



**ACADEMIC CITY**  
**UNIVERSITY COLLEGE**

Office of Finance

## Student Finance Policy

Version: Academic Year 2023 - 2024

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# Introduction

This policy document is intended to provide clear and concise information to both new and continuing students, whose fees are applicable to Academic City University College (hereafter called ACity) and sets out:

- How tuition and other fees are determined
- When and how to pay tuition and other fees
- Applicable discounts & scholarships
- Pertinent regulations that apply to foreign exchange, refunds, withdrawal, intermission, deferral and penalties

This policy includes additional information in the form of annexes, which provide detailed explanations on how the fees will be charged and collected in a timely and efficient manner. The institution reserves the right to change its fees after conducting an internal review and consulting with relevant stakeholders. This policy is reviewed and updated on an annual basis and is applicable to all students.

We encourage all students to review this policy carefully and to contact the Office of Finance with any questions or concerns.

# Bank Account Details

Payment can be made to the following Academic City bank accounts:

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

Swift Code: ABNGGHAC

Account Name: Vista International Limited - Academic City College Ghana

NGN Account Number: 0148476247 (NAIRA)

US Dollar Account Number: 0148587062 (DOLLARS)

Bank Name: Union Bank Nigeria

Bank Address: 26 Marina Street, Lagos, Nigeria

Swift Code: UBNINGLAXXX

Payment can also be made online through <https://acity.edu.gh/fees/> with Credit/Debit Card or Mobile Money (Ghana only).

# Enrolment Payment Policy

All students will be required to complete their enrolment by **submitting a registration request using ACITY+ 2.0 ERP System** during the designated enrolment period prior to the start of the semester / academic year. New Students need to have accepted their admissions offer through the “ACCEPT” button in the admissions decision email in order to be on boarded and register for the semester.

The admissions offer letter (attached in the admission decision email), will contain a breakdown of the tuition fees for the student’s selected programme, as well as a payment plan that is available for the student to enroll in should they require it.

## Registration for Each Semester

Based upon the student’s admission letter, the accounts manager will schedule the student’s bill each semester, taking into account any discounts or scholarships that are offered to that particular student. The student will then be emailed a copy of their invoice, and will be responsible for making payment of that invoice by the stated due date or deadline.

- Online through <https://acity.edu.gh/fees/> with Credit/Debit Card or Mobile Money.  
Receipts will be emailed.
- In Person at the cashier’s office with Cash or Cheque.  
Receipts will be handed in person.
- Via Bank Transfer.  
Receipts will be emailed only after funds have been credited to the school’s account.

Continuing students who are re-registering, can proceed to submit a re-registration request through ACITY+2.0 Student Mobile App. Once their registration has been approved by the

academic department, they will be emailed a copy of their invoice, and once again will be responsible for making payment through the channels outlined above. To register for any semester, the student must at the very least make a down payment towards a payment plan, and ensure they meet all subsequent installment deadlines.

# Tuition Fees Policy

Tuition fees are applicable to all students on a per semester basis. It will be payable by the student as set out in the 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

Students may be liable to pay for the following fees:

1. **Registration Fee:** New students need to pay a one time registration / processing fee as per (Annexure-I) before enrolment. This fee is non-refundable.
2. **Non-Refundable Tuition Down Payment:** A non-refundable deposit of USD500 is required 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 as per the Enrolment Payment Policy.

3. **Payment in full:** ACity offers NO discount on tuition fees (beyond the early bird discount) to all students who wish to pay their semester tuition fee upfront in advance.
4. **Installment / Payment Plan Option:** ACity offers a flexible payment plan inclusive of ACity's financing fees / charges which come with specific amounts and due dates for each installment as per (Annexure-I).
5. **Late Enrolment Fees:** Students who do not re-register for any given semester by the stipulated deadline are liable to pay late enrolment fees as per the Late Payment Policy.
6. **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 fees will be applicable as per the Late Payment Policy.
7. **Payment in local currency:** ACity fees are usually in US Dollars, but they allow payments in the local currency (GHS) that are equivalent to the amount in US Dollars.



# Housing Fee Policy

- **New students** who opt for on-campus housing must indicate it on their offer acceptance through the “ACCEPT” button provided in their admissions decision email.
- **Continuing students** who opt for on-campus housing can indicate it on their semester registration form in ACITY+ at the time of re-registration.

Housing is allocated based on a first come, first serve basis. Academic City reserves the right to decide what floor or what specific room assignment a student is provided.

1. **Room allocation:** Students need to make the down payment for housing in full (if not on a payment plan), or pay for their housing upfront at the start of the semester as per (Annexure-I).
2. **Period of Occupancy:** Residents are permitted to move into the room on specific dates at the beginning of the semester / academic year. 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).
3. **Types of Room:** ACity offers (a) single occupancy A/C rooms, (b) double occupancy A/C rooms, and (c) double occupancy fan rooms, with gender specific communal bathrooms.
4. **Room Upgrades:** Students who opt for a **Fan** room, can choose to upgrade to an **A/C** room (if available) by choosing to purchase A/C credit. If students exhaust their A/C credit

during the semester they need to top-up their A/C card on the <https://zfrmz.com/ClofFOzm4MT8W9Ond29Z> form to continue to use A/C in their rooms.

The link to request a top up is also available on the IT services page on ACity's website.

5. **Room Damages:** Additional charges will be levied on a student for any breakage of furniture or fixture in the room / toilets or hostel premises.

