






الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

Tuition Fees Guide

First: Paying Tuition Fees

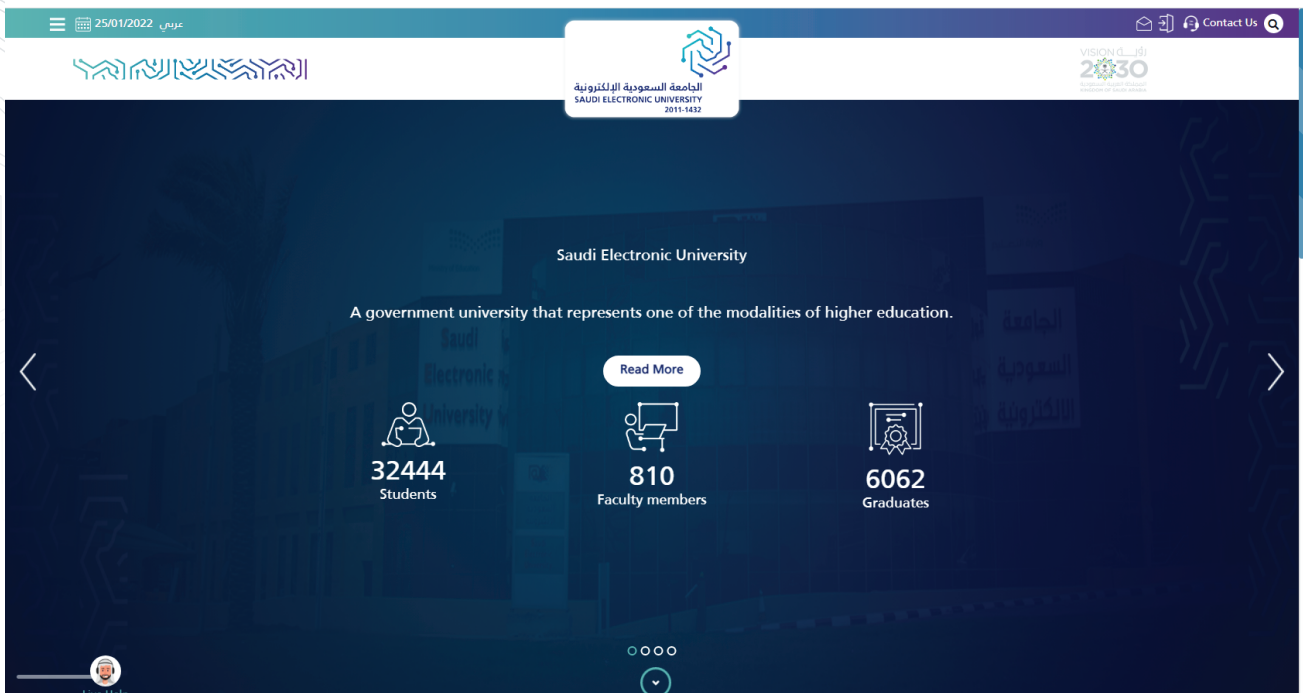
A service that enables students to pay the fees through the student services portal using one of the following cards:

Mada	 The Mada logo consists of a blue horizontal bar above the Arabic word "مادى" (Mada) and a green horizontal bar below it with the word "mada" in lowercase.
VISA	 The VISA logo features the word "VISA" in blue capital letters on a white background, with a blue bar above and an orange bar below.
MasterCard	 The MasterCard logo consists of two overlapping circles, one red and one orange, with the word "MasterCard" in white text across the center.

