



Policy Name:	Student Fee Policy		
Department	Finance	Approval Authority	CEO
Date of Implementation	10/06/2020	Date of last Revision	20/07/2020- V01

1. Introduction of the Policy

This policy relates to all fees and charges payable to MIC by current and former students for the use of its facilities and the provision of its services. This includes monies owed in respect of tuition, programmes of study, examinations, conferring of degrees, field trip costs, library and other miscellaneous fees and charges, including the payment of money owed to MIC in respect of loans, books or other equipment or material

2. Scope

The main objective of this policy is to educate MIC students on the different types of fees collected from them in different circumstances.

MIC will at all times seek to be sympathetic to, and understanding of, each individual student's financial circumstances. However, for MIC to do so, students must engage in formal dialogue with officers of MIC if financial difficulties are being experienced.

Action to enforce settlement of debt for outstanding fees and charges will be taken in respect of all current and former students who have failed to engage with MIC to find a solution to any outstanding debt, or who have failed to honor agreements to pay.

The Finance Department will, at all times, use the student's provided email address. It is the student's responsibility to check this regularly.

The following are the Payment and Fee Procedures of the College. All students should follow this procedure in regard to payments. Please note that fee structure (www.micollege.edu.mv) is subject to change.

Payments for the use of MIC facilities or provision of resources must be paid in accordance with the agreed payment terms and conditions. Students should contact the relevant service provider.

The broad categories of fees and charges that MIC maintains are noted below.

3. Protocols



ADMISSION FEE

- 1. Students are expected to pay an Admission Fee to be enrolled in the College. The Admission Fee is different for different courses and levels. (refer to the fee structure)**
- 2. Admission Fee is non-refundable. (conditions apply)**

TUITION FEE

- 1. Students are expected to pay their tuition fees upon admission to the college. The tuition fee is a lump sum of money for the course to which the student is enrolled. However, to make tuition fees payment affordable, the students are provided various schemes of payments. Monthly payment of fees is one such offered scheme.**
- 2. The students are personally responsible for the payment of tuition and related fees. In the event of any fee-paying body not making payment on their behalf or delays in payment, each student undertakes the responsibility to make payment of the full amount due to MIC.**
- 3. Hence, all the students on scholarships and various forms of sponsorships are advised to ensure that monthly payments of tuition fees are paid accordingly, to avoid late fine fees and possible suspension from classes.**
- 4. The above protocol is applicable to all students including those who are entitled to the free degree grant.**
- 5. The signing of agreement with the sponsor does not, by default, entitle any student to stop paying the monthly fees or opt for part payments. This is because,, monthly fee payment itself is a privilege provided for the students to make payments more manageable. The College will not be able to provide any further leniencies on this already extended payment option.**
- 6. Students who intend their fees to be paid on their behalf must provide evidence that their fees will be paid in full or in part by a recognised fee-paying body. Student Administration requires written confirmation of funding from a fee-paying body if tuition and related fees are being paid in part or in full on behalf of the student. Please provide this to the accounts department as soon as you receive it.**
- 7. Tuition rates and other fees can be viewed at: www.micollege.edu.mv.**



8. In the event of a query or dispute in relation to the actual student fees invoiced (as opposed to the method of payment or payment difficulties), please contact the accounts department through: fees@micollege.edu.mv.

9. It should be noted that academic tutors or individual campuses are not empowered to vary fees or agree payment schedules with students on behalf of MIC.

10. Students will have to pay their first installment of fees if the course starts before 20th of that month. The students will not be charged any fine for late payments during this first month provided the fees is cleared before the end of the month.

11. For students whose classes start on or after 20th of the concurrent month, their first installment fees will start in the next consecutive (following) month. The student must ensure total course fees are covered before the end of the course duration.

Example of Fee payment schedule			
Course Started (Classes Started)	5th March 2020	Payment cleared before end of March	No fine for the month
Course Started (Classes Started)	5th March 2020	Payment NOT cleared before end of March	Fine Charged
Course Started (Classes Started)	20th March 2020	Fee installments start in April	Follow fee structure for payments and fine schedule

12. Students may use online transfer mechanisms to transfer various fees. However it is mandatory to forward the fee slip to their respective department viber number with the following details.

- a. Student Name
- b. Campus Name
- c. National ID



d. Payment Details (Eg monthly fee, convocation fee, late fee, Gown fee etc..)

STUDENTS ENROLLED IN ISLAND CAMPUSES

Will send their paid slips to their campus numbers. they may find the specific phone number through their Branch Managers.

STUDENTS ENROLLED IN MALE CAMPUSES

- ❖ **FBMH students should forward their fee slips to 7323335.**
- ❖ **FLEA students should forward their fee slips to 7259124.**
- ❖ **FSIT students should forward their fee slips to 7238123.**

13. If the student fails to forward the fee slip or submit the proof of payment, the payment can not be accounted for.

14. Students can check pending fees and paid fee status in Smart School (SS).

15. Students with any due payments will not be cleared for convocation, similarly their educational documents such as course completion letter or official transcript will be on hold until the due amount is cleared.