### Housing Fees (Optional)

#### 1. For New Students

#### Upfront Fees for Hostel (Paid at the start of the semester in full)

| Room Type              | Total Per Semester | Total Per Year |
|------------------------|--------------------|----------------|
| Double Occupancy + Fan | \$ 825             | \$ 1,650       |
| Double Occupancy + A/C | \$ 1,150           | \$ 2,300       |
| Single Occupancy + A/C | \$ 2,200           | \$ 4,400       |

#### Payment Plan for Hostel (Down payment paid at the start of the semester in full)

| Room Type   | Installment 1<br>Downpayment | Installment 2                     | Installment 3                     | Total Per<br>Semester | Total Per<br>Year |
|---|------------------------------|-----------------------------------|-----------------------------------|-----------------------|-------------------|
| <b>Due Date Fall 2023<br/>(Sem-1, Cohort-1)</b>   | Prior to Start of<br>Sem     | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |                       |                   |
| <b>Due Date Fall 2023<br/>(Sem-1, Cohort-2)</b>   | Prior to Start of<br>Sem     | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |                       |                   |
| <b>Due Date Spring 2024<br/>(Sem-2, Cohort-1)</b> | Prior to Start of<br>Sem     | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |                       |                   |

| <b>Due Date Spring 2024<br/>(Sem-2, Cohort-2)</b> | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
|---|--------------------------|-----------------------------------|-----------------------------------|----------|----------|
| Double Occupancy +<br>Fan                         | \$ 400                   | \$ 300                            | \$ 300                            | \$ 1,000 | \$ 2,000 |
| Double Occupancy +<br>A/C                         | \$ 500                   | \$ 450                            | \$ 450                            | \$ 1,400 | \$ 2,800 |

\*Payment plan not available for single room

## 2. For Continuing Students (Level-200)

### Upfront Fees for Hostel (Paid at the start of the semester in full)

| Room Type              | Total Per Semester | Total Per Year |
|------------------------|--------------------|----------------|
| Double Occupancy + Fan | \$ 750             | \$ 1,500       |
| Double Occupancy + A/C | \$ 1,000           | \$ 2,000       |
| Single Occupancy + A/C | \$ 2,200           | \$ 4,400       |

### Payment Plan for Hostel (Down payment paid at the start of the semester in full)

| Room Type                                       | Instalment 1<br>Down<br>payment | Instalment 2                      | Instalment 3                      | Total Per<br>Semester | Total Per<br>Year |
|---|---------------------------------|-----------------------------------|-----------------------------------|-----------------------|-------------------|
| <b>Due Date Fall 2023<br/>(Sem-1, Cohort-1)</b> | Prior to Start of<br>Sem        | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |                       |                   |

|   |                          |                                   |                                   |          |          |
|---|--------------------------|-----------------------------------|-----------------------------------|----------|----------|
| <b>Due Date Fall 2023<br/>(Sem-1, Cohort-2)</b>   | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
| <b>Due Date Spring 2024<br/>(Sem-2, Cohort-1)</b> | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
| <b>Due Date Spring 2024<br/>(Sem-2, Cohort-2)</b> | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
| Double Occupancy +<br>Fan                         | \$ 300                   | \$ 300                            | \$ 300                            | \$ 900   | \$ 1,800 |
| Double Occupancy +<br>A/C                         | \$ 400                   | \$ 400                            | \$ 400                            | \$ 1,200 | \$ 2,400 |

\*Payment plan not available for single room

### 3. For Continuing Students (Level-300 & 400)

**Upfront Fees for Hostel** (Paid at the start of the semester in full)

| Room Type              | Total Per Semester | Total Per Year |
|------------------------|--------------------|----------------|
| Double Occupancy + Fan | \$ 650             | \$ 1,300       |
| Double Occupancy + A/C | \$ 900             | \$ 1,800       |
| Single Occupancy + A/C | \$ 2,150           | \$ 4,300       |

**Payment Plan for Hostel** (Down payment paid at the start of the semester in full)

| Room Type | Instalment 1<br>Down<br>payment | Instalment 2 | Instalment 3 | Total Per<br>Semester | Total Per<br>Year |
|-----------|---------------------------------|--------------|--------------|-----------------------|-------------------|
|           |                                 |              |              |                       |                   |

|   |                          |                                   |                                   |          |          |
|---|--------------------------|-----------------------------------|-----------------------------------|----------|----------|
| <b>Due Date Fall 2023<br/>(Sem-1, Cohort-1)</b>   | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
| <b>Due Date Fall 2023<br/>(Sem-1, Cohort-2)</b>   | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
| <b>Due Date Spring 2024<br/>(Sem-2, Cohort-1)</b> | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
| <b>Due Date Spring 2024<br/>(Sem-2, Cohort-2)</b> | Prior to Start of<br>Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start of<br>End-Sem Exam |          |          |
| Double Occupancy +<br>Fan                         | \$ 260                   | \$ 260                            | \$ 260                            | \$ 780   | \$ 1,560 |
| Double Occupancy +<br>A/C                         | \$ 360                   | \$ 360                            | \$ 360                            | \$ 1,080 | \$ 2,160 |

\*Payment plan not available for single room

### Due Date for Payment Plan

The specific due dates for each installment can be found in the fee policy for that year.

### Late Fee Charges

A late fee of USD 50 will be levied on a student's account if no payment is received a maximum of 3 days from the due date. In addition, the late payment fee policy will apply.

## Meal Plan Fees Policy

- **New students** who opt for an on-campus meal plan must indicate it and pay for it through their offer acceptance through the "ACCEPT" button provided in their admissions decision email.

