

ICEM FEE POLICY

Version Control and Change History

Policy No	Version Number	Date of Approval	Date of Affectivity	Approval	Amendment
ICEM-HE-01-2021	V.02	23 Sep 2021	23 Sep 2021	College board	Improvement based on the review of the implementation of the policy Add discount section Workflow chart

1. PURPOSE

This policy details the various fees charged to students across the College, including the refund processes. This policy governs all students and staff in terms of implementation of the articles in this policy. These include:

- Fee Structure
- Liability for Payment
- Terms of Payment
- Mode of Payment
- Discount
- Repeat Module Fee
- Failure to Pay Fees
- Tuition Fee Liability for Withdrawal and Interruption of Studies
- Award of Scholarships

2. SCOPE

This policy applies to all ICEM students.

3. RESPONSIBILITY

Assistant Dean for Corporate Services, Assistant Dean for Registration and Student Affairs, Admission and Registration Department, Finance Department, Student Support Services Department are responsible for implementing and monitoring this policy.

4. POLICY

All students pay admission & tuition fee Enrolled at ICEM.

ICEM will set, publish and charge tuition fees for the academic year. Students and potential clients (sponsors) will be informed about students' fee policy upon starting the procedures of student enrollment. Finance Department at ICEM has an effective financial system to ensure the receipt of fees and automated release of the receipt of payment for each transaction in accordance with the Fee Policy.

ICEM FEE POLICY

5. PROCEDURE

5.1. Fee Structure:

The fee structure includes Admission Fee and Tuition Fees.

5.1.1. Student Tuition fee:

		Omani/Resident (OMR)	International (OMR)
Foundation	Pre Foundation	1500	1605
	Foundation 1	1500	1615
	Foundation 2	1500	1617
Management (HSEM/FM/FSM/CPM)	Year 1	3100	3750
	Year 2	3200	3750
	Year 3	3350	3750
	Year 4	4500	5250
Engineering (FSE/WE)	Year 1	3250	3900
	Year 2	3500	4150
	Year 3	3750	4400
	Year 4	4500	5250

5.1.2 Admission and other Fees in OMR

New/Reactivation/ Admission Fee or Placement Test Fee	50
Retake Module Fee*	According to the module Fees
Accreditation of Prior Learning (APL)	50*
Academic Appeal	10

* APL fees will be refundable if the student is registered to pursue studies at ICEM

ICEM FEE POLICY

5.2. Liability for Payment

5.2.1 When a student completes the enrolment process and registers or re-registers for the course, the student becomes liable for the payment of admission fee and Tuition fee and any other fees or amounts outstanding to ICEM. (This clause has to be read in conjunction with clause number 5.8.2)

5.2.2 The College accepts sponsorship from both public sectors and private sectors. The College reserves the right to confirm the validity of all sponsorship, on a case by case basis. If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.

5.2.3 If a student is in receipt of financial support, scholarship by Ministry of Higher Education, Research and Innovation (MoHERI) or any other financial support and such financial support is being terminated for any reasons and the College does not receive the payment in time, the student will be liable for paying the full fees.

5.2.4 If relatives or personal friends are paying a student's fees, the College does not consider them to be official sponsors and the student will be treated as a self-funded student. The student will be liable to pay all fees due.

5.3. Terms of Payment

5.3.1 Admission and registration fees are non-refundable fees

ICEM FEE POLICY

5.3.2 Options for Tuition Fee Payment:

Option 1	<p>Payment in Full: Students can pay their annual tuition fee in full at the beginning of Their study.</p> <p><i>Students will receive a discount of OMR 100/-.</i></p>
Option 2	<p>Payment by TWO instalments:</p> <p>Students can choose to pay their tuition fees in two instalments.</p> <p>The first instalment being no less than 50% of their Full Academic tuition fee to be paid before Semester 1 starts.</p> <p>Students will receive a discount of OMR 25/-.</p> <p>The second instalment of the tuition fee must be paid before the start of Semester 2.</p> <p>Students will receive a discount of OMR 25 /-.</p>
Option 3	<p>Payment by instalments:</p> <p>For Semester 1: Students shall pay the amount of OMR 400 /- in advance and the balance shall be paid in three equal installments payable on 1st October, 1st November and 1st December.</p> <p>For Semester 2: Student shall pay the amount of OMR 400 /- in advance and the balance shall be paid in three equal installments payable on 1st February, 1st March and 1st April.</p>
<p>If the Student has not chosen their payment plan, Option 3 will be assigned to them by default.</p> <p>Payment Scheme For Annual Tuition Fees: A special authorization from the Finance Department needs to be completed for post-dated Cheques with a request letter to be approved by the committee</p>	

5.4. Mode of Payment

The College aims to provide all students with a flexible range of secure payment options as given below:

- o Direct deposit in ICEM Bank Account *
- o Transfers (ex. Mbanking) *
- o Demand Drafts
- o Cash
- o Cheque (special cases only).
- o Online Banking

