

Policy Name:	Student Fee Policy		
Department	Finance	Approval Authority	Executive Committee
Date of Implementation	01/02/2026	Date of last Revision	12/01/2026- V02

1. Introduction of the Policy

This policy relates to all fees and charges payable to Mianz College by current and former students for the use of its facilities and the provision of its services. This includes monies owed in respect of tuition, programmes of study, examinations, conferring of degrees, field trip costs, library and other miscellaneous fees and charges, including the payment of money owed to Mianz College in respect of loans, books or other equipment or material

2. Scope

This policy establishes a transparent, fair, and enforceable framework for the collection of tuition fees and outstanding dues, ensuring institutional sustainability while protecting students' rights in accordance with the laws and regulations of the Republic of Maldives.

This policy applies to:

- All enrolled students (Maldivian & international)
- All academic programs and intakes
- All fees, including tuition, registration, examination, repeat, and administrative fees

The broad categories of fees and charges that Mianz College maintains are noted below.

3. Fee Disclosure & Agreement

3.1 All fees must be:

* Approved by the College Management which will be published in:

* Prospectus/Flyers

* Website

* Offer letter / Enrollment agreement

3.2 Acceptance of admission and registration constitutes a formal agreement to comply with this policy.

3.3 Fees once agreed are binding and subject only to officially approved payment plans.

3.4 The fee is subject to change

4. Fee Payment Schedule

Fee Category Due Date:

- Admission Fee Before enrollment (mandatory)
- Students who opt for monthly fee payment must clear their dues on or before the 10th of each month.
- Students who opt for semester fee payment must clear their dues on or before the commencement date of the semester (5% discount is applicable for the semester payments)
- Students who opt for full course fee payment should settle their payment before the commencement date of the programme (10% discount is applicable for the full course fee payment)
- ReDo, ReSit, or Re-Marking: The service will not be processed until payment clearance is issued from the accounts department.
- Routine examination, student registration will be enabled after the due fee is paid
- To enroll to the new semester, all the due fees should be cleared

5. Accepted Payment Methods

- Bank transfer to the official college account
- Online payment gateway
- Sponsor/employer payment (with written confirmation)

Official receipts are mandatory for all payments.

6. DUES COLLECTION POLICY

6.1 Definition of Dues

“Dues” include any unpaid:

- Course fee
- Late payment penalties
- Re-Sit, Re-Do, Re-Marking or other administrative fees
- Any other approved charges payable to the college

6.2 Dues Collection Procedure

The College is obliged to follow the SOPs developed regarding the payment-related protocols

6.3 Late Payment Penalties

- Late payment penalty of MVR 300 per month may apply after the 10th of each month

6.4 Institutional Actions for Non-Payment

If dues remain unpaid for more than a month, the College may lawfully:

- Suspend access to classes or online learning platforms
- Restrict participation in examinations or assessments
- Withhold results, transcripts, letters, certificates, or other services
- Deny registration for future semesters

6.5 Sponsor / Guardian Responsibility

- Where a sponsor or guardian is listed:
 - They are jointly responsible for the payment
 - The College may pursue recovery through them
 - Employer/sponsor undertakings must be in writing

6.6 Legal Recovery (Last Resort)

- Long-outstanding dues may be:
 - Referred for legal recovery under Maldivian law
 - Recovered through civil legal processes
 - Legal and administrative costs may be added where permitted by law

7. Refund Policy

- Admission fees: Non-refundable
- Course fees:
 - Refundable only within 1 week of the semester start date
 - The refund requests should be submitted to the Faculty, with supporting documents addressed to the Dean.
 - The Executive Committee will make the final decision regarding the refund.

8. Dispute Resolution

- All fee-related disputes must be submitted in writing to the College for formal review.
- The Dean shall review the matter with reference to enrollment status, course registration, and academic policies.
- The accounts department shall examine the dispute with reference to payment records, invoices, financial regulations, along with the Dean's report.
- The final decision shall rest with the Executive Committee of Mianz College
- The resolution should be shared with the student within 15 working days.

9. Compliance & Review

- This policy shall become binding upon a student's enrollment with the College.
- The policy shall be reviewed on an annual basis to ensure continued relevance, regulatory compliance, and operational effectiveness.
- Any amendments or revisions shall be formally communicated to all stakeholders through the College's official communication channels.

10. Deferral from a Programme of study

- Where a student has paid course fees, in full or in part, for an academic semester and is subsequently granted an approved deferment of studies, any resulting credit balance (overpayment) shall be retained by the College and carried forward until the student resumes or commences studies.
- Students on an approved deferment of study shall remain liable for any outstanding fees that were due as of the effective date of the approval of the deferment.
- Upon resumption of studies at Mianz College, the student shall be required to pay course fees at the prevailing rate applicable at the time of re-enrolment.
- The student will be able to re-enroll to the programme only after the clearance of the due payments.

11. Withdrawal from the Programme of study

- If a student withdraws from a programme of study, the official date of withdrawal shall be the date on which the student formally notifies the Dean of their intention to withdraw, by email or in writing.
- The College shall conduct a fee assessment, and where applicable, an adjustment to the fees due shall be made. This may result in a revised invoice requiring payment by the student.
- After the clearance from the Dean, it is mandatory to request the withdrawal through Smart School.
- If the above mentioned notification or the Smart School request is not received, the student will be considered as the enrolled student continuing the programme. As a result, the student is liable to pay the accumulated payment created until the official approval of the withdrawal.
- If non-payment of any outstanding fees, the College reserves the right to initiate recovery action to collect all amounts due to Mianz College.

12. Convocation Ceremony and Eligibility

- To be eligible to attend the convocation ceremony, all students must ensure full settlement of all course fees and other charges payable to Mianz College no later than one month prior to the scheduled date of the graduation ceremony.
- Students who fail to meet this requirement shall be deemed ineligible to attend the convocation ceremony and shall not be issued their certificates until all outstanding financial obligations have been fully cleared.

13. Scholarships:

- Mianz College may offer scholarships or fee discounts on tuition fees and/or admission fees for specific intakes, as officially announced by the College.
- Students can be entitled to only one scholarship at a given time.
- Scholarships cannot be transferred to another person or institution or carried forward to later intakes.
- Eligibility for any scholarship or discount shall be subject to the student meeting all prescribed terms and conditions, and enrolment under such schemes shall be confirmed only upon full compliance with those requirements.



- Mianz College reserves the full right to grant, withdraw, suspend, or cancel any scholarship awarded to a student, at its sole discretion and in accordance with institutional regulations and scholarship terms and conditions.