- **Continuing students** who opt for on-campus meal plan can indicate it on the semester registration through ACITY 2.0 at the time of semester re-registration

ACity offers flexible meal plan options based upon student needs. There are three meal plans as per (Annexure-I) available and students can select any meal plan during his enrolment.

1. **Payment:** Students need to make the payment in full for the selected meal plan at the beginning of each session as per (Annexure-I). The mealplan then works in a prepaid fashion and reduces as you consume meals. There is no payment plan available for a meal plan.
2. **Usability:** Students on the meal plan must order a meal through ACITY and book it on their account, and pay using meal plan credits automatically available within 2.0. If the student wants to eat multiple meals per day it is entirely at their discretion, if the student wants to use their snack account or not it is at their discretion.
3. **Changes:** Any student who wishes to add more meals to their meal plan may do so by purchasing a new meal plan or topping up their snack account. However, should a student want to reduce or withdraw from a meal plan they will have to pay the meal plan change fee as per (Annexure-1), and will be applicable for a refund as per the Refund Policy. Any meal plan change needs to be made by request to the finance & billing office.

### NUMBER OF MEALS IN A SESSION

ACity takes good care of its students and offers mail for full semester including welcome week & mid-term break to keep them in good health. However, ACity is no longer required to give food if the sessions end before 17 weeks.

### ROLLOVER POLICY

We encourage all students to use their food balances and keep a healthy diet, however if any students have leftover balances, they will be carried over to the following semester. Additionally, students have the choice to receive a refund for any unused meals, however there will be a 20% administrative fee deducted from the refund.

### TRANSFERABILITY

Students can only place an order to the meal plan cafeteria by logging into their own account at ACity+ and placing the order. If students want to place an order for a friend they can do so and provide the confirmation number to the friend.

### MEAL ORDERS

To complete a meal order, students must submit a request of what they want to consume and when they want to pick it up, based on a menu of daily offerings provided by the cafeteria team. Once an

order is placed it is confirmed by the cafeteria the student must proceed to pick it up in person and will be emailed a receipt upon pickup.

### Meal Plan Fees (Optional)

For student benefit, meal plan fees will be determined on pro-rata basis as below:

| Meal Plan Registration Date | Total Amount                         |
|-----------------------------|--------------------------------------|
| Week 2                      | 90%                                  |
| Week 3                      | 85%                                  |
| Week 4                      | 80%                                  |
| Week 5                      | 75%                                  |
| Week 6                      | 70%                                  |
| Week 7                      | 65%                                  |
| Week 8                      | 60%                                  |
| Week 9                      | Not Applicable for New Registrations |

### Upfront Fees for Meals (Paid at the start of the semester in full)

| Plan Type       | Total Per Semester | Total Per Year |
|-----------------|--------------------|----------------|
| 3 Meals Per Day | \$ 900             | \$ 1,800       |
| 2 Meals Per Day | \$ 600             | \$ 1,200       |
| 1 Meal Per Day  | \$ 300             | \$ 600         |

### Payment Plan for Meal plan

There is no payment plan available for meal plans.

### Meal Plan Change Fee

A change fee of USD 50 will be levied on a student's account if they would like to register for, downgrade or cancel their meal plan (post the due date). In addition, the refund policy will apply.

### Snack Account

All students are provided credit on their snack account for extra items they wish to consume (e.g. sodas, milk, extra protein, meat pie etc.) as per the availability at the canteen. Snack account can also be used to pay for meals.

### **Meal Account**

A fixed number of meals per semester are pre-loaded into your meal plan, and each core meal is a usage of these credits.



# Retake Tuition Fees Policy

All students registering to retake classes are liable to pay a tuition fee based on each course to be retaken. Students need to mention this on the semester registration form at the start of each semester via ACITY+2.0. Students are required to mention the courses which they failed the previous semester which need to be retaken. The submission is electronic, and will be electronically approved by the Registrar's office and subsequently the Head of the Department of the course they failed.

## **Fee Amount:**

They will be required to pay the **\$500** retake fee **per course**, and once approved by the registrar this would appear as an additional bill item on a student's account.

## **Approval Confirmation & Invoice:**

Students will receive confirmation that their registration has been accepted, and will receive a copy of their invoice by email. They can then proceed to pay at the cashier's office or make payment online. Only once the payment is complete will the Head of Department approve the student to be registered for the course.

At the completion of each academic year (September and January Semesters combined), a student will NOT be allowed to progress to the subsequent academic year if he/she has more than 11 cumulative credits failed (i.e. cumulatively calculated from all previous academic years). In a case with more than 11 cumulative credits failed, a student will be asked to withdraw from the program, with the opportunity to reapply to the program again as a fresh student from year 1 (application will be freshly reviewed again and is not guaranteed).

In the case where a student has 11 or less cumulative credits failed, the student will be required to 'Re-take' the failed course(s) in their entirety (from start to finish) in subsequent semesters when the course is offered again.

**RE-TAKE FEE**

The fee to re-take a course will be USD500 per course. This fee will be in addition to the regular semester fees, if the student is also registered for regular semester courses.

# Resit Exam Fees Policy

A resit exam can be taken for any course that is failed in a semester. Although the Registry will prompt students who have failed to appear for a resit and provide to students the scheduled resit times, students must diligently inform the registry if they have to retake an exam. You can apply for a resit by going to semester registration in ACITY+2.0, and selecting the “Exam Resit” button. The submission is electronic, and will be electronically approved by the Registrar’s office and subsequently the Head of the Department of the course they failed.

