



FEES & CHARGES METHODS OF PAYMENT AND REFUND POLICY



PARIS - SORBONNE UNIVERSITY ABU DHABI
FINANCE DEPARTMENT
FEES & CHARGES PAYMENT AND REFUND POLICY

A) ACCEPTABLE METHODES OF PAYMENT

Please refer to the respective Payment Schedule for details of the Tuition and other charges applicable for the Academic Year and their respective deadlines.

I. The following methods of payment are acceptable to the University:

1. **Cheques**

- Current dated UAE Dirham Cheques drawn on a bank operating in the UAE made payable to “Paris-Sorbonne University Abu Dhabi”.
- Cheques to be delivered or mailed to Finance Department:

Paris-Sorbonne University Abu Dhabi

PO Box 38044, Abu Dhabi

United Arab Emirates

- Kindly include the student’s name, Major and payment details at the back of the cheque.
- Cheques that do not clear due to insufficient funds, closure of account, or stop payment instructions will be charged **AED 200** returned cheque fine.
- If 2 cheques do not clear for the above mentioned reasons, cheques will no longer be accepted as a form of payment for tuitions and fees.
- Please ensure to keep your receipts.

2. **Bank Deposits**

Payments can be made through Cash or Cheques by depositing them directly to the University's bank account at any branch of **National Bank of Abu Dhabi**.

The following information need to be noted on the bank deposit slip;

Account Name: Paris-Sorbonne University Abu Dhabi

Account Number: 045 000 40 41

Branch: Main Branch

Student Details: Name, Major, type of tuition/fees paid

Please fax copy of the Bank Deposit Slip to PSUAD Finance Department;

Fax Number: +971 2 650 11 98 with Student Name, details of payment (major and semester)

E-mail address: financedept@psuad.ac.ae

3. **Bank Transfers**

Payment can be made by transferring the appropriate amounts directly to the University's bank account via **Telex or Swift Transfers**, from a bank or any exchange house.

The following information need to be noted on the transfer instruction form;

Bank's Name: National Bank of Abu Dhabi

Account Name: Paris-Sorbonne University Abu Dhabi

Account Number: 045 000 40 41

Branch: Main Branch

Swift: NBADAEAAKHF

Student Details: Name, Major, type of tuition/fees paid

Fax Number: +971 2 650 11 98 with Student Name, details of payment (major and semester)

E-mail address: financedept@psuad.ac.ae

4. Credit Cards

- All Major Debit Cards and Credit Cards are accepted for payment at PSUAD Finance Department.
- Only Credit Card payments are acceptable when details are completed in the respective fields of the below application.
- Master, Visa, Visa Electron, Electron, Maestro will have an additional **Handling Fee of 2.25%** of the total amount paid.

Dinners will have an additional **Handling Fee** of 3.7% of the total amount paid

- American Express (Amex) Cards are **NOT** accepted.
- Debit Cards are **NOT** accepted for installment payments.
- Instalment Payments: Max. 3 Payments per semester (Please refer to the payment schedule)
- Please ensure to keep your receipts.

Total Amount (Full Payment): AED _____

Or, Please debit my card with the following amounts:

	Date	Amount AED	Remarks
First Instalment			
Second Instalment			
Third Instalment			

Please state below the Card Details

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Expiry Date (mm/yy): _____ Verification No.: _____ Card Type: _____

*Last 3 digits on the signature strip at
the back of your Credit Card*

Full Name (as it appears on the card): _____

Signature: _____ Date: _____

Billing Address: _____

City: _____ Country: _____ PO Box/ ZIP Code: _____

5. **Bank Drafts**

Bank Drafts drawn in UAE Dirham on a **bank operating in UAE** and made payable to “**Paris-Sorbonne University Abu Dhabi**” are acceptable and can be hand delivered or mailed to PSUAD Finance Department at the following address:

Finance Department

Paris-Sorbonne University Abu Dhabi

P.O. Box 38044, Abu Dhabi

United Arab Emirates

- The Student’s name, Major and details of payment need to be mentioned on the back of the draft.
- Please ensure to keep your receipts.

II. **Important information/Notes**

- Payment will be accepted every Sunday, Tuesday and Thursday. From 9:00 am to 1:00 pm in Finance Department, office no. 2.117
- Finance department will not accept cash payment effective 1st of January 2011

B) REFUND POLICY

- 1 If you decide to withdraw before the start of the academic year, the University will refund the total amount paid except the deposit (non-refundable).
- 2 If you decide to withdraw after the start of the semester, the amount charged for your fees will depend on the time spent on Campus or at the Student Housing. Finance Department will **only consider the official withdrawal date submitted by students to the Admissions Department.**

The Amount to be charged for **Tuition Fees** is as per the following schedule:

Tuition Liability	Duration After the Start of the Semester
30% Charge	Weeks 1 & 2
50% Charge	Weeks 3 & 4
70% Charge	Weeks 5 & 6
80% Charge	Weeks 7 & 8
100% Charge	After 8 Weeks

N.B.: Please note the importance of filling a withdrawal form, as student failing to do so will be charged for the whole semester.

- 3 Refunds for the **Housing Charges** would be after recalculating the charges for the actual stay according to the applicable rate (Monthly, Weekly, or Daily) as per the Calculation of Fee table / Other Charges.
- 4 All other charges are **non-refundable**.
- 5 A written refund request should be signed and submitted to Finance Department in order to start the refund process. The request should state the beneficiary's name for this payment.
- 6 Refunds can be made only by transfers to your bank account or cheque in the student / parent's name in UAE Dirham.
- 7 If a student decides to defer his/her enrolment to the subsequent intake, payments can be carried forward provided that he/she submits a written request with payment for the deferral charge of **AED 200.00** (to be received with the request).
- 8 Each Withdrawing or Graduating Students should fill up the (Clearance Form) which is available at the Admissions office.