



STUDENT FEE POLICY

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1. Policy Purpose
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1. Purpose

- 1.1. The purpose of this policy is to outline the policy and processes in relation to charging and collecting course fees.

2. Objectives

- 2.1. This policy describes the responsibility of students relating to fee payment, withdrawals & refunds. It applies to all types of students who are eligible to study at Fiji National University.

3. Tuition Fees

- 3.1. Key Principles
 - 3.1.1. Fees and charges are established periodically by the Council.
 - 3.1.2. All students will be made aware of the course fees through their offer letters, course fee leaflets, and other documents.
 - 3.1.3. Fees include:
 - 3.1.3.1. Enrolment Fee: This is a non-refundable mandatory fee that shall be paid upon enrolment at the University.
 - 3.1.3.2. Tuition Fee: This includes all fees that are to be paid for a unit enrolment.
 - 3.1.3.3. Other fees: This includes Student Association Fee, Indemnity Cost Fee and other miscellaneous fees that the University may charge from time to time
 - 3.1.4. Fees may differ for different programmes, different units, and/or different levels of study and/or different modes of study.
- 3.2. Students will be provisionally notified of fees due during online enrolment. The Fiji National University reserves the right to amend fees charged should any errors or omissions be discovered.

4. Payment of Fees

- 4.1. All fees are due and payable within the regulated deadlines.
- 4.2. All fees are payable to the Fiji National University, regardless of the location of study.
- 4.3. The students and/or their sponsors are responsible for the prompt payment of all fees due, as per agreed payment arrangements.
- 4.4. 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 within the following deadlines:
 - 4.4.1. For Semester: 4 weeks from the commencement of the semester
 - 4.4.2. For Trimester: 4 weeks from the commencement of the trimester
 - 4.4.3. For Quarter: 4 weeks from the commencement of the Quarter
 - 4.4.4. For Summester: 1 week from the commencement of the Summester
 - 4.4.5. For Block/Short Course: 2 days from the commencement of the Block/short course.
- 4.5. For NTPC programmes: all fees to be paid before the commencement of the programme/course
- 4.6. Students who do not apply for a payment schedule as per paragraph 4.3, or whose applications are declined shall have their accounts placed on Financial Hold.
- 4.7. Students on Financial Hold shall have their financial hold lifted upon payment of full fees or upon the acceptance of their payment plan by the Finance office, such acceptance being signified by return of a stamped copy of the plan to the student.
- 4.8. A penalty shall apply on all late payment of fees.
- 4.9. Students shall be de-registered if they have any outstanding fee and have not made any payment arrangement by week 8 for semester and trimester basis courses, week 5 for quarter basis courses.



- 4.10. De-registered students shall not be re-registered unless they pay re-registration fee and pay their debt in full.
- 4.11. If a student is registered for a particular unit or programme in a specified term but elects not to attend, the student must officially withdraw from the programme or unit, as the case may be, within the periods specified in paragraph 3.2 above. A failure to withdraw does not cancel or nullify the fee/charge due to the University unless a written confirmation is received by the College/Centre of non-attendance of classes.

5. Withdrawal

- 5.1. A student may withdraw from a unit or a programme of study, or from the University by lodging the prescribed withdrawal form.
- 5.2. No penalty on tuition fee shall apply for withdrawals if they are done within the following timeframe:
 - 5.2.1. For Semester: 2 weeks from the commencement of the semester,
 - 5.2.2. For Trimester: 2 weeks from the commencement of the trimester
 - 5.2.3. For Quarter: 2 weeks from the commencement of the Quarter
 - 5.2.4. For Summester: 1 week from the commencement of the Summester
 - 5.2.5. For Block/Short Course: 1 day from the commencement of the Block/Short course
- 5.3. For any withdrawal outside this period, a penalty equivalent to 50% of the tuition fee or amount proportionate to the amount of service rendered shall be charged, whichever is higher.
- 5.4. The enrolment fee is non-refundable.

6. Non Payment of Fees

- 6.1. No record shall be released, nor future registration allowed, until all debts to the University are settled.

7. Refund of Tuition and Other Related

- 7.1. All University departments, including the Revenue and Debt, issue refunds according to the following policies depending on how the original payment was made. Documentary evidence must be provided in support of an application made for refund tuition or any related fee. Student refunds are processed on weekly basis.
- 7.2. Students are eligible for refund of tuition and all other related fees charged and paid to the University may be subsequently refunded, based on the following circumstances;
 - 7.2.1. Students who officially withdraw from the programme/course or change of programme/course, prior to the deadline for withdrawal.
 - 7.2.2. Programmes /courses cancelled or not delivered as scheduled by the university.
 - 7.2.3. Students or other stakeholders has overpaid the university.
- 7.3. **Extenuating Circumstances where refund shall be processed**
 - 7.3.1. Grounds for Refund Withdrawal in compassionate circumstances may be accepted on grounds for a full or partial refund of tuition fees or other related fees based on management discretion. Compassionate circumstances may include but are not limited to:
 - 7.3.1.1. Serious illness or disability which prevents the student from being able to study.
 - 7.3.1.2. Death of a close family member (parent, grandparent, sibling, spouse or child).
 - 7.3.1.3. Political or civil event or natural disaster which prevents payment of fees.
 - 7.3.2. These reasons may be accepted as grounds for a full or partial refund of fees for any reasons prescribed in section 7.3.1 provided that adequate documentary evidence is provided to support the application for a refund. The student may also be eligible for withdrawal without academic penalty in compassionate circumstances, including the time within which an application must be lodged, is set out in the University Student Academic Regulation.

7.4. Gown refund



7.4.1. Students are eligible for refund once clearance is done by registrar's office upon returning of graduation gown.

8. Fee waiver

8.1. Grounds for waiver of student fee in compassionate circumstances may be accepted on grounds for a full or partial waiver of tuition fee, General fee/Mandatory Enrolment fee, accommodation fee, surcharges or penalties or any other student related fees based on management discretion. Compassionate circumstances may include but are not limited to:

- 8.1.1.1. Serious illness or disability which prevents the student from being able to pay.
- 8.1.1.2. Death of a close family member (parent, grandparent, sibling, spouse or child).
- 8.1.1.3. Political or civil event or natural disaster which prevents payment of fees.
- 8.1.1.4. National duties.

9. Enrolment as a Contract

9.1. The enrolment of a student at the University is a deemed contract between the student and the University