

**SUMMARY OF ENROLMENT/FEE PAYMENT & WITHDRAWALS****Penster 2/2017****1. ENROLMENT**

All Students MUST enrol on the scheduled date and time.

**2. SURCHARGE ON LATE ENROLMENT**

Students who fail to enroll on the scheduled date and time will have to pay a late enrolment fee of \$50.00.

**3. PAYMENT OF FEES**

ALL fees are due and payable on the enrolment day & must be paid before the commencement of the Term. **A late payment fee of \$50.00** shall apply to all late payments remitted.

**4. FULL PAYMENT OF FEE WITH A PAYMENT PLAN**

The University will at all times seek to be sympathetic to, and understanding of, individual student's financial circumstances. Students who, for reasons of financial hardship or legitimate emergencies, are unable to pay their fees when due, must apply for an arrangement for a payment schedule with the Finance Office by **31<sup>st</sup> March 2017**. **Payment Plan Application forms is available on the FNU website - [www.fnu.ac.fj](http://www.fnu.ac.fj)**.

**5. FINANCIAL HOLD**

Students who fail to pay the Full fees by **31/03/2017** or do not apply for a payment schedule will have their student accounts on **Financial Hold** with effect from **03/04/2017**. **All University services shall be suspended**. The Financial Hold will be uplifted upon payment of full fees or upon the acceptance of a payment plan by the Finance office.

**6. DEREGISTRATION**

Students on Financial Hold who fail to pay the Full Fees by **12/05/2017** shall be deregistered and will not be re-registered unless the re-registration fee of \$100.00 and debt paid in full.

**7. FNPF ASSISTANCE**

All students seeking education assistance from FNPF should note that FNPF pays the tuition fee only.

Any delays with the payment from FNPF will be the sole responsibility of the student.

**8. WITHDRAWAL**

Students are encouraged not to withdraw from their programme and courses of studies. However, if there are genuine reasons you may withdraw. The last date for withdrawal is **31/03/17**. Therefore, it should be noted that a withdrawal without a penalty MUST be made by the end of **1<sup>st</sup> week** of lectures or by **31/03/17**.

If you withdraw after the census date (**Week 1 or 03/04/17**), a penalty of **50% of the tuition fees** or amount proportionate to the amount of service rendered shall be charged; whichever is higher. **The registration fee is not refundable**.

  
Director Finance**(FNU reserves the right to change the fees)**