

Payment Guidelines for Self-Funding Undergraduate Students



1. Tuition fees for self-funding undergraduate students are AED 2,500 per credit hour.
2. Self-funding undergraduate students who are sponsored by an external authority should pay in full by the end of the first week of the semester.
3. If full fees cannot be paid immediately, installments can be arranged with the Financial Resources Department as follows:

Semester	Payment	Payment Deadline
Fall	50% of full fees	by the end of the add/drop week (net of scholarship amount)
	25% of full fees	by 30 September (net of scholarship amount)
	25% of full fees	by 31 October (net of scholarship amount)
Spring	50% of full fees	by the end of the add/drop week (net of scholarship amount)
	25% of full fees	by 28 February (net of scholarship amount)
	25% of full fees	by 30 March (net of scholarship amount)
Summer	100%	Upon registration

4. Current and post-dated cheques (dated according to the deadlines shown in the table above) for the equivalent amounts as stated above should be submitted to the Cashier's Office.
5. Post-dated cheques are a requirement for students opting to pay tuition fees by installment.
6. Students will be subject to a fee of AED 100 for each bounced check.
7. If a student has two (2) cheques bounce, then cheques are no longer a valid method of payment for that student.
8. Students not in compliance with the tuition fee dates will be placed on a financial hold. Transcripts and other academic materials/records will not be released until all outstanding fees are fully paid.

9. Students are eligible for a full (100%) refund of tuition fees if they withdraw from a course by the last day of the add/drop period. In such circumstances, the student may choose to credit the fees to his/her account for the following semester.
10. Students are eligible for a 50% refund of tuition fees if they withdraw from a course by the last day of withdrawal from a course without penalty.
11. After the last day of withdrawal from a course without penalty, tuition fees are non-refundable.
12. Failure to attend a course (no show) does not result in a refund of charges. Students not planning to attend must officially drop their registration during the drop/add period. Students reported as “no show” in class will be withdrawn from the class without a refund. These students will be placed on a financial hold and will not be able to register in future semesters until the outstanding tuition fees from previous semesters are fully paid.
13. Admission application fees of AED 250 and amounts credited by scholarship are non-refundable.
14. Refunds of tuition fees will be handled by Financial Resources at the University and will be made directly by means of a bank transfer to the student’s (parent’s) bank account within 15 working days upon receipt of an approved refund payment request from the Office of the Registrar.
15. Exceptions to the above guidelines will be handled on a case-by-case basis.
16. Tuition fees payment can be made in either Dubai or Abu Dhabi Campuses cashier offices. The University accepts payment by cash, credit card, and cheque.
17. Payments can also be made online as follows:
 - Logon to Zayed University Student Blackboard system at <http://learn.zu.ac.ae> and click on **View and Pay Tuition Fees** to see and pay the outstanding balance.
18. For a bank transfer, the following bank details can be used:

First Abu Dhabi Bank (FAB)
FIRST ABU DHABI BANK, HEAD OFFICE
PO BOX 6316, ABU DHABI
ZAYED UNIVERSITY
Account Number: 4021003597649018
IBAN:AE620354021003597649018
Swift Code: NBADAEAAXXX

- All students are required to send us a copy of the bank transfer confirmation by email to ar@zu.ac.ae
- All students are required to include their ZU student ID number within the bank transfer description/purpose.