

## Policy on Course Fee

### Policy Statement

Course fees are a significant element of Maldives Institute of Technology (MIT) funding and fee levels are set with due regard for financial viability and demand. Fees are subject to annual review. MIT makes provision to ensure that operation of the Course Fee Regulations and associated financial support schemes is fair and encourages access to all those with the ability to benefit from study.

The MIT is committed to ensuring information on fees is readily available and publishes fee information in January each year for the following academic session. Applicants may view course fee details from the MIT prospectus and on the website and can expect to receive detailed information about fees, along with arrangements for payment, when they are offered a place to study in MIT.

Students are responsible for the prompt payment of fees. Defaults on payment are treated seriously and will lead to the application of sanctions in accordance with the MIT Course Fee Policy

### 8.1. Course Fee Regulations

- 8.2.1 Course fees are set by the MIT on an annual basis and are subject to annual review.
- 8.2.2 All taught provision is covered by the Course Fee Regulations and students registering for courses at the MIT are responsible for the payment of fees. This includes arrangements where students obtain sponsorship for fees, should the sponsor default.
- 8.2.3 Course fees are published on the MIT website: <http://www.mit.edu.mv> and the specific fee applicable is confirmed at the point of admission/enrolment.
- 8.2.4 Course fee charges apply to each course of study, unless otherwise indicated.
- 8.2.5 Students repeating a module, placement or programme of study will be charged at the standard rate applicable.
- 8.2.6 Additional fees for registration, assessment are specified in the Ancillary Charges listed in Appendix 1.
- 8.2.7 Fees may be paid by cash, debit or credit card, cheque (made payable to Maldives Institute of Technology). Installment plans are offered subject to the length of the programme the student enrolls on. See Appendix 2.
- 8.2.8 MIT expects students to pay fees promptly. Students who default on payments, or who are in debt to the MIT for any reason, may have their registration terminated or be refused re-enrolment. The MIT also reserves the right to withdraw access to facilities from students who are in default or to refer the debt to the relevant authorities for debt collection, where appropriate, to effect recovery of the debt.
- 8.2.9 Students who withdraw from a course of study at the MIT are liable for payment of course fees in line with the course fee policy appropriate to the academic session. **See Appendix 3.**
- 8.2.10 Students who are in debt to the MIT at the time of graduation for academic related debt will be refused attendance at the graduation ceremony. Formal certification will be withheld until full payment has been received.
- 8.2.11 The MIT reserves the right to correct administrative errors and recover any shortfall in fees, within the published tuition fee listings for the appropriate academic session

## **8.2. Financial Support**

In addition to a range of sponsors help available, students may also be eligible to apply to the MIT for Financial Support Fund. Please contact the Student Financial Support Team in Student Services. The Team can also offer personal advice and counseling on financial matters.

## **8.3. Queries**

Queries in relation to the operation of these regulations should be addressed to [admin@mit.edu.mv](mailto:admin@mit.edu.mv) or Manager Student Support Services.

## **8.4. Complaints**

Complaints in relation to the operation of these regulations should be addressed to the Manager Student Support Services in the first instance. If you remain dissatisfied, you should refer to the MIT Complaints Procedure:

## **8.5. Appendix 1**

### **ANCILLARY CHARGES**

#### **Registration**

- Copy of Enrolment Letter MVR10.00
- Late Enrolment Charge MVR250.00

#### **MIT Student Card**

- Replacement Student card MVR150.00

#### **Assessment**

- Duplicate transcript MVR100.00
- Verification and Transcript of Results. MVR250.00 (Students will be required to submit an application form that will include personal details.)

## **8.6. Appendix 2**

### **COURSE FEE PAYMENT ARRANGEMENTS**

- When a student/trainee completes the MIT enrolment process they become liable for course fees. Students will be charged course fees in line with the MIT Course Fees Policy
- Students may have their fees sponsored or part-sponsored by an employer or other.
- Students who are receiving sponsorship must provide written notification from the sponsor on official letterhead, confirming the amount they are contributing towards payment of tuition fees and a purchase order number for each academic year of study.
- All other students are regarded as self-funding and a variety of payment arrangements are available.

#### **8.7.1 Course Fee for the Academic Year**

## **8.7. Appendix 3**

### 8.7.1. STUDENT WITHDRAWAL / REFUND PAYMENT

- If you are unsure as to the suitability of your course, or are thinking of leaving MIT please contact your Coordinator or Academic Registrar to discuss your options.
- If you decide that you wish to withdraw the amount of tuition fee you will be liable to pay will depend upon on the date you withdraw.
- Students will be charged tuition fees in line with MIT Course Fees Policy.
- If a student has withdrawn from the MIT and at a later date re-applies, they must be in financial good standing and will not be permitted to enroll until they have cleared any outstanding debts.

End