

SCHOOL: SCHOOLS OF ARTS, MANAGEMENT & SOCIAL SCIENCES

DEPARTMENT: MANAGEMENT

FEES: B.SC. INTERNATIONAL RELATIONS FEE STRUCTURE AY 2018-19 SEP INTAKE

FEES TYPE: FEE PAYMENT PLAN FOR NON-VISA APPLICANT (IN NGN)

Description	FRESHMAN			SOPHOMORE			JUNIOR			SENIOR			Total		
	Amount	Vat(5%)	Total	Amount	Vat(5%)	Total	Amount	Vat(5%)	Total	Amount	Vat(5%)	Total	Amount	Vat(5%)	Total
BOOKS AND MATERIAL	100,000.00	5,000.00	105,000.00	100,000.00	5,000.00	105,000.00	100,000.00	5,000.00	105,000.00	100,000.00	5,000.00	105,000.00	400,000.00	20,000.00	420,000.00
MEDICAL AND	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	200,000.00	10,000.00	210,000.00
SPORTS FEE	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	200,000.00	10,000.00	210,000.00
STUDENT ACTIVITY	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	50,000.00	2,500.00	52,500.00	200,000.00	10,000.00	210,000.00
TUITION FEE	1,815,000.00	0.00	1,815,000.00	1,815,000.00	0.00	1,815,000.00	1,815,000.00	0.00	1,815,000.00	1,815,000.00	0.00	1,815,000.00	7,260,000.00	0.00	7,260,000.00
Total	2,065,000.00	12,500.00	2,077,500.00	2,065,000.00	12,500.00	2,077,500.00	2,065,000.00	12,500.00	2,077,500.00	2,065,000.00	12,500.00	2,077,500.00	8,260,000.00	50,000.00	8,310,000.00

FEE PAYMENT TERMS

A. At the time of Online Application student must pay:

FEES	AMOUNT	VAT	TOTAL
		(IN NGN)	
Application Fee (Non-refundable)	25,000.00	1,250.00	26,250.00
TOTAL FIRST PAYMENT	25,000.00	1,250.00	26,250.00

B. At the time Admission Fees

Description	Amount	Vat(5%)	Total
TUITION FEE	1,815,000.00	0.00	1,815,000.00
SPORTS FEE	50,000.00	2,500.00	52,500.00
STUDENT ACTIVITY FEE	50,000.00	2,500.00	52,500.00
BOOKS AND MATERIAL FEE	100,000.00	5,000.00	105,000.00
MEDICAL AND HEALTH SERVICE FEE	50,000.00	2,500.00	52,500.00
	2,065,000.00	12,500.00	2,077,500.00

GENERAL TERMS

I. GENERAL TERMS AND CONDITIONS

1. Application Fees is non-refundable once paid.

2. All undertakings and documents mentioned in the admission checklist should be completed as per the deadlines, inability to complete before the deadline will result in cancellation of admission with no refund of fees, and release of records.

3. Tuition Fees: 20% of Tuition Fee paid will be deducted before the commencement of Batch, 100% Non-Refundable after batch commencement and is subject to change annually and becomes applicable from the start of new academic year for continuing & new students. The details of changes in Tuition Fee will be communicated to student through an official communication channel before the commencement of the subsequent Academic Year.

4. Sports Fee: 20% of Sports Fee paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement and is mandatory for all the students to pay and is subject to change annually and becomes applicable from the start of new academic year for continuing & new students. The details of changes in Sports Fee will be communicated to student through an official communication channel before the commencement of the subsequent Academic Year.

5. Student Activity Fees: 20% of Student Activity Fees paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement and is mandatory for all the students to pay and is subject to change annually and becomes applicable from the start of new academic year for continuing & new students. The details of changes in Student Activity Fee will be communicated to student through an official communication channel before the commencement of the subsequent Academic Year.

6. Books & Material Fees: is non-refundable once paid and is mandatory for all the students to pay and is subject to change annually and becomes applicable from the start of new academic year for continuing & new students. The details of changes in Books & Material Fee will be communicated to student through an official communication channel before the commencement of the subsequent Academic Year.

