

## Fee & Charges Refund & Adjustments

### Objective:

To outline the procedures for fee & charges recovered from the students at the time of registration with Iqra University, ensuring transparency, fairness, and alignment with regulatory guidelines, market practices and institutional needs.

Others than Tuition Fee, LMC & Co-Curricular Charges, rest of the charges including but not limited to Admission Fee, Registration Fee are neither refundable nor can be carried forward.

### 1. Admission Test / Brochure Fee etc.:

The Director Admissions & Marketing in consultation with the Director Finance will fix the Admission Test Fee & Brochure Charges to be applicable to the fresh students for each semester.

The Deputy Director Finance will ensure that amended Admission Test Fee, Changes in Fee & Charges are uploaded into the ERP System on a timely basis across all campuses.

### 2. Course Adjustments

Students are allowed to add the course(s), to be taken by them, as per eligibility criteria subject to the following:

<i>Description</i>	<i>Amount</i>	<i>Remarks</i>
Course(s) Addition Charges	Rs. NIL	Up to the commencement of the semester
	Rs. 2,000	Per Course during 1 <sup>st</sup> week from commencement of semester
	Rs. 3,000	Per Course during 2 <sup>nd</sup> week of commencement of semester

Additional Course(s) can only be availed by the students subject to the availability of the seats in relevant program, and approval of the University.

In case of non-availability of the seat, the Tuition Fee deposited by the student against Additional Course(s) will be adjusted against the Tuition Fee payable for the current semester or immediately following regular semesters.

Students are allowed to drop any course(s) subject to the following charges and adjustment for the dropped course(s):

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<i>Description</i>	<i>Amount</i>	<i>Remarks</i>
Course(s) Drop Charges	Rs. NIL	Up to the commencement of the semester
	Rs. 2,000	Per Course during 1 <sup>st</sup> week from commencement of semester
	Rs. 3,000	Per Course during 2 <sup>nd</sup> week of commencement of semester

The extent of refund of the Tuition Fee for dropped course(s), will be governed as mentioned in clause 3 below. Tuition Fee refund, if any, will be adjusted against unpaid Tuition Fee for the semester or Tuition Fee of immediately next regular semester.

In case of "Change Course(s)", the student will be liable to pay the charges for dropped course(s) and Add Course(s) both, as per above mentioned grid.

If case a student wishes to withdraw course(s), no Tuition Fee Refund / Adjustment will be available to the student for the withdrawn course(s) as per IU Policy.

### 3. Tuition Fee & LMS Charges

If a student doesn't wish to continue with Iqra University, the student will file an application through student portal for refund of the paid Tuition Fee, LMS & Co-Curricular Charges. The student will get the refund against already deposited amount of the above fees & charges, subject to the following time lines:

#### Paid Tuition Fee & LMS Charges

Timeline	Percentage of Fee
Up to 10 <sup>th</sup> day of commencement of classes	100% fee refund
Up to 15 <sup>th</sup> day of commencement of classes	80% fee refund
Up to 20 <sup>th</sup> day of commencement of classes	60% fee refund
Up to 30 <sup>th</sup> day of commencement of classes	50% fee refund
31 <sup>st</sup> day onwards of commencement of classes	No Refund

#### Paid Co-Curricular Charges

Co-curricular fee will be 100% refundable minus the days a student has attended the University / availed the activity.

### 4. Fee Adjustment in Next Semester

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*Days*

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*[Signature]*

- a. Tuition fee for complete semester drop will be carried forward and utilized for the following subsequent semester if a student seeks postponement of studies, subject to following:

<i>Time lines</i>	<i>%Age of Fee*</i>
Within two weeks of commencement of Semester	100%
After two weeks of commencement of Semester	0%

\* All non-refundable fee & charges including but not limited to Brochure Fee, Admission Fee, Registration Fee etc. can't be carried forward and will stand forfeited in favor of the University.

- b. Student's request for complete semester drop beyond two weeks can be entertained subject to the production of verifiable and acceptable medical certificate and documents to the satisfaction of the University.
- c. In case a student fails to enroll in the following subsequent regular semesters, student can apply for refund of already paid Tuition Fee, LMS Charges and Co-curricular charges, which will be evaluated on a case-to-case basis for refund.
- d. In case of result awaiting student (new admissions), if the student is required to postpone the program due to non fulfilment of admission criteria, 80% Tuition fee will be carried forward to the following subsequent two regular semesters.
- e. After two subsequent regular semesters, student (as per clause d above) can apply for refund of already paid Tuition Fee only, which will be evaluated on a case-to-case basis for refund, as per clause 3 above.
- f. A student expelled from the University due to non-submission of required eligibility document and / or disciplinary misconduct shall not be eligible for any refund, except for refundable security deposit, if any.
- g. Timelines for refund / adjustments are inclusive of the weekends and holidays.
- h. The student's application for complete withdrawal from the semester due to any reason is to be recommended by respective faculty members and approved by respective Dean / Associate Dean / HoD & the Registrar. After the relevant approval, the EDP Department will process the case and will advise Fee Affairs Unit of Finance Department accordingly for the fee adjustment.