Additional Charges

1. The MIC reserves the right to levy additional charges for the non-payment of fees and cancellation of direct debit instructions, where students have failed to provide the requisite prior notification 20 days before the collection date to the Finance Department.

2. Any tuition fee (and related charges and costs) overdue after 10 days from the invoice issue date will be subject to:

late payment charges applied on a sliding scale depending on the number of days overdue and subsequent consequences.

Description	Consequence
1st of every month till 10th (the next working day if 10th falls on a holiday)	-



11 th or the next working day after 10 th of the current month till 20 th (the next working day if 20 th falls on a holiday)	Notice issued by the Finance Department A fine of MVR 150 incumbent on the pending fees Students in genuine difficulty are asked to contact the Finance Department to discuss their circumstances. They are also strongly advised to contact MIC Student Support Unit (see Paragraph 8).
20 th or the next working day after 21 st of the current month till the last working day of month	Notice issued by the Finance Department A fine of MVR 300 incumbent on the pending fees
Fees due over 30 days or 1 month	Notice of temporary suspension from class issued by the Student Support Unit A fine of MVR 500 incumbent on the pending fees (MVR 300 fine plus MVR 200 for removal of suspension)
Fees due over 3 months	Student may be subject to termination of registration. There will be no refund of previous fees.

16. In the event of a query or dispute in relation to any additional charges levied, please contact the Fees and Student Support, Student Administration: fees@micollege.edu.mv. (to be changed to finance@micollege.edu.mv) You may also copy to support@micollege.edu.mv

17. Under special circumstances, the 'late payment' charge may be waived in any case where there is clear evidence that the late payment was not the fault of the student.

Debt Recovery Process

18. The debt recovery process will be triggered (a) where an invoice for fees or charges is not settled within thirty days of the date of issue, or (b) where a payment in accordance with an agreed installment plan is not received.

Easy Monthly Payment Method for tuition fee



4. 18. Students who are experiencing financial difficulties in paying any fees and charges must seek help at the earliest opportunity. the maximum installment period allowed is 06 months
5. 19. Students who are facing difficulties in paying upcoming month fees should write to Rector and get the approval. The maximum period they shall request for is 03 months
6. 20. During emergencies and financial difficulties students may write to the rector to avail an easy fee payment method.
7. 20. This method is only offered after reviewing the reason of payment delay. With rectors approval an agreement has to be made between MIC and the student about the payment method(s) by extending the duration of the payment. However MIC will not release any educational documents such as certificate, transcript and completion letter if the student has pending course fee.

Deferral or Interruption from a Programme of Study

Where a student has paid fees (all or part) for the relevant academic session and subsequently arranges and is granted an interruption or deferment of study any credit balance (overpayment) will be retained until study resumes or begins. Students on an approved interruption of study remain liable to pay any outstanding fees which may be due at the point of interruption. When the student returns to MIC they will be liable for the fee at the current tuition fee level.

Early Withdrawal from Accommodation or a Programme of Study

In the event of a student withdrawing from a programme of study, the date of withdrawal will be the date either from which the student notifies The Dean about their intention to withdraw, or the date from which the student advises by e-mail or in writing of their decision to withdraw. For students who withdraw from a programme of study, an assessment is done and, if appropriate, adjustment in the fees due will be made. This may result in a revised invoice requiring payment. Students considering withdrawing from a programme of study are encouraged to contact an academic advisor, Student Administration and Finance staff so that your decision will be based on a clear understanding of the consequences of withdrawing from all classes. In the event of non-payment, action will be taken to recover all amounts due to MIC. (Deans to mention the date of withdrawal in SS)

Annual Registration

Students will NOT be allowed to fully register for the next year of their programme whilst they have unpaid student academic fees due to MIC. Details of non-fully registered students will be passed to College office for attention.



Final Year Students

Students with academic fees due to MIC will NOT be allowed to graduate. In order to attend the convocation ceremony, final year students must make full settlement of fees or other charges due to MIC at least twenty-one days before the date of the graduation ceremony. Students who fail to do so will not be eligible to attend the convocation ceremony and receive their certificates.

Former Students

Former/withdrawn students with debts outstanding will be managed through the MIC's normal debt recovery procedures.

