



UNIVERSITÉ
PARIS
SORBONNE

A B U D H A B I

FEES & CHARGES METHODS OF PAYMENT
& REFUND POLICY



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

A) PAYMENT TERMS AND 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.

1. Payment Terms:

a. Annual Administrative fees (Non Refundable)

- ❖ Full payment Upfront

b. Housing Deposit (Refundable)

- ❖ Full Payment Upfront

c. Tuition fees

- The student can choose one of the below options in settling the tuition fees throughout the semester:
 - ❖ Option 1: Full Payment Upfront
 - ❖ Option 2: Three Installments with supporting Post Dated Cheques
 - First Installment – 40% of total tuition fees per semester
 - Second Installment – 30% of the total tuition fees per semester
 - Third Installment – 30% of the total tuition fees per semester
- Penalties apply when deadlines are not respected. A charge of **AED 500** late payment fees for each missed deadline.
- A student visa will only be issued upon payment of the first installment of the tuition fees.
- **Option 2 is not applicable to DU Sports Management Program.**

d. Housing Fees

- The student can choose one of the below options in settling the housing fees throughout the semester:
 - ❖ Option 1: Full Payment Upfront prior to the date of application
 - ❖ Option 2: For first semester, 100% should be paid before August 1st.
For second semester, 100% should be paid before January 15th.
 - ❖ Option 3: Monthly Equal Installments based on a monthly rate prior to the date of application.
- Above options are not subject for changes within the semester.
- **Housing access pass will be issued only if there is no overdue amount in the tuition and full payment for the reserved duration stay (by semester, or by month) is done.**



2. Methods of Payment:

The following methods of payment are acceptable to the University:

a. **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.

b. **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: AE450350000006202578279

Branch: Main Branch

Swift: NBADAEAAKHF

c. **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

***Payment done by ATM or Cash Deposit Machine with no receipt given to Finance Department will not be considered as a payment in the student account.**

***For payment done by Bank Transfers or Cash Deposit, please send the copy with the Student ID, Student Name, and details of payment (major and semester) to the following contact details:**

E-mail address: finance-cm@psuad.ac.ae

d. 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, student’s id, major and payment details at the back of the cheque.
- Cheques that do not clear due to insufficient funds, closure of account, signature irregular or stop payment instructions will be charged **AED 500** returned cheque penalty.
- 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.

3. Refund Policy:

❖ **Academic Programmes**

- If you decide to withdraw before the start of the academic year, the University will refund the total amount paid except the Administrative Fees (non-refundable), on condition that a written request is received within four weeks of the start of the academic year.
- If you decide to withdraw after the start of the semester, the amount charged for your fees will depend on the date of the start of the program. Refund policy will be applicable as per schedule deadline below. Finance Department will only consider the official Student Clearance form submission by students to the Office of Admissions. The Student Clearance form can be downloaded from the website (www.sorbonne.ae).
- **Refund is not applicable to DU Sports Management Program.**

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

Tuition Liability	Duration After the Start of the Semester
0% Charge	Within The First Week of classes
25% Charge	Within the Second Week of classes
50% Charge	Within the Third Week of classes
75% Charge	Within the Fourth Week of classes
100% Charge	After Fourth Week of classes

❖ **Non –Registered Attendees - Long Duration Course**

- If a program is cancelled by the University before the commencement of classes – payments made towards such programs will be refunded in full.

- However, if a student decides to drop from a program before PSUAD's formal written notice communicating cancellation of such programs, normally refund policy will be applicable as per schedule deadline above.
- If you decide to withdraw after the start of the semester, the amount charged for your fees will depend on the date of the start of the program. Refund policy will be applicable as per schedule deadline above. Finance Department will only consider the official Student Clearance form submission by students to the Office of Admissions. The Student Clearance form can be downloaded from the website (www.sorbonne.ae).

❖ **Non –Registered Attendees - Auditeur Libre**

- **Non-Refundable**

❖ **Summer Class – FLE**

- If the program was cancelled by the University before the commencement of the class, student who have paid for that program will be refunded in full.
- If the program was cancelled by the University within the semester, student who have paid for that program will be refunded in full.
- If a student decides not to join a program the amount paid is **non-refundable**.

❖ **Short Duration Course (Up to one month)**

Refund for short duration course will be communicated to all applicant at the time registration or will be included in the brochure.

- If the program was cancelled by the University before the commencement of the class, student who have paid for that program will be refunded in full.
- If the program was cancelled by the University within the semester, student paid for that program will be refunded in full.
- If a student decides not to join a program the amount paid will be forfeited.

❖ **Housing Fees**

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

a. **Student Booked for Semester**

- Should a student decide to leave the residence, housing fees will be re-calculated based on an actual stay on monthly rate. Full monthly charge will be applicable irrespective of the number of days spent. No refund is due if the student stayed up to two months in the residence on a per semester booking.

b. **Student Booked for Monthly**

- In the event a student decides to leave the residence during the month, no refund will be applicable.

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

- All other charges are **non-refundable**.

- 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. A refund request form should be filled with all the required details.
- Refunds will be process within 10 working days after the date of submission of written refund request.
- Refunds can be made only through bank transfer or by cheque in UAE Dirhams, payable to the person who made the payment.
- No refund is processed due to extra payment.
- Extra payment will be carried forward against the next academic year tuition fee unless the student is graduating for whom the refund will be processed after the clearance from is finalized.