



جامعة أبوظبي
ABU DHABI UNIVERSITY

ABU DHABI UNIVERSITY PAYMENT POLICY

Academic Year 2017-2018

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.

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:
800ADYOU (800 23968)
Visit Online: www.adu.ac.ae