

Fee Policy: Academic Session 2019-2020

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Introduction

This policy document is applicable to both new and continuing students, whose fees are payable to Academic City College (hereafter called as Acity) and sets out:

- How the tuition fees are determined.
- When and how to pay tuition and various other fees
- Applicable scholarships
- Pertinent regulations that apply to refunds, withdrawal, intermission, deferral and penalties.

This policy is accompanied by a set of annexes that gives detailed explanations of how the fees will be charged and to ensure collection of tuition fees and other fees in an efficient and timely manner. Acity reserves all rights to amend its fees following appropriate internal review and consultation. This policy is updated annually and applies to all students.

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Enrollment (On Boarding)

All students will be required to complete their enrolment during the designated enrolment period prior to the start of the semester/academic year.

New Students need to complete the application form and obtain the admission letter from admission office. Based upon admission letter, accounts manager need to schedule the bill, give the invoice to student, and then secure the receipt of payment of registration fee from cashier office.

Continuing students should see Dean-Academic Affairs to determine their proper course selection based on their program of study and obtain re-registration form filled up and verified by academic head. Based upon re-registration form, accounts manager need to schedule the bill, give the invoice to student, and then secure the receipt of down payment of tuition fee from cashier office.

Tuition Fees

Tuition fees is applicable to all students on semester basis. It will be payable by a student as set out in a schedule of fees (Annexure-I).

- **Tuition Fees Payment:** Students must pay tuition fees by payment due date (Annexure-I) and clear any outstanding debts to be entitled to services and privileges at ACity. A student who defaults may be subject to the following sanctions:
 - Withholding of Campus services and being prevented from using Acity resources.
 - Being prevented from entering Acity premises, including any graduation ceremony venue.
 - Termination of registration—meaning that the student may not complete their course.
 - Withholding of any award certificate to which the student might otherwise have been entitled.
- **Payment Method:** The Acity has a range of payment methods available. Students need to provide their name and roll number when making any payments.
 - In Person at Campus: Student can make payment in cash to cashier office. Students are advised to get the official receipt for the payment made.
 - By Cheque Payment: Student can pay their fee thru cheque however, he gets receipt only after credit the amount in school account.
 - By Direct Bank Deposit or SWIFT transfer: Student can make payment thru direct deposit in any of following Bank accounts of Acity:

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1. **Bank: EcoBank Ghana Limited**
Bank Address: 19, Seventh Avenue, Ridge West, Accra
Account Name: Academic City College (GH) Limited
GHC Account Number: 0010134415403101
USD Account Number: 0012104415403101
Swift Code: ECOCGHAC

 2. **Bank: Access Bank (GH) Limited**
Bank Address: Ring Road Circle branch, Accra
Account Name: Academic City College (GH) limited
GHC Account Number: 0180223309771
USD Account Number: 0181013309771
- By MTN Mobile Money Transfer- Student can make their payment thru MTN mobile money transfer however this facility is available only to make payment within Ghana. Detail of MTN mobile money transfer Account as follow:
Account Name: Academic City College
Account Number: +233-242538304
- Application Processing Fee: Student need to pay application processing fee (Refer to Annexure-I) before enrollment. This fee is non-refundable.
 - Non-refundable Deposit: Non-refundable deposit of USD500 is require at the time of registration. This deposit amount will be subtracted from their tuition fees and the student will be required to pay the remaining balance by one of the methods set out in Annexure-I.
 - Payment in full: Acity offers a discount of **5%** on tuition fee to all students who wish to pay their semester tuition fee upfront in advance.
 - Installment Option: Acity offers a flexible payment plan which include the specific amount and due date for each installment. (Refer Annexure-I)
 - Late Enrollment Fees: Student who do not re-register for higher semester within stipulated Period is liable to pay late enrollment fees as per Annexure-I.
 - Late Installment Fees: To avoid late fee charges, students must pay in full or enroll in a payment plan by the payment deadline published in the Academic Calendar. Late installment fee will be applicable as per Annexure-I.