## **Fee Amount:**

They will be required to pay the **\$200** resit fee **per exam**, and once approved by the registrar this would appear as an additional bill item on a student’s account.

## **Approval Confirmation & Invoice:**

Students will receive confirmation that their registration has been accepted, and will receive a copy of their invoice by email. They can then proceed to pay at the cashier’s office or make payment online. Only once the payment is complete will the Head of Department approve the student to be registered for the exam.

## **Note on Pre-requisites**

A re-sit exam can be taken for any course that is failed in a semester. However, in the subsequent semester, **no courses can be enrolled in** for which a failed course from the previous semester(s) is a prerequisite, **until the pre-requisite course is passed**.

# Miscellaneous Fees Policy

Miscellaneous fees, particularly administrative fees, are usually not tied to enrollment. Students need to submit the required request to the Registrar's office. If the request is approved, the student needs to make the payment in full to avail the respective service.

|                                |         |
|--------------------------------|---------|
| Document Attestation fee       | USD 10  |
| Duplicate Admit Card Fee       | USD 10  |
| Name Change Fee                | USD 20  |
| Lost / Replacement ID Card Fee | USD 20  |
| Official Transcript Copy Fee   | USD 20  |
| SRC Fee                        | USD 35  |
| Evaluation Fee                 | USD 50  |
| Certificate Fee                | USD 50  |
| Cheque Bounce Fee              | USD 50  |
| Session Change Fee             | USD 50  |
| Meal Plan Change Fee           | USD 50  |
| WAEC Verification Fee          | USD 100 |
| Graduation Fee                 | USD 200 |
| Resit Exam Fee                 | USD 200 |
| Retake Course Fee              | USD 500 |

# Refund Policy

No application for a refund of fees will be considered unless a withdrawal or suspension has been fully approved by the Office of the President and processed by the Registrar's Office. Academic City only gives a maximum 25% refund for the students current semester once the start of class commences. Should a student withdraw before the start of class commences for that semester, the student will be applicable to a 90% refund for that semester. 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 tuition, accommodation and graduation. This applies equally to any fees and / or deposits that may be paid by students before the point of registration (Registration, Non-Refundable Deposit and Miscellaneous Fees.)

1. Refunds are dependent on the date of withdrawal.
2. Refunds will be processed to the original payee by the original method it was paid, and all banking fees will be deductible to the payee.
3. Refunds will be processed within 60 business days post confirmation of withdrawal.

## **No refunds will be issued in the following circumstances:**

1. If the rejection is on account of the student's failure to provide eligibility documents within the stipulated time.
2. If the rejection is on account of 'doctoring' of eligibility documents in which case legal / criminal proceedings may be initiated against the student.
3. If the rejection is on account of disciplinary reasons directly violating the ACity Integrity and Ethics Policy.

4. If the rejection is on account of violating the Late Payment Policy, and where the student has formally been escorted off campus and is restricted to any further re-entry.
5. If the student is on an ACity Payment Plan.
6. Registration, Non-Refundable Deposit and Miscellaneous fees are all non-refundable.

**Tuition Refunds:**

Students that have paid upfront for more than one semester tuition will receive a full refund for those additional semesters paid up front, however, with regards to the current semester the below follows:

Students will only be entitled to a 25% tuition refund for the current semester if the rejection of enrollment is not caused by any fault of the candidate and the date of embarkation is prior to the students current semester midterm exams. If embarkation is post midterm exams there will be a zero refund policy for the students current semester. Candidates must return any course material in good condition.

**Housing Refunds:**

Students that have paid upfront for more than one semester housing will receive a full refund for those additional semesters paid up front, however, with regards to the current semester the below follows:

Students will only be entitled to a 25% housing refund for the current semester if the rejection of enrolment is not caused by any fault of the candidate and the date of embarkation is prior to the students current semester midterm exams. If embarkation is post midterm exams there will be a zero refund policy for the students current semester. Candidates must disembark the room in the condition received. Additional charges will be levied on a student for any breakage of furniture or fixture in the room.

**Meal Plan Refunds:**

Any student wishing to cancel their meal plan can do so after paying the meal plan change fee as per (Annexure-1) and will receive a refund according to the below schedule:

| Refund Request Made | Refund Amount |
|---------------------|---------------|
| Week 2              | 80%           |
| Week 3              | 70%           |
| Week 4              | 60%           |
| Week 5              | 50%           |
| Week 6              | 40%           |
| Week 7              | 30%           |
| Week 8              | 20%           |
| Week 9              | 0%            |

#### **Scholarship Refunds:**

Should a student who has been granted a scholarship decide to withdraw before or after the commencement of classes, the full value of the scholarship will be taken away.

#### **Retrospective Withdrawal Refunds:**

Students may apply for retrospective withdrawal in SPECIFIC CIRCUMSTANCES. The Office of the President will decide whether or not to transfer paid fees to the next semester or refund the paid tuition and other fees as per the Refund Policy.

Special Circumstances might also arise from medical, family, personal or course/programme related reasons.

#### **Medical:**

For instance, when a medical condition changes to an extent that the student is unable to continue with his / her studies.

**Family / Personal:**

In the event of death or severe medical condition within the immediate family. Unforeseen financial difficulties could make studying difficult.

**Supporting documents in Special Circumstances:**

A personal statement and claim depending on the nature of the special circumstance. Supporting documents may include statements from doctors, counsellors or banks.

