



SALAMATI سلامتي



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

ICEM FEE POLICY

Scope:

It is intention of the International College of Engineering and Management (ICEM) to determine fee levels and refunds that encourage access to courses whilst ensuring financial viability. This policy follows the guidelines set by the Ministry of Higher Education, Scientific Research and Innovation and the Tuition Fee Levels are set with the approval from the Ministry. This policy details the various fees charged to students across the College, including the processes for refunds. This policy applies to all students across the College.

Approved by: ICEM College Board

Date: 01 September 2020



1. Policy Statement

All students pay a tuition fee per annum to ICEM.

ICEM will set, publish and charge tuition fees for the course year. The level of tuition fees for the course will be set and published before the start of the application process.

ICEM will inform students and potential clients (sponsors) about students' fees policy upon starting the enrollment procedures. ICEM has an effective financial system to ensure the receipt of fees in accordance with the fees policy.

2. Articles governing the policy:

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
- Failure to Pay Fees
- Tuition Fee Liability for Withdrawal and Interruption of Studies



3. Fee Structure:

The fees include Tuition fee, Registration fee, Accreditation of Prior Learning (APL) fee and any other fee to be decided by ICEM.

3.1 Student Tuition fee: The tuition fees are currently set as below:

		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

3.2 Admission, Registration and other Fees in OMR

New/Reactivation Admission Fee / Placement Test Fee	50
Accreditation of Prior Learning (APL)	50*
Academic Appeal	10

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



4. Liability for Payment

- 4.1** When a student completes the enrolment process and registers or re-registers for a course, the student becomes liable for the payment of tuition fees and any other fees or amounts outstanding to ICEM. They remain liable for those fees for the whole of the registration period unless they formally withdraw from the course.
- 4.2** 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.
- 4.3** If a student is in receipt of financial support, scholarship by Ministry of Higher Education 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.
- 4.4** 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.
- 4.5** For sponsored short courses, fees are payable in full at the start of the course upon receipt of invoice. The student remains responsible for any fees or amounts outstanding to the College. The failure of the student's sponsor to pay fees shall not negate this liability.



5. Terms of Payment

5.1 Admission and registration fees are non-refundable fees and shall be paid immediately.

5.2 Options for Tuition Fee Payment:

Option 1	Payment in Full: Students can pay their annual tuition fee in full at the beginning of their study (at least two weeks before the start of the course.). Students will receive a discount of OMR 100/-.
Option 2	<p>Payment by TWO instalments: Students can choose to pay their tuition fees in two instalments.</p> <p>The first instalment being no less than 50% of their tuition fee to be paid at least two weeks before the semester starts. Students will receive a discount of OMR50/--.</p> <p>The second instalment of the tuition fee must be paid at least two weeks before the start of Semester 2. Students will receive a discount of OMR50/--.</p>
Option 3	<p>Payment by instalments: For Semester 1: Students shall pay the amount of OMR 400 /- in advance (at least two weeks before the semester starts) 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 (at least two weeks before the semester starts) and the balance shall be paid in three equal installments payable on 1st February, 1st March and 1st April.</p> <p>Hall Tickets for participating in examinations will only be issued after the outstanding fees have been paid as per the payment plan.</p>
Payment Scheme For Annual Tuition Fees: A special authorization from the Finance Manager needs to be completed for post-dated cheques.	



6. Mode of Payment

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

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

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

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

7. Failure to Pay Fees

- 7.1** Students are required to meet all due dates of payment whether these are in full or by instalments.
- 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 with a valid reason.
- 7.3** ICEM adopts a supportive approach to its students with regard to the collection of tuition fees. ICEM will take steps to obtain the payment of tuition fees and course costs and in doing so will assist students where reasonable to help them meet their financial obligations (For the avoidance of doubt, this does not include financial assistance). Where necessary and proportionate, ICEM reserves the right to apply one or more (but not limited to) of the following sanctions to any student who defaults.
- Blocking student's access to all classes.
 - Blocking student's access to the College IT systems including email and online library.
 - Termination of enrolment and withdrawal from the College
 - Withholding certified transcript.
 - Withholding final award certificate.
 - Denial of attendance at awards ceremonies.
 - Denial of participation in examinations.
 - Delaying marking of course works.
 - Withholding assessment results.



8. Tuition Fee Liability for Withdrawal and Interruption of Studies

- 8.1 When a student completes the registration, the student becomes liable for payment of tuition fees. Students have a statutory right to withdraw from the College or postpone study with the College. The student must file an official withdrawal/interruption application by the end of the induction week of each semester before becoming liable for full tuition fees. Failure to do so will make the student liable to pay the full tuition fees for the semester.
- 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 fees.
- 8.3 Fees incurred for repeating module/s will be paid at the beginning of the module/s and will not be refundable under any circumstances.
- 8.4 If the student is funded by the Ministry of Higher Education or any other organisation, the College will first confirm with the Ministry of Higher Education or funding organisation before accepting the student's request to withdraw/interrupt their study.
- 8.5 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.

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