



GENERAL TERMS & CONDITION

MAIN PROGRAM

I. GENERAL TERMS AND CONDITIONS (NORMAL FEE CATEGORY FEE STRUCTURE)

1. Application Fees is non-refundable once paid.
2. All undertakings and documents mentioned in the admission checklist for local and international students should be completed as per the deadline, which is 30 days from the commencement of the new batch. Inability to adhere to the deadline will result in cancellation of admission with neither refund of any fees nor release of any academic or non-academic records.
3. **Tuition Fees** is payable as per the published fees structure issued at the time of Application & Admission process. This fee is subject to change annually and becomes applicable from the start of new academic year for students. The details of changes in Tuition Fee will be communicated to student through an official communication channel before the commencement of the upcoming Academic Year. It's the student responsibility to review the official communication channel in order to stay abreast with the changes.
4. **Sports Fee** is payable as per the published fees structure issued at the time of Application & Admission process. This fee is subject to change annually and becomes applicable from the start of new academic year for students. The details of changes in Sports Fee will be communicated to student through an official communication channel before the commencement of the upcoming Academic Year. It's the student responsibility to review the official communication channel in order to stay abreast with the changes.
5. **Student Activity Fees** is payable as per the published fees structure issued at the time of Application & Admission process. This fee is subject to change annually and becomes applicable from the start of new academic year for students. The details of changes in Student Activity Fee will be communicated to student through an official communication channel before the commencement of the upcoming Academic Year. It's the student responsibility to review the official communication channel in order to stay abreast with the changes.
6. **Books & Material Fees** is payable as per the published fees structure issued at the time of Application & Admission process. This fee is subject to change annually and becomes applicable from the start of new academic year for students. The details of changes in Books & Material Fee will be communicated to student through an official communication channel before the commencement of the upcoming Academic Year. It's the student responsibility to review the official communication channel in order to stay abreast with the changes.
7. **Medical & Health Services Fees** is payable as per the published fees structure issued at the time of Application & Admission process. This fee is subject to change annually and becomes applicable from the start of new academic year for students. The details of changes in Medical & Health Service Fees will be communicated to student through an official communication channel before the commencement of the upcoming Academic Year. It's the student responsibility to review the official communication channel in order to stay abreast with the changes.
8. **Transportation Fees** is payable as per the published fees structure issued at the time of Application & Admission process. This fee is subject to change annually and becomes applicable from the start of new Academic Year for students. The details of changes in Transportation Fees will be communicated to student through an official communication channel before the commencement of the upcoming Academic Year. It's the student responsibility to review the official communication channel in order to stay abreast with the changes. Students can avail Transportation Facilities and will be charged for a minimum duration of **ONE Semester** as per the published Fees Structure.
9. **Hostel Fees** is payable as per the published fees structure issued at the time of Application & Admission process. This fee is subject to change annually and becomes applicable from the start of new academic year for students. The details of changes in Hostel Fees will be communicated to student through an official communication channel before the commencement of the upcoming Academic Year. It's the student responsibility to review the official communication channel in order to stay abreast with the changes. The Hostel Facilities are allocated on a **first come first serve basis** and should be paid in advance for a min duration of **ONE SEMESTER** as per the published Fees Structure. Kindly refer to hostel policy for more details.