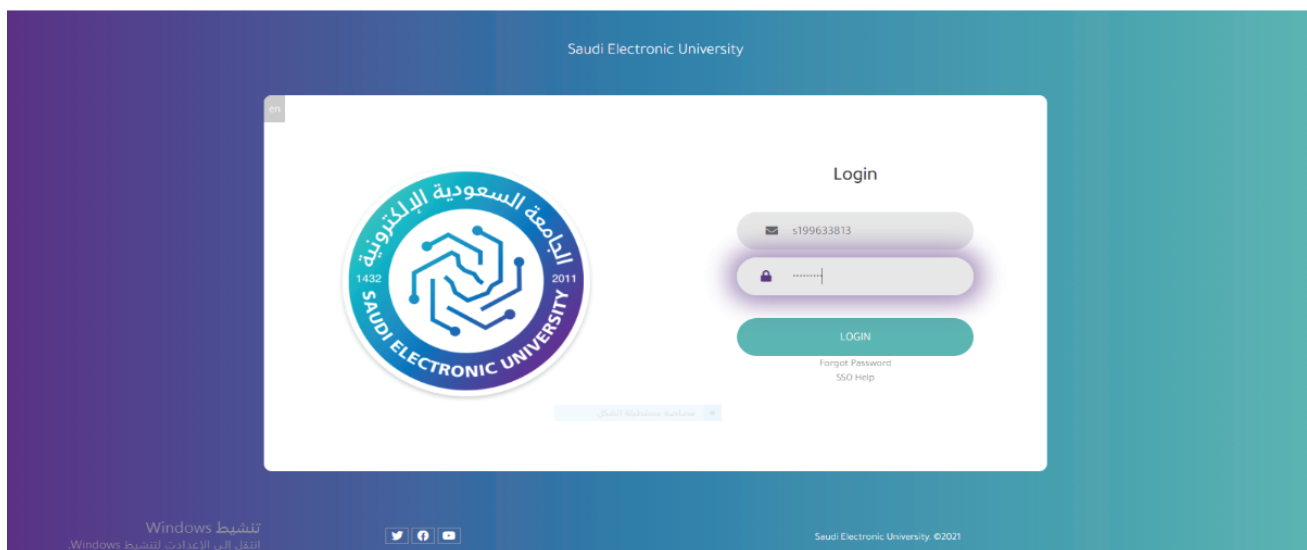


Steps:

- 1 Log in to the university website ([click here](#)) and then click Login.



- 2 Write the username and password.



- 3 Select "**Financial Affairs**" from the main page, then "**Pay Tuition Fees**" from the drop-list.

The screenshot displays the university's main dashboard. At the top, there is a navigation bar with the university logo and a user profile for 'Postgraduate Demo'. Below this, the dashboard is organized into sections. The 'my systems' section features a grid of icons for various services: Events and events management, Course registration, Student self services, student rights, Blackboard, E-mail, University Medical Center, knowledge resource platform, and Electronic Exam Instructions. The 'school calendar' section shows a notification about an extended weekend leave. On the right side, there is a vertical navigation menu with options like Main, student information, Certificate printing, Academic applications, financial affairs, Other requests, Exam affairs, Academic Assistant, and my systems.

- 4 After reading the instructions click on "**Pay fees**".

The screenshot shows the 'Fees Pay' page. The page has a light blue background with a grid pattern. On the left, there is a graphic of a stack of books and a pen. The text 'Fees Pay' is prominently displayed. Below it, there is a 'Manual:' link with a download icon.

لا يوجد لديك فاتورة في الوقت الحالي , لمعرفة حالة السداد الرجاء الدخول على "الخدمات الذاتية للطلبة" واختيار التالي :

1. Banner
2. Student
3. حسابات الطالب
4. ملخص الحساب المالي

وسيفهر لك تفصيل بجميع الأمور المالية الخاصة بالطالب



5 Fill in your card information then click on "pay now".

The image shows a payment form on the left and a credit card on the right. The form has the following fields and labels:

- Card Type: mada (مدا)
- Card Number: رقم البطاقة (رقم البطاقة)
- Expiration Date: MM / YY (تاريخ الإنتهاء)
- Cardholder Name: اسم حامل البطاقة (اسم حامل البطاقة)
- CVV: رمز التحقق (CVV) (رمز التحقق (CVV))
- Button: اذفع الآن (ادفع الآن)

The credit card on the right has the following labels:

- A: Card Number (1,234 5678 9987 6087)
- B: Expiration Date (12/21)
- C: Cardholder Name (CARDHOLDER NAME)
- D: CVV (999)

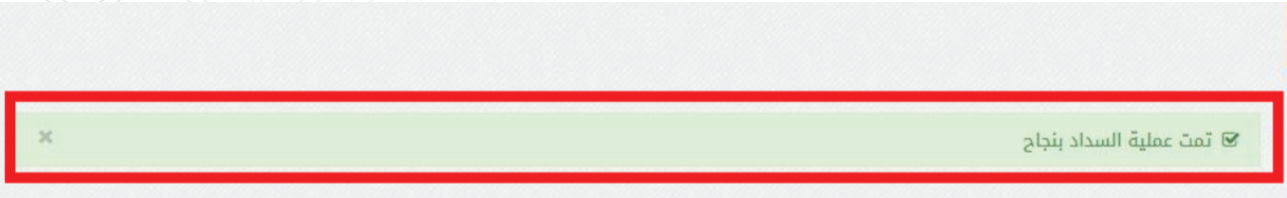
6 Enter the secure code sent by your bank to your phone number.