Each application shall be examined and determined based on merit. The Office of the President will consider claims together with documentary evidence that substantiate the claim, and shall have the sole discretion in accepting or rejecting retrospective withdrawals.



# Discount Policy

## **Sales Discount:**

Academic City's inaugural batches discount only applies to the class of 2023 and below. The discount policy was abandoned at the end of 2019 and is now only applicable to continuing students that enrolled at ACity prior to December 2019. If a student enrolled prior to December 2019, ACity will honor the discount policy that was awarded to them at the time of admission, until the student's graduation.

## **Early Bird Tuition Discount:**

Academic City's early bird tuition fee applies only to the first 250 students that enrol and complete the registration fee and non-refundable tuition deposit fee payments for the September 2020 intake. If a student is enrolled into the early bird tuition discount fee, this tuition fee will apply till the student's graduation in 4 years / 8 semesters. If the student fails and has to retake additional semesters, each additional semester post year 4 / semester 8 will be charged at the full tuition fee, as per (Annexure-I). In addition, the early bird tuition fee applies only to the tuition fee and not to the housing, meal plan and miscellaneous fees, as per (Annexure-I).

# Scholarship Policy

## **Presidential Scholarship:**

Academic City currently only offers one type of scholarship, namely the Presidential Scholarship. Presidential Scholarships are awarded on a case by case basis to students demonstrating excellent academic performance coupled with leadership acumen and entrepreneurial spirit. The ACity Presidential Scholar is a highly sought after decree that is only awarded to the most exemplary and deserving candidates. Presidential Scholarships are approved by the Office of the President and processed by the Director of Admissions in conjunction with the Finance Department.

Presidential Scholarship entails full tuition, housing and meal plan fees for the duration of the enrolled 4 year / 8 semester degree programme. The Presidential Scholarship does not cover Retake, Resit or Miscellaneous Fees. Presidential Scholars will be entitled to a laptop for the duration of study. International Presidential Scholars will receive one round trip flight per year to their country of residence.

To maintain their scholarship scheme, Presidential Scholars must attain a CGPA of 3.5 or above in their previous academic year. In addition Presidential Scholars are required to be actively involved in ACity through clubs, societies and community service. ACity will reserve the right to remove any scholarship from the account of the student should subsequent information indicate that the student is ineligible due to their grades suffering, or due to misconduct.

# Late Payment Policy

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 post 3 days of the due date , the following fees will apply:

A late payment fee of:

- USD 100 - Tuition
- USD 50 - Housing

will be levied on a student's account if no payment is received a maximum of 3 days from the due date

Where a student still continues to have an outstanding debt in their account after the fee of USD 100 has been implemented and post 7 days from the initial due date, the following actions will be taken:

- A block will be placed on all accounts with outstanding fees
- Access to on campus internet, ACity+, email, access control and meal plan credits will be blocked
- Examination results will be withheld
- Access to statements, transcripts and results etc. will be withheld
- Continuing students will not be permitted to register for subsequent academic sessions
- 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 fees

Post 10 days from the initial due date, should the student continue to still carry an outstanding debt after the above actions have been implemented. Academic City will be fully entitled to escort the student off campus, if applicable out of on campus housing and restrict any further re-entry.

No refunds will be given to students who are escorted off campus due to late payment policy.

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

# Exchange Rate Policy

Academic City's currency rate is set on a quarterly basis. The rate is solely determined by the current market rate on the first day of each quarter, i.e. **January 1, April 1, July 1, and October 1**. It must be noted that any bills payable will be calculated using Academic City's most recent rate. For example, if a bill is issued on December 10th and paid on January 10th, the rate announced on January 1st will apply. If a student is billed on August 10th and does not pay until December 2nd, the rate announced on December 1st will apply, along with any additional late penalties due.

You can always make an inquiry about the rate at Academic City by sending an email to [finance@acity.edu.gh](mailto:finance@acity.edu.gh)

## Schedule of Fees (Annexure-1)

### Tuition Fee for Ghanaians Students

All amounts indicated below are in US Dollar

#### Upfront Fees for Early Bird (Paid at the start of the semester in full)

Early Bird Discount is only applicable to first 250 registered students

| Programme                                   | Tuition & Fees (Upfront) |              |
|---|--------------------------|--------------|
|   | Per Year                 | Per Semester |
| BBA Accounting                              | \$2,500                  | \$1,250      |
| BBA Banking & Finance                       | \$2,500                  | \$1,250      |
| BBA Human Resource Management               | \$2,500                  | \$1,250      |
| BBA Marketing                               | \$2,500                  | \$1,250      |
| BBA Entrepreneurship                        | \$3,000                  | \$1,500      |
| BA Journalism and Mass Communication        | \$2,500                  | \$1,250      |
| BA Advertising and Public Relations         | \$2,500                  | \$1,250      |
| BSc Information Technology                  | \$3,500                  | \$1,750      |
| BSc Computer Science                        | \$3,500                  | \$1,750      |
| BSc Mechanical Engineering                  | \$5,000                  | \$2,500      |
| BSc Electronics & Communication Engineering | \$5,000                  | \$2,500      |
| BSc Computer Engineering                    | \$5,000                  | \$2,500      |
| BSc Electrical & Electronics Engineering    | \$5,000                  | \$2,500      |
| BSc Industrial & Systems Engineering        | \$5,000                  | \$2,500      |
| BSc Robotics Engineering                    | \$5,000                  | \$2,500      |

|                            |         |         |
|----------------------------|---------|---------|
| BSc Biomedical Engineering | \$5,000 | \$2,500 |
|----------------------------|---------|---------|

|                             |         |         |
|-----------------------------|---------|---------|
| Bsc Artificial Intelligence | \$5,000 | \$2,500 |
|-----------------------------|---------|---------|

\*Note: Application form of \$30(Non-Ghanaians) and \$30(Ghanaians) applicable for new students in Semester 1 in addition to above fees. There are no discounts provided for fees paid upfront, in advance for 1 year or more.

