

Payment Methods

Tuition and fees are due upon registration, unless a student is registering online, in which case the deadline for payment established by the Finance Office must be respected.

Students can pay for tuition and other fees by **cash**, **check** drawn on a UAE banks, **bank transfer** or through **Credit Card**.

Cash

Students can pay cash in UAE dirham at the CASH machine located in front of the finance office, Administration building or at any branch of Al Ansari Exchange in the UAE.

Bank Transfer

Payable to the “American University in Dubai”, Account number: 1000351229, IBAN number AE47023000001000351229 at the Commercial Bank of Dubai, Dubai Head Office, and swift code: CBDUAEADDXB. Please Include student name and I.D. number on the payment details.

Checks

Payments can be made through checks drawn on any bank operating in the UAE and payable to “American University in Dubai. Students who submit non-negotiable checks will be charged AED 300 non-refundable administrative fee and will henceforth be required to make future payments in the form of cash or bank transfer.

Credit Card

Existing students

Payment is made online by logging in to the Student Portal with AUD user ID and password. Online card payment is accepted with **no service charge or additional cost**.

New students and guardians

Payment can be made online by using a secure payment link sent by the finance office. Kindly communicate with finance@aud.edu

Outstanding Balances

A student cannot register until all outstanding balances are cleared. Payments will be credited toward outstanding balances before being applied to current registration charges. Transcripts, grades, diploma, graduation/completion letters and certifications will not be issued for students who have not met their financial obligations.

Refunds

All refund requests will be processed within 30 days and are done in the form of checks or wire transfers. Refunds are governed by the following regulations:

(1) Tuition (except IELP)

In the event that a student withdraws or is dismissed from all classes during the term, refunds of tuition and fees will be calculated according to the following schedule:

Schedule	Refund
During Drop/Add*	100%
Until the end of the second week**	50%
Until the end of the third week	25%
After the third week	0%

In the event that a student withdraws from partial classes during the term, refunds will be calculated according to the following schedule:

Schedule	Refund
Until end of Drop/Add***	100%
After Drop/Add	0%

(2) Tuition (IELP)

Schedule	Refund
Until the end of Drop/Add	100%
After Drop/Add	0%

(3) Housing Fees and Charges

The one-time, housing security deposit is refundable at the end of the semester if no housing damage has occurred.

The housing reservation fee is non-refundable and nontransferable unless the student's application for admission is rejected or the student cancels their admission (including conditional) one month prior to the start of the semester for which he or she has paid.

**For new students in the first semester of attendance 100% refund with the exception of the reservation and enrollment deposit of AED 5,000 (for undergraduate) and AED 2,000 (for graduate) which is nonrefundable.*

*** Sunday-Thursday*

**** The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form. Check the AUD Academic Calendar for dates of Drop/Add.*