The image shows a payment confirmation page with the following elements:

- Logos: mada (مدا) and NCB الاهلي (الاهلي NCB)
- Section: **Enter Your One Time Password™**
- Text: Please enter your One Time Password; in the field below to confirm your identity for purchase. This information is not shared with the merchant
- Merchant: Saudi Electric University
- Fields: Amount, Date, Card Number, Personal Message
- Section: **Secure Code** required
- Field: A red-bordered input field for the secure code.
- Buttons: Submit, Help, Cancel



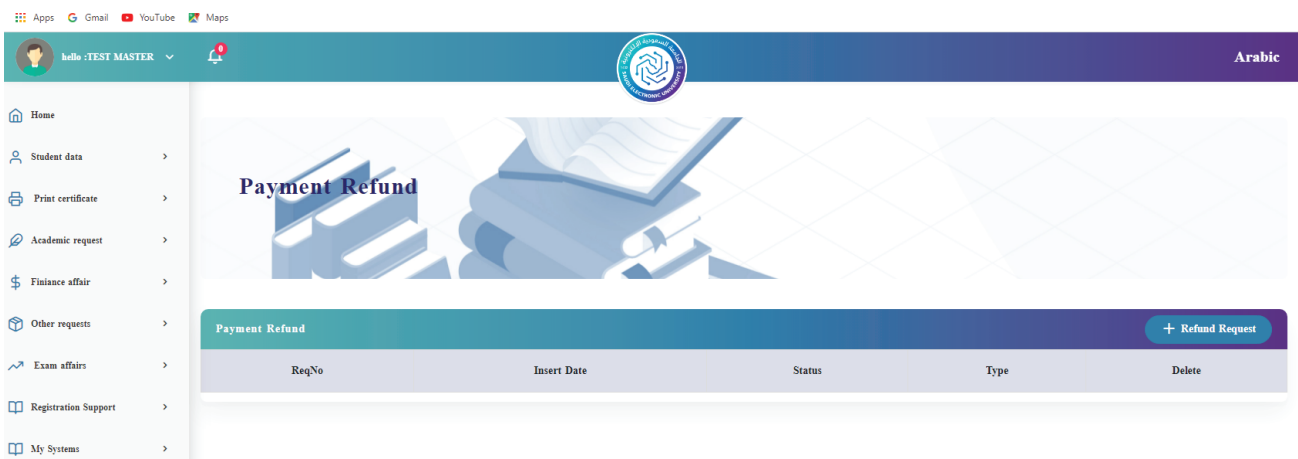
- 7 After successfully completing all the previous steps, you will receive a message "**payment was completed successfully**".



