



STUDENT FEE POLICY

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Approving Authority: Council
Date Approved: 2nd May 2020
Date Revised: May 2022
Next Review: December 2024
Version Number: 3

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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 in relation to charging and collection of fees.

2. Objectives

2.1. This policy describes the responsibility of students relating to fee payment, withdrawals & refunds.

3. Student Fees

3.1. Key Principles

3.1.1. Fees and charges are established periodically by the Council.

3.1.2. The established fees shall be obtained from the FNU website (Link)

3.1.3. Fees include:

3.1.3.1. Registration Fee: This is a non-refundable mandatory fee

3.1.3.2. Tuition Fee: This includes all fees that are to be paid for a course registration

3.1.3.3. Housing Fee: This includes fees paid for hostel accommodation

3.1.3.4. 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 courses, residency and/or different levels of study.

3.2. 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 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 plan within the following deadlines:

4.4.1. For Semester/ Trimester/ Quarter: 4 weeks from the commencement of study

4.4.2. For Summester: 1 week from the commencement of the Summester

4.4.3. For Block/Short Course: 2 days from the commencement of the Block/short course.

4.5. For all NTPC courses: all fees to be paid before the commencement of the course

4.6. Students who do not apply for a payment plan 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.

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 no grades.

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/ Trimester/ Quarter: 2 weeks from the commencement of the study,

5.2.2. For Summester: 1 week from the commencement of the Summester

5.2.3. 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.

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. Special 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 or pandemic.

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.

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.

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