

Fee Payment Guidelines for **Business Administration, Professional Accounting, Engineering Management, Governance and Public Policy** Masters Programs
for Spring 2017

The Student Accounts Office (SAO), responsible for the billing of all student fees and charges, is located on the Ground floor of the Crescent Building, Wing D4, Male Registration Area, UAEU, Al Ain. Our working hours for student enquiries are 8am - 3pm, Sunday to Thursday.

SAO Contact information:

Phone: 03 7134265

Email: Student_Accounts@uaeu.ac.ae

Payment methods:

- Secure online ePayment: log on to: <https://sharepoint.uaeu.ac.ae/Pages/default.aspx>
- Cash deposit into UAEU account: Original deposit slip must be submitted to UAEU cashier for processing the payment with student name and ID. **Fax or photocopies will not be accepted as proof of payment.**
- Cheque and Credit Card Payments: Cashier's office.
- MBA, MPA and MEM students in Abu Dhabi may continue to make their payments to the MBA office, located in Abu Dhabi, Al Reem Island Sky Tower, 8th Floor. Working Hours: 8am - 7:30 pm Phone: 02 6671244

*Please note that according to the new university procedure **cash payment will no longer be accepted by UAEU cashier.**

UAEU Cashier's Office: Crescent Building, Wing D3, Second Floor, Finance Department

Phone: 03 7135948

Email: 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

Deadlines for the Settlement of Tuition & Fees for Spring 2017

- 1st Payment Deadline (50% of total tuition fees) on, **15 January 2017**
- 2nd Payment Deadline (remaining 50% of total tuition fees) on, **09 March 2017**

Tuition Payment Installment Plan

- To arrange a tuition payment installment plan, students must apply at the SAO before **09 February 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 **14 April 2017** will result in a hold being placed 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 the forfeiture of grades and credits earned during the semester.
- **Sponsored students**
Students whose tuition charges are paid for or guaranteed by a sponsor must submit a valid official letter of financial agreement from the sponsor no later than **23 February 2017**, or risk having their registration for Spring 2017 cancelled.