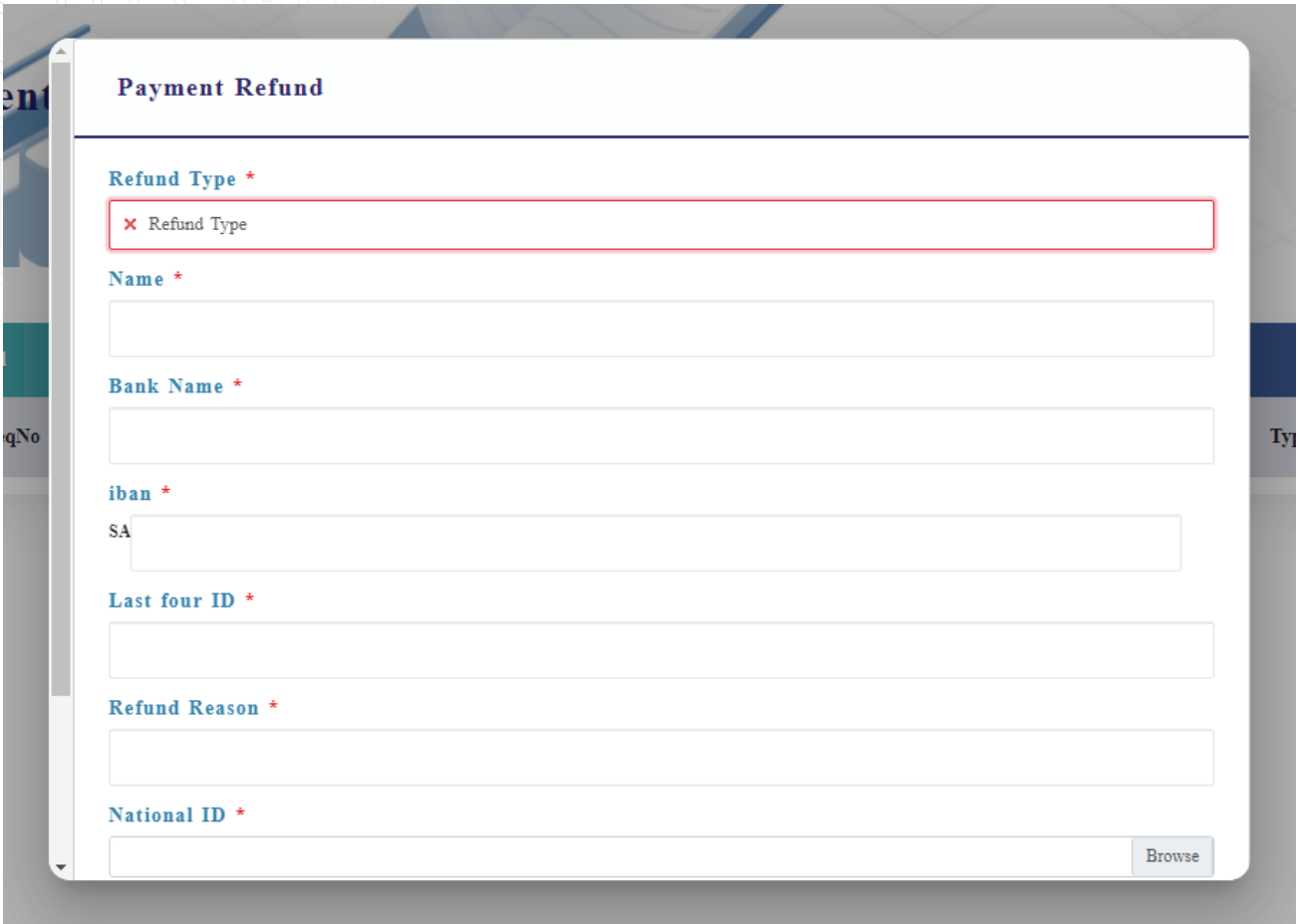
Second: Fees Refunds

This service enables students to request a refund of tuition fees, provided that they apply for postponement, course deletion, or withdrawal from the university before the end of specified time for refunding fees, according to the academic calendar announced for postgraduate students.

- 1 Select "**Financial Affairs**" from the main page, and then select "**tuition fees refund**", then select the option "**new request**".



2 After that, select the type of refund request.



The image shows a web form titled "Payment Refund". The form contains several input fields, each with a red asterisk indicating it is required. The "Refund Type" field is highlighted with a red border and contains the text "x Refund Type", indicating an error. The other fields are empty.

Payment Refund

Refund Type *
x Refund Type

Name *

Bank Name *

iban *
SA

Last four ID *

Refund Reason *

National ID *



- 3 Fill in the details of your card that you paid from, in the specified field. Then upload a copy of your national ID, a copy of the payment receipt, and then click Save.

The image shows a screenshot of a web form for requesting a refund. The form is titled "Refund Type" and contains several input fields and buttons. The fields are: "Refunding payment for study" (a dropdown menu), "Name", "Bank Name", "iban" (with "SA" pre-filled), "Last four ID", "Refund Reason", "National ID" (with a "Browse" button), and "Payment Receipt Copy" (with a "Browse" button). The form is enclosed in a grey border with a blue header and footer.

When completed, request status and performed action will appear.



Third: Exam re-marking fee refund service

- 1 Select "**Financial Affairs**" from the main page, and then select "**tuition fees refund**", then select the option "**new request**".

The screenshot shows a web application interface. At the top, there is a navigation bar with a user profile 'hello :TEST MASTER', a notification bell, and the text 'Arabic'. Below the navigation bar is a sidebar menu with options: Home, Student data, Print certificate, Academic request, Finance affair, Other requests, Exam affairs, Registration Support, and My Systems. The main content area features a header with the text 'Payment Refund' and an illustration of books and a pen. Below the header is a table with columns: ReqNo, Insert Date, Status, Type, and Delete. A '+ Refund Request' button is located in the top right corner of the table area.

ReqNo	Insert Date	Status	Type	Delete
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2 After that, select the type of refund request.

Payment Refund

Refund Type *

Refunding payment for exam

Name *

Bank Name *

iban *

SA

Last four ID *

Refund Reason *

National ID *

Browse



3 Fill in the details of your card that you paid from, in the specified field.

Then upload a copy of your national ID, a copy of the payment receipt, and then click Save.

The image shows a form for submitting a refund request. It contains the following fields and controls:

- Name ***: A text input field.
- Bank Name ***: A text input field.
- iban ***: A text input field with the prefix "SA" already entered.
- Last four ID ***: A text input field.
- Refund Reason ***: A text input field.
- National ID ***: A text input field with a "Browse" button to the right.
- Payment Reciept Copy ***: A text input field with a "Browse" button to the right.

At the bottom right of the form, there are two buttons: "Cancel" (with a close icon) and "save" (with a save icon).

When completed, request status and performed action will appear.



مع تمنياتنا لكم بالتوفيق

عمادة الدراسات العليا