

VC Policy on Student Finance

1. General

- 1.1 Villa College reviews its fees and Fees Policy annually. Tuition fees are likely to be subject to annual inflationary increases and will be available on the College website.
- 1.2 Fees are charged for all students at the College. There are no exceptions.
- 1.3 Students become liable to pay all the fees as per the stipulations of this policy. In addition to the tuition fee, the Fees listed in **List of Other Fees in Annex 1** is applicable to all students of Villa College.
- 1.4 Students retain ultimate liability for the payment of their fees, whether invoiced or not, even where they have a sponsorship agreement. If sponsorship is withdrawn or the sponsor defaults on payment, the student is responsible for paying any fees owed.
- 1.5 The only exception to this is for students on programmes directly commissioned by a third party (e.g. by Government) and where the programme registration is at the request of an employer. In such circumstances, where sponsorship is withdrawn or payments default, the student will be withdrawn from the programme.
- 1.6 All College fees are denominated in Maldivian Rufiyaa. Where a specific Fee is adopted by a foreign partner University, the College has the right to denominate such fees in the currency preferred by the Partner University.
- 1.7 Tuition Fee charged to students of a programme depends on the year of commencement and place of delivery.
- 1.8 For different programmes the Tuition Fees charged may differ.
- 1.9 It is the responsibility of all students to familiarise with the fees determined for each academic year and dates of payments in each semester.
- 1.10 In addition to tuition fee, students may incur other fees such as software license fee and compulsory text fees. Where such fees are levied students would be informed in advance.

2. Provisions on Application and registration fees

- 2.1. A non-refundable and non-transferable application fee as determined by the College from time to time must accompany each application for admission into each course of study at Villa College.
- 2.2. Each successful applicant is required to pay a non-refundable registration fee as determined by the college from time to time, on the registration day in order to guarantee him/her a place in the college.
- 2.3. Registration fee must be paid for each semester the student is enrolled in the College.

3. Stipulations on Semester Tuition fees

- 3.1. Tuition fee as determined by the College from time to time shall be payable as per the payment schedule provided to students at the time of each semester registration.
- 3.2. Payment can be made as a one off payment or on installment basis. In either case, the first payment must be made with the acceptance letter or no later than by the registration day. The numbers of installments to be offered is determined by the College and may vary from time-to-time and student to student.
- 3.3. All active students whose academic status is active from Week 3 must pay the second installment fee on or before the date advised by the College. Failure to do so will result in student being barred from sitting the final examination.
A student will not be allowed to drop all the modules registered for the semester outside the stipulation made in 5.3, 5.4, 5.5, 5.6 and 5.7 of this policy.
- 3.4. In addition to the registration day, tuition fees, application and registration fees are collected at Villa college reception counter from morning 9:00 am to evening 17:30pm on working days.

- 3.5. Fees are accepted by cash or cheque. Cheques should be made payable to Villa College.
- 3.6. If a cheque produced by a student is returned by the bank unpaid for any reason, the use of a personal cheque as payment to the College will be suspended for a period of six months.

4. Rebate and discount on tuition fee

- 4.1. A student who is enrolled in an undergraduate degree program is eligible for 2% rebate on tuition fee when he/she pays the tuition fee allocated for a year or in full.

5. Withdrawal from the programme of study

- 5.1. At Villa College, except for Postgraduate and Professional programmes, for all other programmes the semester fees are fixed irrespective of the number of modules students are required to be enrolled in.
- 5.2. For Certificate level programmes and Undergraduate degree programmes tuition fees can only be refunded if the student withdraws from a programme.
Dropping a module would not make a student eligible for any refund and adding a new module would not require the student pay additional fees for these programmes. Late adding of a new module may incur a fine as determined by the College.
- 5.3. The timeline for successful withdrawing from the programme of study without any financial penalty is within the first week from the commencement of a trimester/semester.
A successful withdrawal process is described in 5.7 of this Policy.

- 5.4. If a student successfully withdraws from the programme of study within the second week, 50% of the tuition fees paid will be refunded.
- 5.5. If a student successfully withdraw from the programme of study or lodged to withdraw from the programme of study after the second week, no refunds will be made to the student.
- 5.6. If students seek to withdraw from a programme without any academic penalty, it must be lodged before the end of Week 7 of the respective semester.
- 5.7. Any withdrawal by a student from a program of study must be made officially (in writing) to the College Registrar on the prescribed form.
Mere submission of the Withdrawal form would not ensure the student has been successfully withdrawn from the programme. A student is regarded to have been granted withdrawal from the programme of study upon receiving a written approval from the College Registrar.
- 5.8. The student must surrender his/her student card, library books and any property belonging to the College. The student is responsible for the replacement cost of College property lost or damaged by the student.
- 5.9. A fine of MRF. 50 will be levied if the student does not surrender or has lost his/her student ID card.
- 5.10. All outstanding fees or official charges must be settled in full before the application for withdrawal can be approved.