

Guide for Settlement of Fees for 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. Log on to your e-services for details of charges.

SAO Contact Information:

Phone: +971 (0)3 7134284

Email: Student_Accounts@uaeu.ac.ae

According to the new University procedure, we would like to inform you that as of September 1st, 2013, **cash payment will no longer be accepted by the UAEU cashier.**

Payment Methods:

- Secure online ePayment – log on to <https://sharepoint.uaeu.ac.ae/Pages/default.aspx>
- Make a cash deposit in the 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, 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** must be mentioned on the transfer instruction/deposit slip.
- Copy of the **transfer confirmation/original deposit slip**, must be submitted to the cashier.

DEADLINES FOR SETTLEMENT OF TUITION AND FEES FOR SPRING 2014 SEMESTER:

1 st PAYMENT DEADLINE, 25 th February 2014	2 nd PAYMENT DEADLINE, 17 th March 2014
50% of total tuition fees	Remaining 50% of total tuition fees

- 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 the 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.