

Guide for Settlement of Fees – MEM Program, Spring 2014

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: +971 (0)3 7134284

Email: Student_Accounts@uaeu.ac.ae

To view your account details,

1. Logon to <https://my.uaeu.ac.ae> by using your e-mail password
2. Select e-Services (top right hand corner), then Select Student and Financial Aid
3. Select Student Account, Select Account Detail for Term, then Select Term (201420)
4. Click Submit and your balance and amount due for payment will be displayed.

Please note that an **online payment facility** is now available through e-services.

Also, payment can be made using a credit card (only cashiers will process credit card), cheque and/or bank deposit slip to the University Cashiers at the following location:

UAEU Cashier Office, Crescent Building, Ground Floor, Behind main Reception, Next to Library,
Phone: +971 (0)3 7135934

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

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

- Student **Name and ID number** written on the transfer instruction/deposit slip.
- Copy of the **transfer confirmation/original deposit slip** must be submitted to the cashier.
- 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 SPRING 2014 SEMESTER:

1st PAYMENT DEADLINE, 16th February 2014 50% of total tuition fees	2nd PAYMENT DEADLINE, 27th April 2014 Remaining 50% of total tuition fees
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- To arrange a **tuition payment installment plan**, students must apply at the SAO before the **13th March 2014**. 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 11th May 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 financial agreement from the sponsor no later than the 27th March 2014, or risk having their registration for Spring 2014 cancelled.