

JINNAH UNIVERSITY FOR WOMEN



Fee Payment Policy

Updated : September 2021
Approved : October 2021
(Academic Council)

Fees/Payment SOP'S

- **Fee Structure**

Please refer to the University Prospectus for detailed fee structure pertaining to concern programs. Changes, if and when made, will be intimated to students and will also be posted on the University website.

- **Payment of Fee**

New students must deposit their fee on or before the date notified by the University failing which the candidature for admission in the University shall stand cancelled.

Resuming Semester after Cancellation of Admission due to Absence / Non-Payment of dues / fee

- A student, who fails to register in any semester, or leaves the University without prior approval, can resume the same program with the approval of chairperson/Dean fulfilling all requirements and will be allowed as per odd/even semester and subject to condition that the student will not go over the maximum time limit for the programme i.e. it will not become a time bar case.
- If the student had absented without getting registered and without paying fee for the new semester, fee will be paid for the absented semester along with readmission fee and registration fee on resuming the programme.
- Enrolled students are required to pay fee/dues on or before the date notified by the university otherwise fine of Rs. 100/- per day will be charged till deposition of the fee. For revival of the registration a student will have to pay full admission fee besides fine. Amount of fine may change from time to time.

In all the above cases, time bar duration of the student will be governed through the rules and regulations applicable to the origin entry. Their fee structure will be as per the revised rates as applicable to the students of the semester in which she is rejoining.

Adjustment / Transfer of Tuition Fee

Received amount of tuition fee shall be adjusted/ transferred in the following cases:

- Tuition fee shall be adjusted / transferred to the next semester if a course is cancelled and an alternate course is not offered.
- Tuition fee shall be adjusted / transferred to the next semester if a student freezes a semester.
- No fee will be refunded once the student has registered for course in the Summer Session.

Cancellation of Admission Due to Absence / Non-Payment of dues / fees

Admission of a student will be cancelled in the following cases:

- If a student absents without any information, without getting registered or without paying fee for the new semester.
- If a student fails to attend any lecture during the first three weeks after the commencement of the semester as per announced schedule, her admission shall stand cancelled automatically without any notification.
- If an admission of student is cancelled at her own request then it will be resorted on when: She has not withdrawn security deposit. Not more than one year has passed after cancellation of admission.

Late Fee

- Enrolment Fee Rs.1000/= will be charged in addition to Normal fee.
- Late fee will be charged according to criteria set by finance department.
- Late fee Rs.100/= will be charged from the student not paying the dues within the date.

Refund of Fee

Fee will be refunded according to HEC letter;

Immediate
By Special Messenger



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Phone: (051) 90401600 Fax: (051) 90401602
E-mail: awahmad@hec.gov.pk

No. 10-1/HEC/A&C/2015/6572
December 7, 2015

Subject: National Fee-Refund Policy at Higher Education Institutions of Pakistan: Revised

The Higher Education Commission, Islamabad circulated the policy/decision regarding National Level Fee Refund Policy vide letter No. 10-1/HEC/A&C/2012/94 dated September 11, 2012 to all universities/HEI's in public and private sector for necessary adoption.

2. Nonetheless, keeping in view the recent changes in fee structure along with complaints received from various students, a Committee comprising Head of Institutions from both Public and Private HEI's was formulated, which revisited the policy in a Meeting held on October 7, 2015 at HE, Islamabad. The Committee unanimously agreed on the following policy.

Revised - National Level Fee-Refund Policy at Higher Education Institutions of Pakistan

%age of Fee*	Timeline** For Semester/Trimester System	Timeline For Annual System
Full (100%) Fee Refund	Up to 7 th day of commencement of classes	Up to 15 th day of commencement of classes
Half (50%) Fee Refund	From 8 th - 15 th day of commencement of classes	From 16 th - 30 th day of commencement of classes
No Fee (0%) Refund	From 16 th day of commencement of classes	From 31 st day of commencement of classes

I. %age of Fee shall be applicable on all components of fee, except for security and admission charges.

II. Timeline shall be calculated continuously, covering both weekdays and weekend.

3. We would appreciate your kind and urgent support in confirming the revised National Fee Refund Policy at the earliest convenience, but not later than December 21, 2015, beyond which it would be assumed that the University concurs with the proposed policy.

(Awais Ahmad)
Director General (A&C)

Vice Chancellor/ Rector/ Head of Institute /Director
All Public and Private Sector Universities/DAIs

Fee for Dropping of Semester

A student in a semester may drop the entire semester on compassionate grounds up to the 15th week of an ongoing semester subject to the following conditions:

- No semester fee will be refunded.
- The case for dropping of the semester has to be recommended by the Chairperson and approved by the Dean.
- If a student freezes a semester(s), she will resume her studies from the same stage where she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- If a student is not enrolled in any course in a semester and she will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, she will has to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

Note:- Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite or the case may be for other semesters predecessor to the freezing Semester.