ICEM FEE POLICY

**The finance department shall provide the students with the details of the mode of payments during the induction week.*

**A receipt will be issued only on presentation of the deposit slip.*

** Follow Up: Notifications and Hall Ticket. Hall ticket will be issued on completion of the payments and it is a pre-requisite to enter the Examination Hall.*

5.5. Discount

5.5.1. Fixed Discount

- Two and/or more immediate members studying in the college at the same time will receive a discount of OMR 100/- for each.
- Staff and their spouse, sons, daughters, brothers, and sisters will be charged the applicable fee as per MoHERI Tuition fees applicable for that year. To be eligible a staff should have served with the College for a minimum of two years. The offer will be subject to clearance from the Human Resources Department.

5.5.2. Percentage Discount*

- List of Organizations which are eligible to get 7.5 % discount for each Academic Year for the below mentioned organizations Staff and relatives:
 - General Authority for Civil Defense and Ambulance and ROP
 - Ministry of Environment and Climate Affairs
 - Ministry of Labor
 - Ministry of Regional Municipalities and Water Resources
 - Ministry of Transport, Communications and Information Technology
 - Ministry of Health
 - Ministry of Education
 - Ministry of Higher Education, Research and Innovation
 - OPAL Group/Members

5.6. Retake the Module*

- Private student who repeat the module should pay the full tuition fee of the module which will be charged proportionately to the annual tuition applicable fee.

ICEM FEE POLICY

- Under MoHERI Fee Structure, sponsored student are eligible for one time to repeat the failed module, after that the student should pay by themselves the tuition fee. (Reference MoHERI contract)
- In the event that the MoHERI sponsored student studies the remaining requirements of the foundation program at their own expense after exhausting the period specified for this program, the college will treat the student with the same tuition fee for the MoHERI.

5.7. Failure to Pay Fees

5.7.1 Students are required to meet all due dates of payment whether these are in full or by installments.

5.7.2 If the student is unable to pay the tuition fees by the payment due date, the student must contact ICEM Finance Department immediately in writing and the application will be evaluated on the basis of evidence approved by the College.

5.7.3 The College has provided a supportive approach to its students for the collection of tuition fees, thereby helping students to meet their financial obligations. Where necessary and appropriate, the College reserves the right to apply one or more (but not limited to) of the following penalties to any student who defaults on payment.

- Blocking student's access to all classes.
- Blocking student's access to the College IT systems including email and online library.
- Withholding certified transcript.
- Withholding final award certificate.
- Denial to attend the awards ceremonies.
- Delaying marking of Course Works/Assignments.
- Withholding assessment results.

5.8. Tuition Fee Liability for Withdrawal and Interruption of Studies

5.8.1 When a student completes the registration, the student becomes liable for payment of tuition fees. (Refer clause No 5.8.2) students have a statutory right to withdraw from the College or postpone study with the College. The student must fill an official withdrawal form/ interruption of studies Failure to do so will make the student liable to pay the full tuition fees for the semester.

5.8.2 Students who withdraw before the end of the induction week of each semester will be liable for the payment of 10% of tuition fee (Semester tuition fee).

ICEM FEE POLICY

5.8.3 In case the student withdraws/interrupts after 40 days from the start of the semester, they become liable for payment of the full tuition fee (Semester tuition fee).

5.8.4 In case the student interrupts/withdraws/ exits their studies and re-joins the College, the latest fee structure will apply.

5.8.5 Fees incurred for repeating module/s (Section 5.6) will be paid at the beginning of the module/s and will not be refundable under any circumstances.

5.8.6 If the student is sponsored by MoHERI or any other organization, the College will first confirm with the MoHERI or funding organization before accepting the student's request to withdraw/postpone their study.

5.8.7 Any refund due will be paid back to the original payer through the same method of the original payment (with the exception of cash which will be refunded by Cheque). The College will not be liable for any foreign exchange variances and bank charges between the time of making the payment and the refund being processed.

6. RELATED POLICIES

This policy is available in:

1. Student Handbook
2. Academic Handbook
3. College website
4. Scholarship

7. FORMS

E-admission receipt

E-Tuition receipt

E-Payment Plan

E-Warning Letter

E-Reminder letter

E-Discout form

ICEM FEE POLICY

8. DOCUMENT CONTROL

Identification and Description	
Reference Number	ICEM-HE-01-2021
Title	ICEM Fee Policy
Author	Moosa Al Balushi
Policy/Document Owner	Finance Department
Reviewed by :	Acting Finance Manager
Reviewed by :	Chief Operations Officer
Date of Approval	23 Sep 2021
Approving Body	College Board
Date of Next Review	With SP
Distribution and Use	
Format	Electronic
Access	Faculty, Staff, and Student
Storage/Preservation	To be archived for 2 years after the release of new version
Control of Changes	
Version Number	V.02
Protection	Public
Disposal	5 years after release of new version