



جامعة أبوظبي
ABU DHABI UNIVERSITY

ABU DHABI UNIVERSITY PAYMENT POLICY

Academic Year 2018-2019

TUITION AND FEES

Tuition is based upon the College and/or Department classification as opposed to the course classification or level.

Tuition rates for undergraduate students vary from the tuition rates for graduate students. Costs of books and supplies are not included in the tuition and fees. Students at ADU are also required to pay certain fees and other costs to attend the university.

ADU reserves the right to change tuition and fee rates at any time with one semester advanced notice to students. A tuition schedule is published prior to registration for each semester.

University institutional policy requires all students to pay tuition fees in advance. A student may be administratively dropped from one or more classes if he/she fails to pay tuition fees by designated deadlines. Students who have been dropped can reregister again and a late payment fee of AED 500/- will apply.

Students who owe money to the university will not be allowed to register for the subsequent semester until the balance owed is paid in full.

PAYMENT METHODS

Students can pay cash directly at any branch of Abu Dhabi Islamic Bank or by bank transfer. Tuition and fees may also be paid by cash, cheques, and valid credit cards at the ADU Finance Department.

Cash Payment at Abu Dhabi Islamic Bank

If you wish to pay in cash, please follow the steps below to make the payment to the ADU account at any of Abu Dhabi Islamic Bank Branches:

- Access ADU Student Portal
- Enter your user name and password
- Click on registration and chose "Register in the courses"
- Make sure you have finalized your registration
- Click on the "Schedule" link to make a print-out
- Submit the print-out to any of ADIB branches
- Deposit the full amount into account No. 1-341719-8
- Keep the ADIB Deposit Slip
- If, within 48 hours, the amount paid does not appear in your statement of account, please check with the ADU Finance Department, bringing along your ADIB deposit slip.

BANK TRANSFER

Payable to:	Abu Dhabi University
Account Number:	1-341719-8
Bank:	Abu Dhabi Islamic Bank
Swift Code:	ABDIAEAD
IBAN:	AE760500000000013417198

NB! - Include your name, student ID number on the payment detail

CHEQUE

Payable to:	Abu Dhabi University
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PLANS FOR TUITION PAYMENTS

Students who enroll at ADU must choose one of the following payment plans and finalize the arrangements with the Finance Department:

Option 1

Pay in Full

Full payment is due during the first week of registration.

Option 2

Two Installments

The first payment is 50% of the total tuition fees due during the first week of registration and the second is a one post-dated cheque two months after the first payment. A collection fee of AED 130/- will be charged.

Option 3

Four Installments

The first payment is 25% of the total tuition fees during the first week of registration with three monthly post-dated cheques. A collection fee of AED 390/- will be charged.

Note: Once a student pays by post-dated cheques, he/she can't exchange any of them with cash or another cheque. All received cheques will be deposited directly to the bank on the date that the cheques become due.

ONLINE PAYMENTS

Students can pay online by using the Student Self Service. The Student needs to log in by entering his/her user name + password and follow the below steps.

Step 1: Log in into Student Self Service

Step 2: Make a payment

The screenshot shows the ADU Student Self Service portal. On the left is a navigation menu with options like 'Self Service', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Transfer Credit', 'Student Admission', 'Student Center', 'Reporting Tools', and 'My System Profile'. The main content area displays a search bar with 'other academic...' and a list of courses: ENG-UR 1000AA_M-1 LEC (1354), SOC-UR 1000AA_M-1 LEC (1794), STT-UR 1000AA_M-1 LEC (1674), and UNS-UR 1000AA_M-2 LEC (1684). Below the course list is a 'Finances' section with an 'Account Summary' showing 'You owe 6,915.00', with 'Due Now' at 6,915.00 and 'Future Due' at 0.00. A note indicates a past due balance of 6,915.00. A 'make a payment' button is highlighted with a red box.

Step 3: Select Payment Profile - Use Existing Profile

The screenshot shows the 'Specify Payment Details' form in the ADU Student Self Service portal. It includes a 'Payment Profile' dropdown set to 'MaryC00001'. The 'Credit Card Details' section contains fields for 'First Name' (Heisel), 'Last Name' (Mary), 'Credit Card Type' (Visa Card), 'Credit Card Number' (XXXXXXXXXXXX0001), and 'Expiration Date' (05 / 2013). The 'Billing Address' section includes 'Telephone' (050/672-0763), 'Email Address' (hazel.manakkil@gmail.com), 'Country' (United Arab Emirates), and 'Address'. An 'Edit Address' link is provided.

Step 4: Specify Payment Amount for the selected charges

2. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Item Description	Due Date	Item Term	Outstanding charges	Payment Amount
Transfer/Credit Eval Current St	02/28/2011	2010-2011 FALL	€5.00	
Payment	02/20/2011	2010-2011 FALL	6,950.00	100.00
			0.00	
Total			6,915.00	100.00

Buttons:

Currency used is United Arab Emirates Dirham.

Description	Outstanding Charges	Payment Amount
ADU	6,915.00	100.00

Currency used is United Arab Emirates Dirham.

[Account Inquiry](#) [Electronic Payments/purchases](#) [Account Services](#)
[Make A Payment](#) [Payment Profile](#)

Step 5: Confirm the payment & proceed with online payment

1. Specify Payment Details

You may specify your payment amount after providing your account information.

Create New Profile Use Existing Profile Do not use Profile

Payment Profile: MaryCC0001

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name: Heisel
 Last Name: Mary
 Credit Card Type: VISA Card
 Credit Card Number: XXXXXXXXXXXXXXX0001
 Expiration Date: 05 / 2013

The billing address you specify must match your credit card company's records.