Students may have to pay for the following additional services. Refer to fee structure for fee details

- **Admission fee**
- **Tuition fee**
- **Course defer fee (category to be done)**
- **Recheck of exam papers**
- **Exam resit fee**
- **Re-doing modules fee**
- **Campus/course/modality change fee**
- **Early certification fee**
- **Convocation fee**
- **Gown fee**
- **Certificate and official transcript replacement fee**
- **Exam fee: Students who are enrolled in courses that require an external exam should pay the exam fee in time for him/her to participate in the exam.**

Discount policy



1. This policy relates to available discount categories at MIC for its former and existing students.
2. While these discounts are generally constant, MIC reserves the right to revise any of the existing schemes on discount.
3. At MIC discounts falls broadly on five categories.
 - i. Academic Course Discounts
 - ii. Student Welfare Discounts
 - iii. Staff Tuition Fee Discount
 - iv. Special Case Discounts
4. The right to offer and approve a discount is solely entitled to the head of financial administration (Rector/CEO)
5. The campus managers are duly required to communicate the student's eligibility for a discount in good time so that students can enjoy the benefits that MIC offers. Moreover, all such requests must be placed with all the supporting documents.
6. MIC also opens the option for students to apply for discount through the DISCOUNT CLAIM FORM available on the website.
7. MIC discounts are applicable for MIC Courses only. Programs that MIC conducts in affiliation with other institutions shall not be covered under this policy.
8. A discount will not be considered deliverable until the discount is approved on smart school (Not happening)
9. Changes in discount policy will be promptly updated on the website, and it is the student's responsibility to regularly check on policy updates at MIC
10. At any given time, a student will be entitled to only one discount during the course period. The students will be awarded with highest discount among all eligible discounts. This condition is applicable for all forms of discounts unless otherwise stated.

Academic Course Discounts

MONTHLY TUITION FEE DISCOUNTS

11. MIC alumni is entitled for a discount of MVR 100 per month during the course period when enrolled in any course offered by MIC.



12. Members of the student association (MICSA) are entitled for a 10% discount from the monthly fee. This discount is only applicable to MICSAs, formed in branches where the student number is maintained above 100.

13. Former MICSA members who complete their term of appointment are entitled for a life time discount of 10% for any future academic pursuit at MIC.

ADVANCE TUITION FEE PAYMENT DISCOUNTS

14. MIC offers a discount of 10% for total course fee paid upfront

15. MIC offers a discount of 7.5% for those students who pay the fees bi-annually in advance

(six months pay). In this case, students must calculate the 7.5% on the amount being paid

16. MIC offers a discount of 5% for those students who pay the fees quarterly in advance (three

months pay). In this case, students must pay 5% less of the actual 3 months fee

PROMOTIONAL TUITION FEE DISCOUNTS

17. From time to time MIC may introduce promotional discounts on new admissions. Promotional discount is decided by college management at the time of intake. The discount is given to applicants who apply within a specified duration.

Student Welfare Discount

1. This discount applies only until the specific condition for the discount exists

2. Discount of MVR 200 is given for students of ICT courses where a laptop or a personal workstation is mandatory for the module if they bring their own laptops.

i. This discount is decided by the management if the computer lab facility is not accessible in the particular branch and

ii. This discount is applicable ONLY for the period during which the module being taught necessitates the use of a laptop or a workstation on a regular basis.



3. Students travelling for blocks to a designated campus in the islands will be given travel benefit of MVR 200 deducted from the monthly payable (clause 10 in the scope is not applicable for this discount)

Staff Tuition Fee Discounts

1. Staff of MIC may apply for Staff Tuition Fee Discount through the Staff Tuition Fee Discount Form
2. This Discount is applicable ONLY as long as the employee serves MIC
3. MIC Full Time Staff are eligible for a 15% discount
4. MIC Part Time Staff are eligible for a 12% discount
5. MIC Branch Managers are eligible for a 40% discount.
6. MIC Branch Managers Discount is claimable only if the particular class he or she intends to join has a minimum of 11 students. If the student number falls below 11, the discount will be reduced to 20%

Special Case Discounts

7. Specific discounts decided by the management is given to some branches based on the agreement with the Island or Atoll Councils. These discounts are decided with respect to specific benefits in using the facilities from the Island.

Example: two students at Th. Veymandoo ORC, and N. Holhudhoo will be given 50% discount with a leniency in the rental agreement. Those details will be specified in the rental agreement and separately shared with the branch manager and accounts department.

8. Special discounts can be given for applicants forwarded by PHEAM in accordance with PHEAM's mandate.

Specific discounts decided by the Chairman can be given through his discretionary authority to applicants based on special conditions that may arise from time to time

Other Student Benefits



1. Referral Scheme

- a. MIC students will get a referral incentive if he/she referred another new student who has not studied at MIC before.
- b. ONLY A ONE-TIME incentive is paid to students in cash as per level of the course the new student is enrolled.
- c. The benefit will be paid to the student after the new student pays the admission fee and the course fee for the first month.
- d. Students' details must be mentioned accurately on the application form of the new student.
- e. Student referral benefits will be paid based on the level the new student is enrolled, payment rates per level is mentioned below.

a. Certificate I	: MVR 100
b. Certificate II	: MVR 200
c. Certificate III	: MVR 500
d. Certificate IV and UPP	: MVR 500
e. Diploma	: MVR 750
f. Degree (level 6&7)	: MVR 750
g. PGDE	: MVR 750
h. Masters	: MVR 750