# Payment Plans & Due Dates

You can pay your fees due at Academic City upfront (lump sum) or you can enroll in a payment plan. Payment plans come with an embedded finance charge. All students are eligible for a payment plan at any time.

## UPFRONT FEE DUE DATES

### **Due Date for Fall Semester (Sem-1, Cohort-1)**

The due date for upfront payment for semester-1 tuition, hostel & meal plan fees for cohort-1 is Prior to the Start of the Semester.

### **Due Date for Fall Semester (Sem-1, Cohort-2)**

The due date for upfront payment for semester-1 tuition, hostel & meal plan fees for cohort-2 is Prior to the Start of the Semester.

### **Due Date for Spring Semester (Level-1, Sem-2, Cohort-1)**

The due date for upfront payment for semester-2 tuition, hostel & meal plan fees for cohort-1 is Prior to the Start of the Semester.

### **Due Date for Spring Semester (Level-1, Sem-2, Cohort-2)**

The due date for upfront payment for semester tuition, hostel & meal plan fees for cohort-2 is Prior to the Start of the Semester.



## **PAYMENT PLAN INSTALLMENT DUE DATES**

### **Due Date for Payment Plans**

Provided on the payment plan fee structure on the following pages, in case specific date not mentioned, please refer to the fee policy.

### **Late Fee Charges**

A late fee of USD 100 will be levied on a student's account if no payment is received a maximum of 3 days from the due date. In addition, the late payment fee policy will apply.

### **Tuition Fee for Ghanaians Students - Payment Plan**

All amounts indicated below are in US Dollar and inclusive of ACity's financing fee. Downpayment at the start of the semester in full. Early Bird Discount is only applicable to first 250 registered students.

#### **Fall Semester (Payment Plan)**

| Programme   | Instalment 1<br>Downpayment | Instalment 2                      | Instalment 3                         | Total Per<br>Semester | Total Per<br>Year |
|---|-----------------------------|-----------------------------------|--------------------------------------|-----------------------|-------------------|
| <b>Due Date Fall Semester<br/>(Sem-1, Cohort-1)</b> | Prior to Start<br>of Sem    | Prior to Start of<br>Mid-Sem Exam | Prior to Start<br>of End-Sem<br>Exam |                       |                   |

| <b>Due Date Fall Semester<br/>(Sem-1, Cohort-2)</b> | Prior to Start<br>of Sem | Prior to Start of<br>Mid-Sem Exam | Prior to Start<br>of End-Sem<br>Exam |         |         |
|---|--------------------------|-----------------------------------|--------------------------------------|---------|---------|
| BBA Accounting                                      | \$500                    | \$500                             | \$500                                | \$1,500 | \$3,000 |
| BBA Banking & Finance                               | \$500                    | \$500                             | \$500                                | \$1,500 | \$3,000 |
| BBA Human Resource<br>Management                    | \$500                    | \$500                             | \$500                                | \$1,500 | \$3,000 |
| BBA Marketing                                       | \$500                    | \$500                             | \$500                                | \$1,500 | \$3,000 |
| BA Journalism and Mass<br>Communication             | \$500                    | \$500                             | \$500                                | \$1,500 | \$3,000 |
| BA Advertising and Public<br>Relations              | \$500                    | \$500                             | \$500                                | \$1,500 | \$3,000 |
| BBA Entrepreneurship                                | \$500                    | \$650                             | \$650                                | \$1,800 | \$3,600 |
| BSc Information Technology                          | \$500                    | \$650                             | \$650                                | \$1,800 | \$3,600 |
| BSc Computer Science                                | \$500                    | \$800                             | \$800                                | \$2,100 | \$4,200 |
| BSc Mechanical Engineering                          | \$500                    | \$1,250                           | \$1,250                              | \$3,000 | \$6,000 |
| BSc Electronics &<br>Communication Engineering      | \$500                    | \$1,250                           | \$1,250                              | \$3,000 | \$6,000 |
| BSc Computer Engineering                            | \$500                    | \$1,250                           | \$1,250                              | \$3,000 | \$6,000 |
| BSc Electrical & Electronics<br>Engineering         | \$500                    | \$1,250                           | \$1,250                              | \$3,000 | \$6,000 |
| BSc Industrial & Systems<br>Engineering             | \$500                    | \$1,250                           | \$1,250                              | \$3,000 | \$6,000 |
| BSc Robotics Engineering                            | \$500                    | \$1,250                           | \$1,250                              | \$3,000 | \$6,000 |
| BSc Biomedical Engineering                          | \$500                    | \$1,250                           | \$1,250                              | \$3,000 | \$6,000 |

|                             |       |         |         |         |         |
|-----------------------------|-------|---------|---------|---------|---------|
| Bsc Artificial Intelligence | \$500 | \$1,250 | \$1,250 | \$3,000 | \$6,000 |
|-----------------------------|-------|---------|---------|---------|---------|

\*Note: Application form of \$30(Non-Ghanaians) and \$30(Ghanaians) applicable for new students in Semester 1 in addition to above fees. There are no discounts provided for fees paid upfront, in advance for 1 year or more.

