

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 "Due 14 calendar days upon confirmation of the registration for the academic year".

b. Tuition fees

Student can choose one of the following options:

- Option 1: Full Payment "Due 7 calendar days prior to the start of the semester".
- Option 2: Three Installments. Second and Third installments paid with Post-Dated Cheques or irrevocable bank standing order as following:
 - First Installment – 40% of the semester tuition fees "Due by the 7 calendar days prior to the start of the semester".
 - Second Installment – 30% of the semester tuition fees "Due 30 calendar Days after the Start of Academic Semester".
 - Third Installment – 30% of the semester tuition "Due 60 calendar Days after the Start of Academic Semester".
 - All installments/payments must be fulfilled on the earlier of the above stated timelines, or Oct 31 for Semester 1, and March 31 for semester 2.

General Tuition Fees Terms:

- Student will not be able to register for an academic semester unless all outstanding dues from previous period are settled.
- Penalties will apply when deadlines are not respected. A charge of AED 500 late payment fees will be applied for each missed deadline.
- If the cheque payment was returned back from the bank due to insufficient funds, closure of account, signature irregular or stop payment instructions, a returned cheque penalty charged amount of AED 500 will be imposed and the student will be given 5 calendar days after notice to clear the balance due, otherwise a hold will be placed on the student's account in which the student access will be suspended from the following:

- Attending classes and using the facilities.
- Sitting for the final exam/s.
- Degree, transcripts, clearance/no objection letters, and grades.
- Students who are expecting to receive any sponsorship / Scholarship will need to pay the fees as per option 1 or option 2 and a refund of the excess amount can be requested upon receiving the sponsorship / Scholarship confirmation.
- Option 2 is not applicable to DU Sports Management Program & Continuous Executive Education program.
- The student will be having the option to withdraw the uncleared post-dated cheques only upon settling the outstanding balance.

c. University dormitory residence Fees

- Student who wish to reside in the University dormitory is required to pay a refundable security deposit against any damages into the residence unit caused by the student. "Due by 7 calendar days prior to the start of the semester"

Students fees and charges terms (UAE Citizens and Residents)

- Student can choose one of the below options in settling the monthly/semester housing fees:
 - Option 1: Semester Basis occupancy in which the student will be required to pay in full at least 7 calendar days in advance before the move-in date.
 - Option 2: Monthly Basis occupancy in which the student will be required to pay monthly fees at least 7 calendar days in advance before the move in date. Post-dated cheques against the remaining months fees will have to be provided during sign up.

General University dormitory residence terms:

- The housing access pass will be issued only if there is no overdue amount from the preceding semester.
- Failing to pay the housing fees on time will result in placing a housing hold on the student's account which will lead to suspend the student from:
 - Accessing the dormitory.
 - Degree, transcripts, clearance/no objection letters, and grades

2. Methods of payment

The following methods of payment are acceptable by the University:

a. Online Debit/Credit Card Payment

- Payment can be made through online. Log on to <http://space.sorbonne.ae/> with your SUAD User ID and Password.
- Only Master and Visa cards are accepted as a form of debit/credit cards payments.

b. Bank transfers

- Payment can be made by transferring directly to the University's bank account via **Telex or Swift Transfers**, from a bank or any exchange house. **All related bank charges will have to be borne by the student.**
- Bank Transfer can be either done in UAE Dirhams "AED" or, U.S. Dollars "USD". However, if made in U.S. Dollars the exchange rate that has to be used is **1 USD = AED 3.67**
- The following information need to be noted on the transfer instruction form:

Bank's Name: **First Abu Dhabi Bank**
Account Name: **Sorbonne University Abu Dhabi**
Account Number: **4021003117287047**
IBAN: **AE850354021003117287047**
Branch: **Main Branch**
Swift: **NBADAEEAAXXX**
Bank Charges: **All on Remitter**

- Student is required to provide Finance Department with the remittance / transfer advice along with the student's ID#, Name. All to be sent to the following email address. **finance-cm@sorbonne.ac.ae. Failure to provide this will result on misallocation of payment remitted in which student account balance will remain outstanding.**

c. Cash Payments

- Cash payment can be done through the bank counters by visiting any of First Abu Dhabi Bank branches in the UAE and provide the following details:

Students fees and charges terms (UAE Citizens and Residents)

Bank's Name: **First Abu Dhabi Bank**
Account Name: **Sorbonne University Abu Dhabi**
Account Number: **4021003117287047**
IBAN: **AE850354021003117287047**
Purpose of payment: **Student/banner ID number, and name.**

- Student is required to provide Finance Department with the remittance / transfer advice along with the student's ID#, Name. All to be sent to the following email address. **finance-cm@sorbonne.ac.ae. Failure to provide this will result on misallocation of payment remitted in which student account balance will remain outstanding.**

d. Cheques

- Current dated Cheques in UAE Dirhams drawn on a bank operating in the UAE made payable to "Sorbonne University Abu Dhabi".
- Cheques can be delivered or mailed to:

Finance Department

Sorbonne University Abu Dhabi
P.O. Box 38044, Abu Dhabi
United Arab Emirates

- Kindly include the student's name, student's banner ID at the back of the cheque.

e. Debit/Credit Card Payment

- Payment can be made at the finance office located in first floor of building 1 from 9:00am to 4:30pm (Sunday to Thursday).
- Only Master and Visa Cards are accepted as a form of debit/credit cards payments.

3. Refund terms

Academic programmes

- Applicable for Newly Admitted students including French Intensive Program Students who wish to withdraw within the initial 14 calendar days of the start of the academic year, the University will refund the entire amount paid against tuition fee on condition that a withdrawal request is received within 14 calendar days of the start of the academic year.
- If students decide to withdraw after 14 days of the first semester of the first academic year, he/she will not be eligible for a refund and will be held liable for the entire semester tuition fees.
- Administrative fees are not refundable.
- No refund is applicable for DU Sports Management Program.

Non-registered attendees - Auditeur Libre

- Non-refundable

Non-registered Short/Long Duration Course

- Refund terms applicable will be as per the specific program brochure.

University dormitory

Student Booked for Semester occupancy.

- Student who wish to leave the university dormitory during the residence occupancy period, residence fees will be

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re-calculated based on **monthly/weekly rate**. Weekly rate will be applicable on any excess days over a month period irrespective of the number of days spent in a week. No refund will be applicable if the student occupied the residence for more than **3 months** in the academic semester.

- Student will be refunded security deposit upon receiving a clearance notice from the University housing department.

General Refund terms:

- Refund application to be submitted through Sorbonne space <http://space.sorbonne.ae/>
- Refund amount will be net of bank transfer fees.
- Refunds will be processed within 10 working days after refund request submission.
- Refunds can be made only through bank transfer in UAE Dirhams, payable as specified by student.
- No refund will be processed due to overpayment and it will be carried forward against the next semester or academic year tuition fees except for the following situations:
 - Graduating students, or
 - Withdrawing students, or
 - Students who are receiving scholarship or sponsorship support during the semester in which excess amount will be eligible for a refund.