


# STUDENT FINANCE

# TODAY'S TOPICS

- 
- *Student Financial Responsibilities*
  - *Understanding your financial obligations*
  - *Specifics of your tax invoice*
  - *Getting in Touch*



# STUDENT FINANCIAL RESPONSIBILITIES

- The Student Financial Responsibilities policy is the guide for all your financial queries.
- It covers the following areas:
  - Tuition fees
  - Other fees such as student visa fees, student services fees, transport fees
  - Fee payment options
  - Payment / Instalment plans
  - Student account sanctions
  - Managing your student funding (scholarship / financial aid / bursary)
  - Refund policy
  - Help and Support



# PAYING YOUR FEES

## Step 1

Complete unit enrolment via student portal before the trimester commences



## Step 2

Review the tax invoice sent to your Curtin email ID  
(sent within the first week of your trimester or within 2 days of unit enrolment)



## Step 3

Ensure you settle your full tuition fees by the trimester's fee due date

# IMPORTANT DATES

Milestone	Due Dates
Full fees settlement deadline	Within the first week of the trimester
Instalments plan dates (can be availed by providing post-dated cheques)	Four equal instalments over the period of the trimester – details in your tax invoice
Financial census date (Last date for withdrawal without financial liability penalty)	25 days from the first day of the trimester

You may click [here](#) to access the Academic Calendar for each trimester and view the key dates.

# UNDERSTANDING YOUR TAX INVOICE

## TAX INVOICE

Date	: 16-Feb-2026
Invoice Number	: 22407893-SEMESTER 1 2026
From	: Transnational Academic Group Middle East FZ LLC (AIP for Curtin University Dubai)
TRN Number	: 100265842300003
Student Name	: John Smith
Student ID	: 22407893
Student Address	: Dubai, UAE
Program	: BENGINEERING
Study Period	: Semester 1 2026
Tax Invoice Period	: 16-Feb-2026 to 12-June-2026
Currency	: AED

# UNDERSTANDING YOUR TAX INVOICE

Item Description		Quantity	Rate	Discount	Taxable Amount	VAT (5%)	Net Amount
Tuition Fees		Study Credits					
MCEN3002	25.00	1.00	7,250.00	-725.00	6,525.00	326.25	6,851.25
MCEN4000	25.00	1.00	7,250.00	-725.00	6,525.00	326.25	6,851.25
MCEN3007	25.00	1.00	7,250.00	-725.00	6,525.00	326.25	6,851.25
Trimester Service Fees			476.19	0.00	476.19	23.81	500.00
Trimester Transport Fees			0.00	0.00	0.00	0.00	0.00
Late Fine			0.00	0.00	0.00	0.00	0.00
<b>Total Taxable Amount</b>							<b>19,575.00</b>
<b>VAT at 5%</b>							<b>978.75</b>
<b>Total Net Amount</b>							<b>20,553.75</b>
<b>Add / (Less): Debit on Account / (Advance Paid or Credit on Account)</b>							<b>0.00</b>
<b>Total Outstanding Balance</b>							<b>20,553.75</b>

- Your total due to be settled immediately is AED 20,553.75 (AED Twenty Thousand Five Hundred and Fifty Three & 75 Fils Only).
- If you have paid the outstanding balance and the amount is yet to reflect in your account, please ignore the outstanding balance amount.

Funding Percentage: 10.00%

Funding status: Subject to fee settlement before due date and maintaining grade in GNS unit (if applicable)



# UNDERSTANDING YOUR TAX INVOICE

- To avail the payment plan, it is mandatory to submit the below cheques by 23-Feb-2026.
- If full payment or post-dated cheques are not received by 23-Feb-2026, funding (scholarship, bursary, or tuition grant) will be cancelled / withdrawal will be processed.
- International students are required to submit a standing instruction confirmation from the bank to avail the instalment plan.
- AED 500 will be charged per month if payment is not settled by the due date mentioned above.
- Outstanding balances beyond the census date will result in cancellation of enrolment for the trimester.

## Payment Plan Details:

Instalment	PDC Date	Amount (AED)
First	23-Feb-2026	5,263.43
Second	23-Mar-2026	5,263.43
Third	23-Apr-2026	5,263.43
Fourth	23-May-2026	5,263.43

Cheques to be in favour of “Curtin University Dubai”

Please include student name, Curtin [ID](#) and telephone number behind each cheque.

Cheques must be dropped at the cheque deposit boxes on campus located near the finance counter in block 10 and at the visa office in block 11.

AED 500 will be charged per dishonoured cheque and cheques will not be placed on hold.