#### **Spring Semester (Payment Plan)**

| Programme   | Instalment 4          | Instalment 5                   | Instalment 6                   | Total Per Semester | Total Per Year |
|---|-----------------------|--------------------------------|--------------------------------|--------------------|----------------|
| <b>Due Date Spring Semester (Sem-2, Cohort-1)</b> | Prior to Start of Sem | Prior to Start of Mid-Sem Exam | Prior to Start of End-Sem Exam |                    |                |
| <b>Due Date Spring Semester (Sem-2, Cohort-2)</b> | Prior to Start of Sem | Prior to Start of Mid-Sem Exam | Prior to Start of End-Sem Exam |                    |                |
| BBA Accounting                                    | \$500                 | \$500                          | \$500                          | \$1,500            | \$3,000        |
| BBA Banking & Finance                             | \$500                 | \$500                          | \$500                          | \$1,500            | \$3,000        |
| BBA Human Resource Management                     | \$500                 | \$500                          | \$500                          | \$1,500            | \$3,000        |
| BBA Marketing                                     | \$500                 | \$500                          | \$500                          | \$1,500            | \$3,000        |
| BA Journalism and Mass Communication              | \$500                 | \$500                          | \$500                          | \$1,500            | \$3,000        |
| BA Advertising and Public Relations               | \$500                 | \$500                          | \$500                          | \$1,500            | \$3,000        |
| BBA Entrepreneurship                              | \$600                 | \$600                          | \$600                          | \$1,800            | \$3,600        |
| BSc Information Technology                        | \$600                 | \$600                          | \$600                          | \$1,800            | \$3,600        |
| BSc Computer Science                              | \$700                 | \$700                          | \$700                          | \$2,100            | \$4,200        |

|   |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| BSc Mechanical Engineering                  | \$1,000 | \$1,000 | \$1,000 | \$3,000 | \$6,000 |
| BSc Electronics & Communication Engineering | \$1,000 | \$1,000 | \$1,000 | \$3,000 | \$6,000 |
| BSc Computer Engineering                    | \$1,000 | \$1,000 | \$1,000 | \$3,000 | \$6,000 |
| BSc Electrical & Electronics Engineering    | \$1,000 | \$1,000 | \$1,000 | \$3,000 | \$6,000 |
| BSc Industrial & Systems Engineering        | \$1,000 | \$1,000 | \$1,000 | \$3,000 | \$6,000 |
| BSc Robotics Engineering                    | \$1,000 | \$1,000 | \$1,000 | \$3,000 | \$6,000 |
| BSc Biomedical Engineering                  | \$1,000 | \$1,000 | \$1,000 | \$3,000 | \$6,000 |

|                             |       |         |         |         |         |
|-----------------------------|-------|---------|---------|---------|---------|
| Bsc Artificial Intelligence | \$500 | \$1,250 | \$1,250 | \$3,000 | \$6,000 |
|-----------------------------|-------|---------|---------|---------|---------|

### **Due Date for Payment Plan**

The due dates for each instalment are mentioned at the top of table above, in case specific date not mentioned, please refer to the fee policy.

### **Late Fee Charges**

A late fee of USD 100 will be levied on a student's account if no payment is received a maximum of 3 days from the due date. In addition, the late payment fee policy will apply.

### **Tuition Fees for International Students**

All amounts indicated below are in US Dollar. **Upfront Fees for Regular Students** (Paid at the start of the semester in full). Applicable to students who are not part of the first 250 students to register in their freshman year.

| Programme                                   | Tuition & Fees |              |
|---|----------------|--------------|
|   | Per Year       | Per Semester |
| BBA Accounting                              | \$3,000        | \$1,500      |
| BBA Banking & Finance                       | \$3,000        | \$1,500      |
| BBA Human Resource Management               | \$3,000        | \$1,500      |
| BBA Marketing                               | \$3,000        | \$1,500      |
| BBA Entrepreneurship                        | \$3,600        | \$1,800      |
| BA Journalism and Mass Communication        | \$3,000        | \$1,500      |
| BA Advertising and Public Relations         | \$3,000        | \$1,500      |
| BSc Information Technology                  | \$4,200        | \$2,100      |
| BSc Computer Science                        | \$4,200        | \$2,100      |
| BSc Mechanical Engineering                  | \$6,000        | \$3,000      |
| BSc Electronics & Communication Engineering | \$6,000        | \$3,000      |
| BSc Computer Engineering                    | \$6,000        | \$3,000      |
| BSc Electrical & Electronics Engineering    | \$6,000        | \$3,000      |
| BSc Industrial & Systems Engineering        | \$6,000        | \$3,000      |
| BSc Robotics Engineering                    | \$6,000        | \$3,000      |
| BSc Biomedical Engineering                  | \$6,000        | \$3,000      |

|                             |       |         |         |         |         |
|-----------------------------|-------|---------|---------|---------|---------|
| Bsc Artificial Intelligence | \$500 | \$1,250 | \$1,250 | \$3,000 | \$6,000 |
|-----------------------------|-------|---------|---------|---------|---------|

\*Note: Application fees of \$30(Non-Ghanaians) and \$30(Ghanaians) applicable for new students in Semester 1 in addition to above fees. There are no discounts provided for fees paid upfront, in advance for 1 year or more.

#### **Due Dates:**

##### **Due Date for Fall Semester (Sem-1, Cohort-1)**

The due date for upfront payment for semester tuition, hostel & meal plan fees for cohort-1 is Prior to the Start of the Semester.

