

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 – To be paid within one month of receiving acceptance letter

b. Tuition fees (non-refundable)

The student can choose one of the below options in settling the tuition fees throughout the semester:

- Option 1: Full payment Upfront – To be paid within one month of receiving acceptance letter
- Option 2: Three Installments with supporting Post Dated Cheques
 - First Installment – AED 10,000 To be paid within one month of receiving acceptance letter
 - Other Two Installments – remaining tuition fees will be divided equally - To be paid within one month after each payment deadline
- Penalties apply when deadlines are not respected. A charge of **AED 500** late payment fees for each missed deadline.

c. Discount Rules

- Discount is applicable subject to the below conditions:
 - Student must pay in full the administrative fees of AED 2,700 and the first installment tuition fees AED 10,000 within one month of receiving acceptance letter to secure their seat.
 - If the student confirmed their acceptance within one month, 30% discount is applicable. Payment schedule with 30% discount is to be followed.
 - If the student confirmed their acceptance after one month before end of the second month, only 20% discount is applicable. The administrative fees of AED 2,700 and first installment of AED 10,000 is to be paid after exceeding the deadline of the first discount and before end of the second month. The remaining 2 installments to be paid based on the payment schedules deadlines.
- No discount is applicable if the student confirmed the acceptance after two months. Student must follow the payment schedule with the full price.
- Discount is applicable only for individual student that are not under the corporate discount
- The program starts at the end of September; for students who qualify for a discount, the total payment for the course will be collected not later than:
 - End of July for student eligible for 30% discount
 - End of August for student eligible for 20% discount
- For late interviews until end of August, discount is not applicable

d. Corporate Discounts

Full price is applicable for all selected and accepted staff after interviews. Corporate discount is applicable for the below conditions:

- 5 staff selected and accepted = 1 more free registration (could be hold one year as voucher*) – total 6 corporate

Fees and charges methods of payment and refund policy

students registered

- 10 staff selected and accepted = 3 more free registration (could be hold one year as voucher*) – total 13 corporate students registered
- 15 staff selected and accepted = 5 more free registration (could be hold one year as voucher*) – total 20 corporate students registered

***All vouchers will be based on the policies and procedures for this program**

2. Methods of payment

The following methods of payment are acceptable by the University:

a. Online 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 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: **First Abu Dhabi Bank**
Account Name: **Sorbonne University Abu Dhabi**
Account Number: **4021003117287047**
IBAN: **AE850354021003117287047**
Branch: **Main Branch**
Swift: **NBADAEAAXX**

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 **First Abu Dhabi Bank**.

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

Account Name: **Sorbonne University Abu Dhabi**
Account Number: **4021003117287047**
IBAN: **AE850354021003117287047**
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@sorbonne.ae**

d. Cheques

- Current dated UAE Dirham Cheques 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 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

- If you decide to withdraw before the start of the academic year, the University will refund the total amount paid except the Administrative Fees of AED 2,700 and First Installment tuition fees of AED 10,000 on condition that a written request is received before the start of the class.
- If you decide to withdraw after the start of the academic year, no refund is applicable.
- If a program is cancelled by the University before the commencement of classes – payments made towards such programs will be refunded in full. In case there is Visa issued to the student, it will be cancelled automatically.

3. Refund process

- Log on to <http://space.sorbonne.ae> with your SUAD User ID and Password then create your application for refund on the "My E-Services" and complete the required information.
- Refunds will be process within 10 working days after the date of submission
- Refunds can be made only through bank transfer in UAE Dirhams, payable to the person who made the payment.
- International bank charges is applied if bank account provided is outside UAE.