10. **Caution Passport Guarantee Deposit** is payable by International Student as per the published fees structure issued at the time of Application & Admission process and is refundable once the student cancels their VISA sponsored by SUN, as per the required legal procedures. However, in case of any cancellation or additional charges levied by the Government Authorities, the cancellation or additional amount will be recovered from Caution Deposit, and remaining balance needs to be replenished by the student. In case student does not complete the desired procedure within 15 days of the notification, the Caution Deposit stands forfeited.
11. **Caution Hostel Deposit** is payable as per the published fees structure issued at the time of Application & Admission process. The Caution Hostel Deposit is refundable once the student leaves the hostel and completes the handover requirement as per the policies and procedures. However, in case during the stay there is any damage or loss of property to equipment's provided, student will be required to pay for the replacement as per the original invoice of the damaged item. In case student doesn't pay the same, the amount will be deducted from the Caution Hostel Deposit, and any additional amount needs to be paid over and above the repayment of Caution Hostel Deposit within 24 hours of notification, else all the services will be revoked and student shall not be allowed to access any academic or non-academic activities.
12. **Transfer of Credits** Students applying for Transfer of credits needs to complete the application form and submit all the documents as per admission policy and pay the required fees as per published Fees Structure. Once the Transfer of Credits are approved, student will be eligible for a fee waiver of 100% as per credit published Tuition Fees of the approved courses only.
13. **TOC & Direct Entry** Students qualifying for TOC & Direct Entry need to complete the application form and submit all the documents as per admission policy. Once the TOC/Direct Entry is approved, student is eligible for 100% fee waiver as per the number of courses/semesters approved for TOC/DE transfer.
14. Student invoices will be issued with the admission KIT, it is the student's responsibility to go through the same and pay the fees as per the invoices issued and as per Policy & Procedure.
15. High school certificates, JAMB results are required to be submitted before the commencement of the classes. If the student is unable to provide the same before commencement of the classes and inability to adhere to the deadline will result in cancellation of admission with neither refund of any fees nor release of any academic or non-academic records.
16. All other documents including Scholarship and sponsorship letters and undertaking must be submitted within 30 days of the commencement of the classes. If the student is unable to provide the same within 30 days of commencement of the classes, inability to adhere to the deadline will result in cancellation of admission and withdrawal of Scholarship or any fee waiver or discount that is granted neither refund of any fees nor release of any academic or non-academic records.
17. If new student wishes to postpone to the next semester of the same Academic Year, Postponement fees as per the published fee structure will be applicable, and if any increase in the published fees, the new fees will be applied. In case student does not join in subsequent semester, Refund Policy will be applicable.
18. In case student abstains from scheduled classes beyond one month, and doesn't officially fill up the postponement process, they will be considered cancelled, thereafter if the student wishes to rejoin, the student will be considered as a new admission and if any increase in the published fees structure, the new fees will be applied with an addition of other required charges as per the published Fees Structure.
19. If student defaults on any of the payments and it is overdue by 15 (FIFTEEN) days, student's admission will be deactivated. In case the student defaults beyond 1 (ONE) month, the student's admission will be cancelled and refund policy will be applicable. In case student wishes to join back the Reactivation Policy will be applicable.
20. Fee is to be paid either through DIRECT CASH DEPOSIT TO SUN ACCOUNT or bank transfer according to the fees payment plan as per the Invoice issued to the students at the time of Admission and before the commencement of the batch as per the Policy & Procedures. Students will not be allowed to register into classes in case of any outstanding fees.
21. Students who wish to pay their tuition fees in two (2) installments are required to file a request with the Admission Officer through online portal if new student however, is continuing they need to file the request through the finance department, and is subject to the approval of the Bursar, however they need to make a request through the School's Bursar. In case the request is approved the student is required to pay 50% of Fees (Tuition + Miscellaneous) either through cash or bank transfer on the Admission confirmation date. The student needs to issue a Post Dated Cheques dated 30th November for Fall Intake, and 01st April for Spring Intake. The installment fees charges will be debited to the students account, however, once the submitted postdated cheque is cleared in the bank as per the due date the



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installment fees charges will be reversed. If any of the conditions mentioned in this clause is not met, the installment fees charges shall become applicable as per the published Fees Structure and no fee waiver/ Scholarship will be applicable.

22. Tuition fees paid in excess can be transferred to the next semester. However, no refund shall be applicable.
23. Tuition fees cannot be transferred from one student account to another student account.
24. All the Tuition Fee, Miscellaneous Fees & other Fees as per the published Fees Structure will apply to students as per the published Policy & Procedures Manual of the University and are subject to change annually.
25. Photocopying, Stationary items and other Miscellaneous Fees are not included in the Tuition Fee.
26. Graduation fee of NGN 350,000/- + VAT will be charged along with final year fees.
27. All fees and payments except Tuition Fee are subject to Value Added Tax (VAT) as applicable under the Nigeria Law. It is to be noted that any other charges or taxes levied by the government in future will be required to be additionally paid by the students in line with the law issued by competent government authorities.