**5. Semester Drop by Existing Students**

- a. If an existing student wishes to drop any regular semester, and re-joins the University. New Fee & Charges will be applicable to all such students.
- b. In case the existing student has dropped the semester due to any of the following reasons, it will be evaluated on case-to-case basis and exemption will be granted:
- Personal / Immediate Family Medical Issue
  - Iddat
  - Pilgrimage {Hajj}

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- c. The cases, mentioned in "5b" above, will be evaluated and recommended for applicability of original fee structure of the applicant, as amended from time -to-time, by respective Deans / Registrar for the approval of the Director Finance.
- d. No discount will be available to the student against Registration Fee, Co-Curricular Charges, LMS Charges in cases, mentioned in "5b" above.

**6. Overdue Payments**

- a. If a student has overdue payments, the student will not be able to get registered in next semester unless 100% amount is cleared.
- b. Special waiver can be considered, if student's case is pending in evaluation of Need Based Scholarship or Zakat. However, on conclusion of the Committee's meeting, if there is any gap, or partial payment still pending, student must clear it before securing Registration.
- c. Overdue amounts, against monthly installments, will be considered as non-payment of dues, leading to administrative actions, as per the University approved parameters including but not limited to ID Blocking, Attendance etc.
- d. Penal surcharge, if imposed, can't be waived-off or reduced. The student must approach the University, for an extension in time before the payment due date. The maximum extension granted will be 10 days (inclusive of all weekly holidays) to settle the dues. Campus Finance Manager is authorized to extend the said due date, keeping in mind the Campus Cash-Flow requirements. Maximum number of students, who can avail this facility can't exceed 10% of the total student count on monthly instalment.
- e. The installment can only be made for Tuition Fee. Student must settle 100% of the Admission Fee, Registration Fee, LMS Charges & Co-curricular Charges along with first installment of the Tuition Fee.
- f. Maximum number of installments available to the student are three (03) equal instalment and in special cases four (04) instalments can be offered to students. However, a maximum of up to 5% of the student can be given four instalment options on first come first avail basis.
- g. In Summer semester, maximum number of instalments available are two (02). The division shall include 100% of Registration Fee, LMC Charges, Co-Curricular Charges and 50% Tuition Fee in the first instalment, balance 50% Tuition Fee in the second installment.

**7. Upfront Payment Discount:**

- a. In case a student is willing to deposit the entire semester fee in one go, the student is eligible for a 5% discount on such transaction, if its is paid within due date.

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- b. In case lump sum payment is made after the due date, but within next 30 days, late fee surcharge will be waived-off. However, 05% discount will be not be available on such payment. The written approval of the Campus Director/ Dean will be required.

**8. Fee Discounts:**

- a. No fee discount is available other than discounts as per Scholarship Policy at the time of new admission, or as a compliance of any MOU signed by the University.
- b. For any special needs of the student, process for "Need Based Scholarship" will be applied to secure the discounts accordingly, subject to the availability of the funds.
- c. Campuses can also utilize the Zakat Fund, for giving partial or full discounts to the students, subject to meeting the criteria set by University's Shariah Board and availability of the funds and meeting the conditions of the Zakat Donors.
- d. 100% Free-Ship is available as per the Scholarship Policy Document. However, all 100% Free-Ships are to be approved by the Vice Chancellor / Chancellor on the recommendation of the Campus Director and the Director Finance or directly by the Chancellor / Vice Chancellor based on their own evaluation.

**9. Intercampus Transfers:**

- a. Intercampus transfer of student will only be allowed with the consent of the respective Campus Director(s), HoDs (in case of accreditation council limited seats) and the registrar followed by the issuance of approval letter of the Registrar Office, with copy marked to Deputy Director Finance.
- b. Fee & Charges applicable to transferred students would be the one on which student is already studying in the transferee campus or transferred campus whichever is higher.
- c. Fresh ID will not be issued to the student. Alternatively, all such students will be marked to avoid duplicate count and their ID will be mapped to their original ID issued by transferring campus.
- d. Campus Finance Manager, will ensure that correct Fee & Charges structure is applied to the transferred students, and recovery is made accordingly.
- e. Transferred students will not be counted as additional students for any admission incentive or calculation of total strength of the University.

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A handwritten signature in black ink, appearing to be 'Raz', is written below the text 'Director Finance'.

Vice Chancellor

A handwritten signature in black ink, appearing to be 'Ahmad', is written above the text 'Vice Chancellor'.