bank, Al Ain, UAE
- o IBAN # : AE640450000012138845688
- o Student **Name and ID number** written on the transfer instruction/deposit slip.
- o Copy of the **transfer confirmation/original deposit slip**, **must be submitted to the cashier.**
- o MBA students in Abu Dhabi may continue to make their payments to the MBA office in Abu Dhabi.

DEADLINES FOR SETTLEMENT OF TUITION AND FEES FOR Fall 2015 SEMESTER:

1 st PAYMENT DEADLINE, 23August 2015	2 nd PAYMENT DEADLINE, 20October 2015
Total tuition Fees for 1 st 8 weeks courses	Total tuition Fees for 2 st 8 weeks courses

- 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.