7. Medical & Health Services Fees: is non-refundable once paid, and is mandatory for all the students to pay is subject to change annually and becomes applicable from the start of new academic year for continuing & new students. The details of changes in Medical & Health Services Fee will be communicated to student through an official communication channel before the commencement of the subsequent Academic Year.
8. Transportation Fees: 20% of Transportation fees will be deducted and rest will be refunded before the start of batch or hostel occupancy (whichever comes first) and is subject to change annually and becomes applicable from the start of new academic year for continuing & new students. The details of changes in Transportation Fee will be communicated to student through an official communication channel before the commencement of the subsequent Academic Year. Students can avail Transportation Facilities and are charged for a minimum period of ONE semester as per the published Transport Fees Structure.
9. Hostel Fees: 20% of Hostel fees will be deducted and rest will be refunded before the start of batch or hostel occupancy (whichever comes first) and is subject to change annually and becomes applicable from the start of new academic year for continuing & new students. The details of changes in Hostel Fee will be communicated to student through an official communication channel before the commencement of the subsequent Academic Year. Students can avail Hostel Facilities on a first come first serve basis and should pay for allocated room rental in advance for a period of ONE year as per the published Hostel Fees Structure.
10. Caution Fees: 20% of Caution Fees paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement, however, in case of any damage or loss to the property, the losses with an estimated amount will be recovered from Caution Fees, and remaining balance needs to be replenished by the student.
11. Caution Hostel Deposit: 100% refundable however, in case of any damage or loss to the property, the losses with an estimated amount will be recovered from Caution Deposit, and remaining balance needs to be replenished by the student.
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 grant of 50% waiver on the per credit published Tuition Fees.
13. Direct Entry: Students qualifying for Direct Entry 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 Direct Entry is approved, student will be eligible for a grant of 50% waiver on the per credit published Tuition Fees.
14. Student invoices will be issued with the admission kit it is student's responsibility to go through the same and pay the fees as per the invoices issued and as per the University policy.
15. If new student wishes to postpone to the next semester of the same academic year, postponement fees as per the miscellaneous fee structure will be applicable, and if any increase in the published fees structure, the new fees will be applied. In case student does not join in subsequent semester, the paid fees will be forfeited.
16. In case student abstain from scheduled classes beyond one semester, and doesn't officially fills 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.
17. If student defaults on any of the payments and it is overdue by 15 (FIFTEEN) days, student's admission will be deactivated and if the student defaults beyond 1 (ONE) month, the student's admission will be cancelled.
18. All the Miscellaneous Fees as per the published Fees Structure will apply to students as per the published Policy & Procedures Manual of the University.
19. Graduation fee of NGN 200,000/- + VAT will be charged along with final year fees.
20. All fee and payments except tuition fee are subject to 5% Value added Tax (VAT) in line with federal inward revenue services Nigeria. 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.
21. Tuition Fees are to be paid according to the payment plan given to the students.
22. Tuition fee paid in excess can be transferred to the next semester. No refund applicable.
23. Tuition fee cannot be transferred from one student account to another student account, what so ever may be the reason.
24. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.

II. SCHOLARSHIP & FEE WAIVER TERMS AND CONDITIONS

1. Student is eligible only for one type of fee waiver/scholarship throughout the study period. Student applying for TOC will not be eligible for any scholarship.
2. Scholarship recommendation letter must be submitted before the class commencement; non-compliance will forfeit the scholarship applied. Once the scholarship is approved the student will be adjusted as per the revised fee structure.
3. Fee waiver/Scholarship will be adjusted in the final two years. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure and the fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
4. Students will be required to maintain CGPA of 3.00 to continue to qualify for scholarship. At the end of each semester in any case the student falls below the above mentioned marks respectively the scholarship will be withdrawn for the next semester. Once student recuperate and achieved the required CGPA respectively the scholarship will be reinstated for the upcoming semester.
5. All Undertakings and documents mentioned in the checklist must be completed before the commencement of the classes of the first semester, failing to submit the same will result in forfeiture of the scholarship.

I acknowledge that I have read & understand above mentioned SUN Payment terms

DATE	16/07/2018	STUDENT/GUARDIAN SIGNATURE	
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