Housing Fees:

- Students who opt for on-campus housing must fill up the “Housing Application Form” for each semester.
- Student needs to make the down payment in full before allocate the room at the beginning of each session. Please see annexure-II

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- Period of Occupancy: Residents are permitted to move into the room on specific dates at the beginning of the semester/academic year (Annexure-II). Residents are expected to vacate the room within 24 hours of their last class or exam for both the First Semester (September) and Second Semester (January).
- Types of Room: Acity offers AC and Non-AC rooms suitable to student preference.
- Electricity Top-up for Air Conditioners: Students need to top-up the ECG card to use AC in their rooms.
- Additional charges will be collected on breakage of furniture or fixture in the room/toilets or hostel premises.
- No refund on cancellation of housing except the special circumstances approved by Acity Finance Committee.

Meal Plan Fees

- Students who opt for on-campus meal plan must fill up the “Meal Plan Request Form” in each semester.
- Acity offers flexible meal plan options based upon student needs. There are three-meal plan (Annexure-III) available and students can select any meal plan during his enrollment.
- Student needs to make the payment in full for selected meal plan at the beginning of each session as per annexure-III.
- Based upon meal plan selected, student will get electronic dining unit card. Student must present their card at dining venue to swipe each time they use it in order to obtain service.
- Card may only be used by the person to whom it is issued and are non-transferable.
- Any student who withdraw meal plan or wants to change in meal plan need to visit finance office and request in writing to get prior approval from finance department.
- Student who wants to cancel their meal plan will receive a refund as per below schedule:

Cancelling meal plan on	Refund Amount
Week 2	80%
Week 3	70%
Week 4	60%
Week 5	50%
Week 6	40%
Week 7	30%
Week 8	20%

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After 8 th Week of starting the semester	No Refund
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Retake Study Fees

All students registering for a period of repeat study are liable to pay a tuition fee based on each course to be retaken. Student need to fill up the retake study form and get it approval from Dean-Academic Affairs.

The student who wish to take retake a course is required to produce approved retake study form to finance department and pay USD500 per course (Annexure-IV) in full before he starts the class.

Re-sit Fees

A re-sit exam can be taken for any course that is failed in a semester. Student needs to fill up the re-sitting form and get it approved from Dean-Academic Affairs.

The student, who wishes to take re-sit exam is required to produce approved re-sitting form to finance department and pay USD200 per course (Annexure-IV) in full to register his name in re-sitting list.

No student will be permitted to take any of the re-sit exams without paying all requisite fees in full by the deadline.

Miscellaneous Fees

Miscellaneous fees, particularly administrative fees, usually are not tied to an enrollment. Those are listed in the Annexure-V.

Student need to submit his request in “Miscellaneous Fee Request Form” and get it approved from Registrar office. if it is approved, student need to make the payment in full to avail the respective service.

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Discounts

Acity discount policy apply only to tuition fee and not to any other applicable fee. Acity offers a discount of 5% on tuition and residential/hostel fee to all students who wish to pay their semester tuition/hostel fee in advance.

Scholarships

Acity offers a variety of scholarships. Scholarships are awarded to the Student through President's Office at the time of admission based on set eligibility criteria for one academic year. To continue with same scholarship scheme, **students must attain a CGPA of 3.0 or above** in their previous academic year. Acity will reserve the right to remove any scholarship from the account of the student should subsequent information indicate that the student is ineligible. All scholarships are processed through the Finance Department.

Type of Scholarship:-

1. Presidential Scholarship—is awarded to a student who demonstrates excellent academic performance coupled with leadership acumen and entrepreneurial spirit. Students may or may not be able to afford their education.
2. 50% Scholarship on Tuition Fee—is awarded to a student, who demonstrates excellent academic performance coupled with leadership acumen and entrepreneurial spirit and may be able to afford part of their education.
3. 30% Scholarship on Tuition Fee—is awarded to a student who demonstrates excellent academic performance coupled with leadership acumen and entrepreneurial spirit and are be able to afford significant portion of their education.

Refunds

No application for a refund of fees will be considered unless a withdrawal or suspension has been fully approved by Academic Services and processed by the Registrar Office.

