

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Tuition Fees Policy
Policy Number	037
Approved by	Vice President, Finance & Chief Financial Officer Vice President, Academic & Provost
Date of Original Approval	June 1, 2018
Date of Revisions	July 24, 2019
Contact	Finance Office / Registrar's Office

1.0 PURPOSE

- 1.1 The AKU Tuition Fees Policy is intended to make clear to students and others how all major aspects of fee setting and collection will operate, alongside arrangements for recovery and penalty in event of financial default and the basis upon which refunds may be made in certain circumstances.

2.0 POLICY

- 2.1 This Policy applies to all students whose fees are payable to the University.
- 2.2 The fees applicable to each course, mode of study, and student tuition fee status for each academic year are published on the University's website at www.aku.edu/admissions/fees-and-funding/Pages/home.aspx
- 2.3 Students are expected to pay fees at the time of registration.
- 2.4 In addition to tuition fees, students may be required to pay "Other Fees". Other fees would include the following:
- 2.4.1 Additional course costs, i.e., costs that the students may necessarily incur in order to meet the requirement of study. Details of these can be accessed via the webpage for each course
 - 2.4.2 Accommodation costs
 - 2.4.3 Library fines, e.g., for overdue book loans
 - 2.4.4 Graduation fee
 - 2.4.5 Where applicable, University fee ; application fee; physical examination fee; security deposit; student activity fee; student health fee.
- 2.5 Students must be in 'Good Financial Standing' with the University throughout their period of study. Good Financial Standing means not owing money to the University other than by the written consent of the University.

- 2.6 A student who is not in Good Financial Standing may be subject to action by the University, which might include:
- 2.6.1 Withholding of University services and being prevented from using University resources.
 - 2.6.2 Termination of registration, meaning that the student may not complete their course.
 - 2.6.3 Withholding of any transcript, reference letters or award certificate to which the student might otherwise have been entitled.
 - 2.6.4 For further information, students should see University Policy # 024, *Students with Outstanding Accounts with the University*.
- 2.7 Any debt owed to the University remains outstanding and payable regardless of a student's status, until cleared. It therefore extends to periods after a student has completed or ceased their course of study and is no longer registered at the University.
- 2.8 Any student uncertain of the meaning of any part of this Policy, or unable to read it, should contact the Student Finance Office for assistance.

3.0 SETTING TUITION FEES

- 3.1 The Board of Trustees approves Tuition Fees and Other Fees annually for each academic year. Fee-setting authority is however delegated to the academic deans who make recommendations to the University Provost and the University's Tuition Working Group.
- 3.2 Schedules of Fees are published on the University's website for reference by students and applicants.
- 3.3 Tuition Fees are set according to a number of criteria including, but not limited to:
- 3.3.1 Programme offered
 - 3.3.2 Mode of Study, e.g. full-time and part-time
 - 3.3.3 Student residency and/or domicile status
 - 3.3.3.1 The University categorises students as 'residential' and 'non-residential'. Residential countries include Afghanistan, Burundi, Kenya, Pakistan, Rwanda, Tanzania and Uganda. Student from the United Kingdom are considered 'Residential' for programmes offered in the United Kingdom only.
 - 3.3.3 Level of study, i.e. Undergraduate, Graduate and Postgraduate. Fee schedules are intended to be readily understood for any student's or applicant's circumstances, but enquiries may be referred to the University's Registrar's Office, if necessary.
- 3.4 Information is provided to applicants about their Tuition Fees and Other Fees for their first year of study. These fees then apply when applicants complete their registration at the University and become students of the University.
- 3.5 This Policy applies to all students registered on a programme/course of the University.

- 3.6 Unless published to the contrary at the outset of a course, students will be liable for the Tuition Fees and Other Fees in future years of registration as may be approved by the University for those future years.
- 3.7 The University reserves the right to correct administrative errors and to recover any associated shortfall in Fees, but will consider exceptional mitigating circumstances on a case-by-case basis to determine a payment plan if deemed appropriate.

4.0 PAYMENT OF TUITION FEES AND CHARGES

- 4.1 A student is personally responsible for the payment, on time, of all Tuition Fees and Other Fees incurred in their name. Unless by specific arrangement as outlined in this Policy, this means that students are expected to pay Tuition Fees and Other Fees at the point of registration in order to gain access to University services.

5.0 STUDENT FINANCIAL ASSISTANCE

- 5.1 Admission into the University's academic programmes is based strictly on merit and on a needs-blind admission policy.
- 5.2 For students who are selected and are unable to pay for the cost of education, the University operates a needs-sensitive Financial Assistance Programme. Through this programme, the University extends financial support, to the extent possible, to students who secure admission to the University programmes who are not able to pay Tuition Fees and Other Fees.
- 5.3 Financial assistance is offered on the basis of demonstrated need as evaluated by the University from data provided by the student, his/her family and other avenues that the University may deem appropriate. It is strongly recommended that every student desirous of receiving financial assistance from the University should thoroughly explore all other possible sources of assistance. Every student is required to make some contribution towards fees, living expenses and other costs so as not to totally depend on the University for assistance. Financial assistance decisions are finalised and communicated to the students before the commencement of the academic session.
- 5.4 The continuation of financial assistance is conditional upon a yearly assessment of the financial need of the student. Financial assistance is awarded as a combination of grant-in-aid and/or student loan pending on the socio-economic profile of the student as assessed by the University. Students are not required to repay the grant-in-aid portion of the assistance awarded. The student loan portion of financial assistance is interest free with a 5% administrative charge per annum levied from the time of the award of the student loan. The loan portion of financial assistance becomes payable one or two years after graduation, depending on the programme.
- 5.5 For University graduates who continue to work or study at AKU after graduation, the University offers a 50% waiver of the loan amount payable in that particular year provided all payment conditions have been met. The details of the policy are available on the University's website.

- 5.6 The University also offers merit scholarships to student of undergraduate programmes in their clinical years of study (for Health Science programmes only). Students in the top 15% of the class receive these scholarships; applications are not required.
- 5.7 Applications for financial assistance for students admitted to academic programmes will be acceptable by the date mentioned in the offer letter. Application forms are available online.
- 5.8 Financial assistance is available for all AKU programmes except the Master of Health Professions Education programme.

6.0 HELP AND ADVICE ON PAYMENT

- 6.1 The Student Finance Office and the Student Financial Assistance Office can provide information on Tuition Fee and Financial Assistance matters.
- 6.2 Students who are encountering difficulty in paying an agreed Tuition Fee instalment on time should consult the Finance Office and seek their detailed advice and guidance.

7.0 CONSEQUENCES OF FAILING TO PAY TUITION FEES AND OTHER FEES

- 7.1 If a student fails to make an agreed payment for Fees on its due date, the student will be considered to be not in Good Financial Standing, will become immediately liable for payment of the full balance of their Fees. They will not normally be permitted to establish a new payment arrangement and may be subject to further action by the University, such as termination of registration as a student.
- 7.2 International students whose registration is terminated will have their visa sponsorship withdrawn and their case will be reported to relevant visa authorities.
- 7.3 Any student attempting to make payment in a manner believed to be fraudulent will be referred for a breach of the Student Code of Conduct and action under the Disciplinary Policy.
- 7.4 Any student from whom University services have been withdrawn e.g., as a result of termination of registration, who attempts still to use those services and/or any student who aids them in gaining or attempting to gain such access may be referred for consideration of action under the Student Code of Conduct and Disciplinary Policy.