

## **FEE PAYMENT DEADLINE**

The University wishes to now inform all current and future University students that the fee deadline in Semester I, 2018 and thereafter will be Friday Week 4 of classes in an effort to improve collections of fees and also be in line with standard practice in other Universities. This deadline apply for all private students and private sponsors.

The following process will apply:

### **1. Students who have paid no fees at all (i.e., neither tuition nor other fees)**

Students who have paid no fees at all by Friday of Week 4 of classes shall be de-registered on Friday of Week 5 of classes. This means their registration is cancelled, and they owe nothing to the University (i.e., it is as if they never were registered). These students can be re-registered in that Semester if they pay all outstanding fees including penalties within one month of deregistration. Such students will hereafter be required to pay all fees upfront when they next register for courses.

### **2. Students owing over 50% of tuition fees, or not paid substantial amount of other fees (e.g., accommodation)**

Students owing over 50% of tuition fees or not paid substantial amount of other fees Friday of Week 4 of classes, shall have their accounts de-activated on Friday of Week 5 of classes. This means they will not have access to Moodle or other facilities, and cannot sit exams, or submit other assessment items. Students' accounts can only be re-activated if they pay all outstanding fees or make arrangements to pay by maximum of two installments and they have one month to do so;

### **3. Students owing less than 50% of tuition fees, and has other fees outstanding**

Students owing less than 50% of tuition fees, and has other fees outstanding (like general service fees), shall be placed on hold on the last day of exams or 2<sup>nd</sup> Friday of Semester Exams i.e. soon after exams are completed. This means they will have access to Moodle, and will be allowed to sit exams and other assessments, but will not be allowed to register for any new courses, and will not be allowed to access their examination results. To register or gain access to results, such students will be required to pay all outstanding fees, including penalties in full.

**All tuition fee payments made after Friday of Week 4 of classes will incur a penalty fee which will be added to the overall total fees. The penalty fees are as follows:**

- Late Payment Fees      First 4 weeks - 31st March - \$125
- Late Payment Fees      Next 4 weeks - 30th April - \$150

Students paying fees **after the deadline for students to withdraw from semester i courses that they do not wish to be assessed in will be charged a penalty fee of \$200.**

Please avoid the hassle of having your account placed on hold and paying the late payment penalty, and pay your fees before **Friday of Week 4 of classes.**