Refunds will not be made except as specifically provided in this Policy and where appropriate, the separate rules and regulations applying to any Charges, including in relation to accommodation and graduation. This applies equally to any Fees and/or deposits that may be paid by students before the point of registration.

No Refund if the rejection is on account of student's failure to provide eligibility documents within the stipulated time.

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No Refund if the rejection is on account of 'doctoring' of eligibility documents in which case legal/criminal proceedings may be initiated against the student.

Full Refund if the rejection is not caused for any fault of the candidate excluding Application and Attestation Fees. Candidate must return the course material in good condition.

Those whose study is interrupted by the University for Disciplinary Reasons will not receive any adjustment in tuition and fees, if this occurs after the third week of classes.

Students who have complied with their financial obligations but withdraw from the Acity and immediately notify the authorities in writing, will have their fees refunded according to the following rules:

- Within 15 days of registration date - Full refund excluding Registration, Application and Attestation Fee.
- Within two weeks following the first meeting of classes - 50% refund of all fees excluding Registration, Application and Attestation Fee.
- Within four weeks following first meeting of classes – 25% refund excluding Registration, Application and Attestation Fee.
- No refund after four weeks following first meeting of classes.
- All refunds are subject to an administration fee of USD200.

A Refund Request Form must be collected from the Finance Department and be completed for all refunds.

Penalty on Non-Payment of Fees

All student fees must be paid by the defined and published dates.

Where a student continues to have an outstanding debt in their accounts record, the following restrictions will apply:

- A block will be placed on all accounts with outstanding fees.
- Access to CAMU, email and library will be blocked
- Examination results will be withheld
- Access to transcripts, statements of result etc. will be withheld.
- Continuing students will not be permitted to register for subsequent academic sessions.
- Late payment penalties will be imposed as per Annexure (I-IV)
- Students will not be permitted to graduate until outstanding fees have been paid in full.
- Acity reserves the right to take appropriate action against students who fail to pay their tuition and other specific fees.

In the event of any conflict between this policy and other documents or publications containing reference to fees, this policy shall have precedence.

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Exchange Rate Policy

Academic City fixes its exchange rate three times a year, May 1st, August 1st and December 1st. The rate is solely based on the prevailing market rate for the day. It must be noted that all bills payable will be based on the most up to date rate published by Academic City. i.e. if a bill has been issued on the 10th of December and paid on the 10th of January, the rate published on December 1st will be applicable. If a student is billed on the 10th of August, yet fails to pay until the 2nd of December, the rate published on December 1st will be applicable, plus any additional late fees due.



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Annexure-I (Tuition Fee Schedule for Academic Year 2019-20)								
2019-20 (Sem-1)		Non-Engineering Programs			Engineering Programs			
Fall	Due date with Late				Due date with Late			
	Due Date	Fee	Sem-1	Sem-2 to 8	Due Date	Fee	Sem-1	Sem-2 to 8
Non-refundable Registration Fee	20-Sep-19	27-Sep-19	500.00	850.00	20-Sep-19	27-Sep-19	500.00	1,190.00
1st Installment	15-Oct-19	22-Oct-19	750.00	850.00	15-Oct-19	22-Oct-19	1,050.00	1,190.00
2nd Installment	8-Nov-19	15-Nov-19	750.00	800.00	8-Nov-19	15-Nov-19	1,050.00	1,120.00
3rd Installment	6-Dec-19	13-Dec-19	500.00		6-Dec-19	13-Dec-19	900.00	
Total			2,500.00	2,500.00			3,500.00	3,500.00
Lumpsum Discount @5%			125.00	125.00			175.00	175.00