# UNDERSTANDING YOUR TAX INVOICE

## Minimum Study Load Requirement

As per the Student Financial Responsibilities Policy, you are required to enrol in a minimum of 75 credit points to retain your scholarship / bursary. This requirement is exempted for the below category of students:

1. Students in their graduating trimester (final trimester)
2. Students who are recipients of financial aid and sports scholarship
3. Students on a reduced study load due to unit unavailability
4. Students on a reduced study load due to conditional status
5. Student enrolled into the Not for Degree program

You are required to enrol into the minimum study load before the census date if you do not meet the above criteria to ensure retention of your scholarship / bursary.

# PAYMENT OPTIONS

You can settle your payments in the following ways:

1. Cash Deposit at ATM (please share the deposit slip with [finance@curtindubai.ac.ae](mailto:finance@curtindubai.ac.ae) if using this method)
2. Online payment using the Curtin Dubai payment Portal. Click [here](#) to Pay.
3. Cheques must be dropped at the cheque deposit boxes on campus located near the finance counter in block 10 and at the visa office in block 11.
4. Bank transfer to the University's account (please share transfer advice with [finance@curtindubai.ac.ae](mailto:finance@curtindubai.ac.ae) if using this method):

Details	AED	USD
Account Name	Curtin University Dubai	Curtin University Dubai
Account Number	1291203988691030	1291203988691040
Bank	First Abu Dhabi Bank	First Abu Dhabi Bank
IBAN	AE790351291203988691031	AE730351291203988691042
SWIFT CODE	NBADAEEA	NBADAEEA

# General finance FAQs

## 1. What are my tuition fees for the new study period?

Please note that to receive your tax invoice you must first enroll in your units for the respective trimester. Once enrollment is complete, a tax invoice will be issued during the first week of the trimester, which will include details on your tuition fees, due dates, installment plan, and available payment options.

## 2. Where would I receive my Tax invoice?

Your tax invoice will be sent to your university student email at the start of every trimester, once your enrollment has been completed.

Please ensure that your student email account is activated. If you experience any issues, kindly contact [it.servicedesk@curtindubai.ac.ae](mailto:it.servicedesk@curtindubai.ac.ae) for assistance.

*Important: The tax invoice will only be sent to your university student email and not to any personal email accounts. Make sure to check your university account regularly to stay updated.*

## 3. By when should I settle my outstanding fees?

You are required to settle the outstanding fees by the due date specified in the tax invoice.



# General finance FAQs

## 4. Are there payment plans available?

- If you are unable to settle your fees in full, you may avail for an instalment plan before the due date by providing post-dated cheques based on the cheque dates provided in your tax invoice.
- If you are an international student who is unable to provide post-dated cheques to secure the instalment plan, you must submit proof of standing instructions issued to your banker based on the schedule of payment as per the instalment plan.

Payment plans are not permitted for students with past outstanding debts.

## 5. I do not have a bank account or access to cheque facility in the UAE. Can I avail the instalment plan without submitting post-dated cheques?

No, it is mandatory to submit post-dated cheques or send us proof of standing instructions issued to your banker based on the schedule of payment to avail the instalment plan.

*Important: All cheques must be submitted by the due date stated in your Tax Invoice.*

# General finance FAQs

## 6. How do I submit my cheques?

Process for Cheque Submission:

- Prepare your cheques according to the installment plan provided in your Tax Invoice.
- Collect a Cheque Deposit Envelope – available near the Finance Counter (Block 10) and near the Visa Office (Block 11)
- Fill in the required details as mentioned on the envelope:
  - \* Full Name
  - \* Student ID
  - \* Invoice number: Refer to your tax invoice.
  - \* Contact Number
  - \* Cheque details: (Note: The Cheque Number is the first six digits printed on your cheque below.)
- Tear off the slip from the envelope – this will serve as your proof of payment.
- Insert the cheque into the envelope and seal it properly.
- Deposit the sealed envelope in the Cheque Deposit Box.

# General finance FAQs

## 7. Can I enroll in the next study period while having outstanding debts from prior study periods?

No, you must settle outstanding debts from prior study periods to be eligible to enroll in the next study period. If you have outstanding debts from prior study periods, your student account will be on sanction that will not permit you to enroll.

## 8. Will my funding (scholarship / financial aid / bursary / discount) be reduced if I do not meet the standards of academic performance in the previous study period?

Yes, failure to maintain the standards of academic performance as per the Student Financial Responsibilities Policy will result in reduction or cancellation (at the discretion of the Funding Committee) in funding for the total remaining units for which you are yet to enroll.





Curtin University

Dubai

# Contact Us



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Block 10, Student Finance Centre



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# Thank You

