

The Student Accounts Office (SAO), is responsible for the billing of all student fees and charges, and is located on the ground floor of the Crescent Building, wing D4, male registration area, Al Ain. Our working hours for student enquiries are from 8am – 3pm, Sunday through Thursday.

SAO Contact Information:

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

Payment Methods:

According to the new University procedure, we would like to inform you that cash payment will no longer be accepted by UAEU cashier. Payment can be made as follows:

- Secure online ePayment – log on to: <https://sharepoint.uaeu.ac.ae/Pages/default.aspx>
- Place a cash deposit in the UAEU bank account (Please see details below). The original deposit slip must be submitted to the UAEU cashier to process the payment along with the student's name & ID. (Fax or photocopies will not be accepted as proof of payment.)
- Cheque and credit card payments can be made in the Cashier Office.
- MBA students in Abu Dhabi may continue to make their payments to the MBA office which is located on the 8th floor, Al Reem Island Sky Tower, Abu Dhabi. Working hours are from 08:00 am to 7:30 pm. Tel: 02-6671244.

UAEU Cashier Office:

Crescent Building: Ground floor, behind the main reception, next to library, Tel: 03-7135934.
Below are the 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*

Deadline for Payment of Tuition & Fees for Spring 2015/2016:

- 1st payment deadline (50% of the total tuition fees) is due on the 31st January 2016.
- 2nd payment deadline (Remaining 50% of the total tuition fees) is due on the 25th February 2016.

Tuition Payment Installment Plan

- To arrange a tuition payment installment plan, students must apply at the SAO before the 11th February 2016. If you were entitled to an installment plan in the previous semester you must apply again for the current semester.
- Non-payment of the total tuition fees on or before the 14th April 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 the 25th February 2016, or risk having their registration for Spring 2016 cancelled.