##### **Due Date for Fall Semester (Sem-1, Cohort-2)**

The due date for upfront payment for semester tuition, hostel & meal plan fees for cohort-2 is Prior to the Start of the Semester.

##### **Due Date for Spring Semester (Level-1, Sem-2, Cohort-1)**

The due date for upfront payment for semester tuition, hostel & meal plan fees for cohort-1 is Prior to the Start of the Semester.

##### **Due Date for Spring Semester (Level-1, Sem-2, Cohort-2)**

The due date for upfront payment for semester tuition, hostel & meal plan fees for cohort-2 is Prior to the Start of the Semester.

#### **Late Fee Charges**

A late fee of USD 100 will be levied on a student's account if no payment is received a maximum of 3 days from the due date. In addition, the late payment fee policy will apply.

## Tuition Fees for International Students - Payment Plan

All amounts indicated below are in US Dollar and inclusive of ACity's financing fee

**Payment Plan for Regular** (Downpayment at the start of the semester in full).

### Fall Semester

| Programme   | Instalment 1<br>Downpayment | Instalment 2                         | Instalment 3                         | Total Per<br>Semester | Total Per<br>Year |
|---|-----------------------------|--------------------------------------|--------------------------------------|-----------------------|-------------------|
| <b>Due Date Fall Semester<br/>(Sem-1, Cohort-1)</b> | Prior to Start of<br>Sem    | Prior to Start<br>of Mid-Sem<br>Exam | Prior to Start<br>of End-Sem<br>Exam |                       |                   |
| <b>Due Date Fall Semester<br/>(Sem-1, Cohort-2)</b> | Prior to Start of<br>Sem    | Prior to Start<br>of Mid-Sem<br>Exam | Prior to Start<br>of End-Sem<br>Exam |                       |                   |
| BBA Accounting                                      | \$500                       | \$650                                | \$650                                | \$1,800               | \$3,600           |
| BBA Banking & Finance                               | \$500                       | \$650                                | \$650                                | \$1,800               | \$3,600           |
| BBA Human Resource<br>Management                    | \$500                       | \$650                                | \$650                                | \$1,800               | \$3,600           |
| BBA Marketing                                       | \$500                       | \$650                                | \$650                                | \$1,800               | \$3,600           |
| BA Journalism and Mass<br>Communication             | \$500                       | \$650                                | \$650                                | \$1,800               | \$3,600           |
| BA Advertising and Public<br>Relations              | \$500                       | \$650                                | \$650                                | \$1,800               | \$3,600           |
| BBA Entrepreneurship                                | \$500                       | \$850                                | \$850                                | \$2,200               | \$4,400           |

|   |       |         |         |         |         |
|---|-------|---------|---------|---------|---------|
| BSc Information Technology                  | \$500 | \$1,000 | \$1,000 | \$2,500 | \$5,000 |
| BSc Computer Science                        | \$500 | \$1,000 | \$1,000 | \$2,500 | \$5,000 |
| BSc Mechanical Engineering                  | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Electronics & Communication Engineering | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Computer Engineering                    | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Electrical & Electronics Engineering    | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Industrial & Systems Engineering        | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Robotics Engineering                    | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Biomedical Engineering                  | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |

|                             |       |         |         |         |         |
|-----------------------------|-------|---------|---------|---------|---------|
| Bsc Artificial Intelligence | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
|-----------------------------|-------|---------|---------|---------|---------|

\*Note: Application form of \$30(Non-Ghanaians) and \$30(Ghanaians) applicable for new students in Semester 1 in addition to above fees. There are no discounts provided for fees paid upfront, in advance for 1 year or more.



## Tuition Fees for International Students - Payment Plan Continued

### Spring Semester

|   |       |         |         |         |         |
|---|-------|---------|---------|---------|---------|
| BBA Accounting                                    | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BBA Banking & Finance                             | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BBA Human Resource<br>Management                  | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BBA Marketing                                     | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BA Journalism and Mass<br>Communication           | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BA Advertising and Public<br>Relations            | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BBA Entrepreneurship                              | \$500 | \$850   | \$850   | \$2,200 | \$4,400 |
| BSc Information<br>Technology                     | \$500 | \$1,000 | \$1,000 | \$2,500 | \$5,000 |
| BSc Computer Science                              | \$500 | \$1,000 | \$1,000 | \$2,500 | \$5,000 |
| BSc Mechanical<br>Engineering                     | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Electronics &<br>Communication<br>Engineering | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Computer Engineering                          | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Electrical & Electronics<br>Engineering       | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Industrial & Systems                          | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |

|                               |       |         |         |         |         |
|-------------------------------|-------|---------|---------|---------|---------|
| Engineering                   |       |         |         |         |         |
| BSc Robotics Engineering      | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BSc Biomedical Engineering    | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
| BBA Accounting                | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BBA Banking & Finance         | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |
| BBA Human Resource Management | \$500 | \$650   | \$650   | \$1,800 | \$3,600 |

|                             |       |         |         |         |         |
|-----------------------------|-------|---------|---------|---------|---------|
| Bsc Artificial Intelligence | \$500 | \$1,500 | \$1,500 | \$3,500 | \$7,000 |
|-----------------------------|-------|---------|---------|---------|---------|

### **Due Date for Payment Plan**

The due dates for each instalment are mentioned at the top of table above, in case specific date not mentioned, please refer to the fee policy.

### **Late Fee Charges**

A late fee of USD 100 will be levied on a student's account if no payment is received a maximum of 3 days from the due date. In addition, the late payment fee policy will apply.