2019-20 (Sem-2)		Non-Engineering Programs			Engineering Programs			
Spring	Due date with Late				Due date with Late			
	Due Date	Fee	Sem-2	Sem-3 to 8	Due Date	Fee	Sem-2	Sem-3 to 8
Non-refundable Registration Fee								
1st Installment	7-Jan-20	14-Jan-20	850.00	850.00	7-Jan-20	14-Jan-20	1,190.00	1,190.00
2nd Installment	14-Feb-20	21-Feb-00	850.00	850.00	14-Feb-20	21-Feb-00	1,190.00	1,190.00
3rd Installment	13-Mar-20	20-Mar-20	800.00	800.00	13-Mar-20	20-Mar-20	1,120.00	1,120.00
Total			2,500.00	2,500.00			3,500.00	3,500.00
Lumpsum Discount @5%			125.00	125.00			175.00	175.00

1. Late enrollment penalty of USD 100 will be charged for returning students if enrollment delayed up to 3 business days
2. Late fee penalty of USD 100 will be charged for each instalment payment after passing the due date
3. Instalment payment delays with late fee beyond 3 business days will not be acceptable and may be grounds for withdrawal



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Annexure-II (Housing Fee Schedule For Academic Year 2019-20)									
Fall	Without Late Fee	Payment 1	Due Date	Payment 2	Due Date	Payment 3	Due Date	Late Fee	Due date with Late Fee
<u>Housing</u>									
Non-AC Room (One in a room)	1,000.00	350.00	20-Sep-19	350.00	15-Oct-19	300.00	8-Nov-19	100.00	After 3 days
Non-AC Room (Two in a room)	500.00	175.00	20-Sep-19	175.00	15-Oct-19	150.00	8-Nov-19	50.00	After 3 days
AC Room (One in a room)	1,250.00	450.00	20-Sep-19	450.00	15-Oct-19	350.00	8-Nov-19	125.00	After 3 days
AC Room (Two in a room)	625.00	225.00	20-Sep-19	225.00	15-Oct-19	175.00	8-Nov-19	62.50	After 3 days

Annexure-III (Meal Plan Fee Schedule For Academic Year 2019-20)					
Fall	Without Late Fee	Due Date	Late Fee	Due date with Late Fee	Meal Period
<u>Meal Plan</u>					
300 Plan	300.00	20-Sep-19	30.00	23-Sep-19	
600 Plan	600.00	20-Sep-19	60.00	23-Sep-19	
900 Plan	900.00	20-Sep-19	90.00	23-Sep-19	



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Annexure-II (Housing Fee Schedule For Academic Year 2019-20)									
Spring	Without Late Fee	Payment 1	Due Date	Payment 2	Due Date	Payment 3	Due Date	Late Fee	Due date with Late Fee
<u>Housing</u>									
Non-AC Room (One in a room)	1,000.00	350.00	7-Jan-20	350.00	14-Feb-20	300.00	13-Mar-20	100.00	After 3 days
Non-AC Room (Two in a room)	500.00	175.00	7-Jan-20	175.00	14-Feb-20	150.00	13-Mar-20	50.00	After 3 days
AC Room (One in a room)	1,250.00	450.00	7-Jan-20	450.00	14-Feb-20	350.00	13-Mar-20	125.00	After 3 days
AC Room (Two in a room)	625.00	225.00	7-Jan-20	225.00	14-Feb-20	175.00	13-Mar-20	62.50	After 3 days

Annexure-III (Meal Plan Fee Schedule For Academic Year 2019-20)					
Spring	Without Late Fee	Due Date	Late Fee	Due date with Late Fee	Meal Period
<u>Meal Plan</u>					
300 Plan	300.00	6-Jan-20	30.00	10-Jan-20	
600 Plan	600.00	6-Jan-20	60.00	10-Jan-20	
900 Plan	900.00	6-Jan-20	90.00	10-Jan-20	

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Annexure-IV (Miscellaneous Fee)

- Document Attestation fee : USD10
- Assignment Late Fee: USD50
- Certificate Fee: USD50
- Cheque Bounce Penalty Fee: USD50
- Duplicate Admit Card Fee: USD10
- Duplicate ID Card Fee: USD20
- Duplicate Transcript Fee: USD20
- Evaluation Fee: USD50
- Graduation Fee: USD200
- Name Change Fee: USD20
- Session Change Fee: USD50
- SRC Fee: USD20
- WAEC Verification Fee: USD100