



## **DEFAULTING ON PAYMENT AND THE COLLECTION POLICY**

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### **Policy on Collection of Student Fees and Related Charges**

#### **Scope**

1. This policy relates to all fees and charges payable to MIC 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, conferment of degrees, field trip costs, library and other miscellaneous fees and charges, including the payment of money owed to MIC in respect of loans, books or other equipment or materials.
2. MIC will at all times seek to be sympathetic to, and understanding of, each individual student's financial circumstances. However, for MIC to do so, students must engage in dialogue with officers of MIC if financial difficulties are being experienced.
3. Action to enforce settlement of debt for outstanding fees and charges will be taken in respect of all current and former students who have failed to engage with MIC to find a solution to any outstanding debt, or who have failed to honor agreements to pay.
4. The Finance Department will, at all times, use the student's provided email address. It is the student's responsibility to check this regularly.

#### **Students who Experience Financial Difficulties**

5. Students experiencing financial difficulties in paying any fees and charges must seek help at the earliest opportunity.
6. For tuition fees and related charges and costs, contact the, Finance Department - email: [accounts@micollege.edu.mv](mailto:accounts@micollege.edu.mv)
7. For all other fees, charges and costs contact the relevant Campus Manager

#### **Sources of Advice and Support**

8. Support is also available from MIC Student Support Department. You may call +9607406003 or email at [support@micollege.edu.mv](mailto:support@micollege.edu.mv), or [marketing@micollege.edu.mv](mailto:marketing@micollege.edu.mv)

#### **Fees and Other Related Charges**

9. The broad categories of fees and charges that MIC maintains are noted below.



### **Tuition Fees**

10. Every student is personally liable to MIC for payment of tuition and related fees. In the event of any fee-paying body not making payment on their behalf, each student undertakes to make payment of the full amount due to MIC.
11. Students must pay tuition fees on time. Details of acceptable payment options and methods, including instalments, can be found at: [www.micollege.edu.mv](http://www.micollege.edu.mv) and from time to time the students will find such details on the campus notice boards. Upon admission, every student will be provided with necessary documents.
12. Students who intend their fees to be paid on their behalf must provide evidence that their fees will be paid in full or in part by a recognized fee-paying body. Student Administration requires written confirmation of funding from a fee-paying body if tuition and related fees are being paid in part or in full on behalf of the student. Please provide this to Student Administration as soon as you receive it.
13. In the event that the fee-paying body fails to pay, or unduly delays payment, the student becomes liable for the amount due. In this event, an invoice will be issued to the student. In some cases, if the fee-paying body has consistently failed to meet MIC's terms and conditions, advance payment will be sought from the body.
14. Tuition rates and other fees can be viewed at: [www.micollege.edu.mv](http://www.micollege.edu.mv).
15. In the event of a query or dispute in relation to the actual student fees invoiced (as opposed to the method of payment or payment difficulties), please contact the accounts department through: [fees@miccollege.edu.mv](mailto:fees@miccollege.edu.mv). You may also copy to [support@miccollege.edu.mv](mailto:support@miccollege.edu.mv)
16. It should be noted that academic tutors or individual campuses are not empowered to vary fees or agree payment schedules with students on behalf of MIC.
17. Appendix A to this paper gives more detail on specific issues.

### **Other Fees and Charges**

18. Payments for the use of MIC facilities or provision of resources must be paid in accordance with the agreed payment terms and conditions. Students should contact the relevant service provider.

### **Additional Charges**

19. The MIC reserves the right to levy additional charges for the non-payment of fees and cancellation of direct debit instructions, where students have failed to provide the requisite prior notification 20 days before the collection date to the Finance Department.
20. Any tuition fee (and related charges and costs) overdue after 10 days from the invoice issue date will be subject to:
  - late payment charges applied on a sliding scale dependent on the number of days overdue and subsequent consequences.



Description	Consequence
<b>1<sup>st</sup> of every month till 10<sup>th</sup> (the next working day if 10<sup>th</sup> falls on a holiday)</b>	-
<b>11<sup>th</sup> or the next working day after 10<sup>th</sup> of the current month till 20<sup>th</sup> (the next working day if 20<sup>th</sup> falls on a holiday)</b>	Notice issued by the Finance Department A fine of MVR 150 incumbent on the pending fees  Students in genuine difficulty are asked to contact the Finance Department to discuss their circumstances. They are also strongly advised to contact MIC Student Support Department (see Paragraph 8).
<b>20<sup>th</sup> or the next working day after 11<sup>th</sup> of the current month till the last working day of month</b>	Notice issued by the Finance Department A fine of MVR 300 incumbent on the pending fees
<b>Fees due over 30 days or 1 month</b>	Notice of temporary suspension from class issued by the Student Administration Department A fine of MVR 500 incumbent on the pending fees (MVR 300 fine plus MVR 200 for removal of suspension)
<b>Fees due over 3 months</b>	Student may be subject to termination of registration. There will be no refund of previous fees.

21. In the event of a query or dispute in relation to any additional charges levied, please contact the Fees and Student Support, Student Administration: [fees@miccollege.edu.mv](mailto:fees@miccollege.edu.mv). You may also copy to [support@miccollege.edu.mv](mailto:support@miccollege.edu.mv)
22. Under special circumstances, the 'late payment' charge may be waived in any case where there is clear evidence that the late payment was not the fault of the student.

### Debt Recovery Process

23. The debt recovery process will be triggered (a) where an invoice for fees or charges is not settled within thirty days of the date of issue, or (b) where a payment in accordance with an agreed instalment plan is not received.



## **Appendix A 1.**

### **1. Deferral or Interruption from a Programme of Study**

Where a student has paid fees (all or part) for the relevant academic session and subsequently arranges and is granted an interruption or deferment of study any credit balance (overpayment) will be retained until study resumes or begins. Students on an approved interruption of study remain liable to pay any outstanding fees which may be due at the point of interruption. When the student returns to MIC they will be liable for the fee at the current tuition fee level.

### **2. Early Withdrawal from Accommodation or a Programme of Study**

In the event of a student withdrawing from a programme of study, the date of withdrawal will be the date either from which the student notifies their Director of Studies or Programme Director of their intention to withdraw, or the date from which the student advises Student Administration either by e-mail or in writing of their decision to withdraw. For students who withdraw from a programme of study, an assessment and, if appropriate, adjustment in the fees due will be made. This may result in a revised invoice requiring payment. Students considering withdrawing from a programme of study are encouraged to contact an academic advisor, Student Administration and Finance staff so your decision will be based on a clear understanding of the consequences of withdrawing from all classes. In the event of non-payment, action will be taken to recover all amounts due to MIC.

### **3. Annual Registration**

Students will NOT be allowed to fully register for the next year of their programme whilst they have unpaid student academic fees due to MIC. Details of non-fully registered students will be passed to College and School offices for attention.

### **4. Final Year Students**

Students with unpaid student academic fees due to MIC will NOT be allowed to graduate. In order to attend the graduation ceremony, final year students must make full settlement of fees or other charges due to MIC at least twenty-one days before the date of the graduation ceremony. Students who fail to do so will not be eligible to attend for presentation of their award.

### **5. Former Students**

Former/withdrawn students with debts outstanding will be managed through the MIC's normal debt recovery procedures.