



## **Accounts & Finance Department**

### **Fee Policy**

#### **1) PURPOSE**

The purpose of this document is to establish general policies and procedures for collection of student fees at Beaconhouse National University. At the same time we are committed that no student should be deterred from studying in BNU because of financial constraints.

#### **2) FEE STRUCTURE AND TYPES**

The students will be charged following types of fee at rates prescribed from time to time by the Board.

##### **2.1. Admission Fee**

Admission fee will be charged only from newly admitted students. This fee will be paid only once during the study in an academic program and is non-refundable.

##### **2.2. Tuition Fee**

Tuition fee will be paid in advance at the beginning of each semester.

##### **2.3. Hostel Fee**

Hostel fee will be charged from the students availing the boarding and lodging facility. This fee will be charged in advance before the start of each semester.

##### **2.4. Security Deposit**

Security Deposit will be paid at the time of admission. Security is refundable only at the time of withdrawal/passing out of the student. Any amount recoverable from the student will be adjusted against the security at the end of his/her academic program.

##### **2.5. Medical Insurance Fee**

A medical insurance fee will be charged at the beginning of each semester. There is no exception even for students who are only taking short courses, Cr. Hrs., Summer Program. Students who will pay fee in installments, insurance fee will be charged in 'First Installment'. This Fee will be non-refundable.

##### **2.6. Other Types of Fee**

In addition to the above mentioned types of fee other types of fee will be charged as determined and approved by board. Procedure for collection will be mentioned from time to time.

No fees other than described above will be collected unless it is approved by the Board



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## 3) FEE STRUCTURE AND TYPES

Each school has the responsibility to administer their departments in accordance with Board's policies and guidelines. Fee structure of each school is approved by the Board. Accounts & Finance Department can be contacted for fee structure of each school. However, university reserves the right to introduce or alter fees at any time without prior notice.

## 4) PAYMENT OF DUES

- 4.1. A student's registration for a semester is not complete until all dues are paid or acceptable payment arrangements are made with the Finance Department.
- 4.2. Challan forms are issued by Finance Department on the request of Registrar Office.
- 4.3. Complete fee must be paid one week before the start of the semester.
- 4.4. A fine of Rs. 50 per day will be charged in case of non-payment of fee after due date.
- 4.5. Name of the student is automatically terminated from the program of study after two weeks of start of semester in case of non-payment of dues.
- 4.6. Re-admission will only be permitted at the discretion of Dean/Head of the Department and on the payment of admission fee in addition to the dues and fine.

## 5) PAYMENT OF DUES BY NEWLY ADMITTED STUDENTS

Applicants who receive an offer of admission are required to pay their dues prior to commencement of studies in order to secure their admission. The applicant who does not pay his/her dues within due date will forfeit his right of admission.

## 6) MODE OF PAYMENT

Students receive their Challan Forms from Finance Department and deposit the required amount in the designated bank. All payments must be made either through cash, pay order or demand draft in favor of Beaconhouse National University. Fee can also be paid through Visa/Master Cards at BNU (bank charges apply).

## 7) WITHDRAWAL FROM ACADEMIC PROGRAM

Student withdrawing or taking break from his/her program of study is required to submit the completed Student's Clearance Form to Registrar's Office. The effective withdrawal date will be the date of submission of completed Clearance Form in the Registrar's Office. Students who do not follow the process will not be eligible for any refund of fee or security.



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## 8) REFUND POLICY

Fees are not refundable. However, if a student withdraws from the academic program because of extenuating circumstances which were beyond his/her control he/she may be refunded part of fee according to the following:

Application Date (within)	Amount to be refunded
First week of the semester	100% (excluding admission fee in case of new admission)
Second & third week of the semester	50% (excluding admission fee in case of new admission)
After third week	Non-refundable

Fee refund will be based on the date of submission of withdrawal application to Registrar's Office.

Fee will not be refunded if student is expelled / suspended due to disciplinary reason(s) or reason(s) other than academic.

## 9) FEE INSTALLMENTS

- 9.1. Fee installment will be allowed to the students with proven need due to financial hardships.
- 9.2. Only tuition fee can be paid in installments. The maximum number of installments can be two (2). However, in very exceptional circumstance the time for the payment of second installment may be extended by the V.C.
- 9.3. The name of the student will be automatically deleted from the rolls of the university in case of non-payment of installment on valid date.
- 9.4. Application for fee installments in case of new admission will only be entertained if the initial challan for all other fees except the tuition fee has been paid and submitted to Registrar's Office.
- 9.5. An application for fee installment will be submitted to Registrar's Office. All applications recommended or not recommended will be sent to Finance Department.
- 9.6. All applications for fee installment will be processed within a week of submission.
- 9.7. Fee installment will be granted for a semester. Student will have to apply for fee installment for each semester separately.
- 9.8. Students defaulting payment in a semester will not be sanctioned installments for the next semester.



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## 10) CHANGE OF PROGRAM OF STUDY

If the student changes his / her academic program to another program, the student will pay for the tuition fees related to the new program.

## 11) SCHOLARSHIP / FINANCIAL ASSISTANCE POLICY

- 11.1. The total Scholarship / Financial Assistance will not exceed 100% of total tuition fees. Merit scholarship will not be included in this amount.
- 11.2. Scholarship / Financial Assistance will be proportionately divided among the schools in proportion to total enrolment in schools.
- 11.3. No student will be awarded 100% scholarship / financial assistance.
- 11.4. Scholarships / Financial Assistance will be provided to students as per approved policy of BNU. For Scholarships / Financial Assistance Policy please visit <https://www.bnu.edu.pk/bnu/Admissions/Fee-Scholarship>