



**FEES & CHARGES METHODS OF PAYMENT**  
**& REFUND POLICY**



**PARIS - SORBONNE UNIVERSITY ABU DHABI  
FINANCE DEPARTMENT**

**FEES & CHARGES METHODS OF PAYMENT & REFUND POLICY**

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**A) ACCEPTABLE METHODS OF PAYMENT**

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

The following methods of payment are acceptable to the University:

**1. Online Credit Card Payment**

- Payment can be made through online. Log on to <http://myssb.psuad.ac.ae> with your PSUAD User ID and Password.
- Only Master Card and Visa Card are accepted.
- American Express (Amex) Cards are **NOT** accepted.
- Debit Cards are **NOT** accepted.

**2. 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: **620 257 8279**

IBAN: **AE45035000006202578279**

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)

### 3. **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: **620 257 8279**

IBAN: **AE450350000006202578279**

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: [finance@psuad.ac.ae](mailto:finance@psuad.ac.ae)

### 4. **Cheques**

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

## 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

- 3 The Amount to be charged for **Housing Fees** is as per the following schedule:

Tuition Liability	Duration After the Start of the Semester
20% Charge	1 to 15 days
30% Charge	15 to 1 month
60% Charge	1 to 2 months
100% Charge	After two months

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

- 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).