

Guide for Paying Fees for the following Master's Programs for Spring 2018: Business Administration/ Professional Accounting/ Engineering Management/ Governance and Public Policy Programs

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

SAO Contact Information:

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

Payment Methods:

According to new university procedures we would like to inform you that cash payment will NO longer be accepted by the UAEU cashier.

- Secure online ePayment – log on to: https://ssb.uaeu.ac.ae/prod/bwykstpy.p_display_opt
- Cash deposit to UAEU account: Original deposit slip must be submitted to UAEU cashier for processing with student name and ID. **Fax or photocopies are not accepted as proof of payment.**
- Cheque and Credit Card Payments can be made to the Cashier's Office.
- MBA/ MPA and MEM students in Abu Dhabi may make payments to the MBA office in Abu Dhabi. Located at Al Reem Island Sky Tower, 8th Floor. Working Hours 8am to 7:30pm. Tel: 02-6671244.

UAEU Cashier's Office:

Crescent Building, Wing D3, Second Floor, Finance Department. Tel: 03-7135948.

Email: maha.alblooshi@uaeu.ac.ae .

Bank details for cash deposit or bank transfer:

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

Deadline for Settlement of Tuition Fees for Spring 2018:

- 1st Payment Deadline (50% of total tuition fee) on, **07 January – 18 January 2018.**
- 2nd Payment Deadline (Remaining 50% of total tuition fee) on, **21 January - 20March 2018.**

Tuition Payment Installment Plan

- To arrange a tuition payment installment plan students must apply at the SAO before **01 February 2018**. If you were entitled to an installment plan in a previous semester you must apply again for the current semester.
- Non-payment of total tuition fees on or before **28 March 2018** 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 an official letter of financial agreement from the sponsor no later than **15 February 2018**, or risk having their registration for Spring 2018 cancelled.