Telephone: (950)472-0763
 Email Address: hazel.manakili@gmail.com
 Country: United Arab Emirates [Edit Address](#)
 Address:

Step 6: Select Credit Card Type

Online Payment Page

Once the transaction is complete, click on the Finish Button

TEST MOD

Merchant name: Abu Dhabi University

Select your preferred payment method

Pay securely using SSL+ by clicking on the card logo below:

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ACQUIRE PAYMENTS POWERED BY DIALECT

Step 7: Enter Credit Card Details - after you have entered the details click on “Pay” button on the bottom of the page

The screenshot shows the 'Online Payment Page' for Abu Dhabi University. The page header includes the university logo and navigation links for Home, Add to Favorites, and Sign out. A sidebar menu on the left lists various services like Class Search, Academic Planning, and Student Admission. The main content area features a 'Finish' button at the top right. Below it, a banner for 'NETWORK INTERNATIONAL' is displayed. The merchant name is 'Abu Dhabi University'. The form prompts the user to 'Enter your card details' and lists the following information:

- VISA:** You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.
- Card Number:** 4005500000000001
- Expiry Date:** 05 / 13 month/year
- Security Code:** 123 (The 3 digits after the card number on the signature panel of your card.)

A small image of a Visa card is shown at the bottom right of the form.

Step 8: Wait while your payment is processed

The screenshot shows the payment processing screen. The merchant name is 'Abu Dhabi University'. The main message reads: 'Please wait while your payment is processed'. Below this, it says 'Please wait...' and 'The server is processing your payment using VISA for the value of AED 1.00.' At the bottom, there is a copyright notice: 'Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.' and a logo for 'SECURE PAYMENTS POWERED BY PAYCOMETRA'.

Step 9: Wait while you are redirected back to the merchant

The screenshot shows the transaction results screen. The merchant name is 'Abu Dhabi University'. The main heading is 'Transaction Results'. Below it, the text reads: 'Result of your transaction: Your payment has been approved. Please wait while you are redirected back to the merchant...'. At the bottom, there is a copyright notice: 'Copyright ©2007 TNS Payment Technologies Pty Ltd. All Rights Reserved.'

Step 10: Check the payment information

The screenshot shows a web portal interface for Mohammed Abdulla Al Baloushi. The user is logged in as 'Mohammed Abdulla Al Baloushi'. The page title is 'Make a Payment'. Below the title, there is a section for '3. Confirm Payment'. A message states: 'If the information below is accurate, click the Submit button.' Below this is a 'Payment Summary' table with the following details:

Payment Summary	
Payment Amount	100.00 change payment amount
Currency used is United Arab Emirates Dirham.	
First Name	Hazel change payment details
Last Name	Mary
Credit Card Type	Visa Card
Card Number	XXXXXXXXXXXX0001
Card Expiration Month	05 / 2013
Telephone	050/672-0763
Email Address	hazel.manakkil@gmail.com
Country	United Arab Emirates
Address	

At the bottom of the page, there are three buttons: 'CANCEL', 'PREVIOUS', and 'SUBMIT'.

Step 11: Thank you for your payment

The screenshot shows the 'Payment Result' page in the same web portal. The user is logged in as 'Mohammed Abdulla Al Baloushi'. The page title is '4. Payment Result'. A green message box states: 'Your payment has been accepted. Save the information below for your reference.' Below this is a 'Confirmation Details' table with the following information:

Confirmation Details			
Reference Number	00000000016	Payment Amount	100.00
Credit Card Number	XXXXXXXXXXXX0001	Transaction Date	05/22/2011
Payment Profile	MaryC00001	Transaction Status	Successfully Posted
Currency used is United Arab Emirates Dirham.			

At the bottom of the page, there are two buttons: 'VIEW CONFIRMED PAYMENT' and 'MAKE ANOTHER PAYMENT'.

REFUND POLICY

Refunds are governed by the following regulations. In the event that a student withdraws or is dismissed from all classes during the semester or withdraws from certain classes during the semester, refunds will be calculated according to the following schedule:

THE REFUND PERIODS AND AMOUNTS FOR FALL & SPRING SEMESTERS	
PERIODS	REFUND AMOUNT
During the First Week (Drop and Add week) **	100%
During the Second Week	75%
During the Third Week	50%
After Third Week	0%

**Check the university Academic Calendar for dates of Drop/Add.

THE REFUND PERIODS AND AMOUNTS FOR SUMMER & WINTER SEMESTERS	
PERIODS	REFUND AMOUNT
The First and Second Days of Classes	100%
The Third and Fourth Days of Classes	75%
The following Two business days	50%
After this period	0%

A refund fee will be charged according to the following outlines:

- AED 100/- fee charged to students who dropped courses during the refund period and decided to refund the amount paid.
- AED 100/- fee charged to students who made an over-payment and decided to refund the balance.
- No fee will be charged if ADU decides to cancel the class.
- No fee will be charged in the case of postponing the semester.
- If the overpayment is less than AED 2,000, the refund will occur in about 15 working days.
- If the overpayment is equal or higher than AED 2,000, the refund will be made on a priority basis within 5 business days.
- No fee will be charged in case of withdrawing from the university.
- No fee will be charged in case of receiving a scholarship or sponsorship support.
- No fee will be charged if he/she is a graduating student.

FOR MORE INFORMATION:

Call Toll Free: 600550003

Visit Online: www.adu.ac.ae