



SCHOOL: SCHOOL OF ART, MANAGEMENT AND SOCIAL SCIENCES

DEPARTMENT: MANAGEMENT

FEES: B SC BUSINESS ADMINISTRATION FEE STRUCTURE AY 2019-20 SEP INTAKE

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

Table with 5 main columns: Description, Freshman, Sophomore, Junior, Senior, Total. Each column has sub-columns for Amount, Vat(5%), and Total. Rows include Books and Material Fee, Medical and Health Service Fee, Sports Fee, Student Activity Fee, Tuition Fee, and a Total row.

FEE PAYMENT TERMS

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

Summary table for Application Fee (Non-refundable) showing Amount (25,000.00), VAT (1,250.00), and Total (26,250.00).

B. At the time Admission Fees

Table with 4 columns: Description, Amount, Vat(5%), Total. Rows include Tuition Fee, Sports Fee, Student Activity Fee, Books and Material Fee, Medical and Health Service Fee, and a Total row.

GENERAL TERMS

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 deadlines...
3. If the student does not possess desired JAMB score, they can opt for preparatory Foundation program...
4. Tuition Fees: 20% of Tuition Fee paid will be deducted before the commencement of Batch, 100% Non-Refundable after batch commencement...
5. Sports Fee: 20% of Sports Fee paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement...
6. Student Activity Fees: 20% of Student Activity Fees paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement...
7. Books & Material Fees: Non-refundable fees which is mandatory for all the students to pay. The fee is subject to change annually and becomes applicable from the start of new academic year for continuing & new students.

8. Medical & Health Services Fees: Non-refundable fee which is mandatory for all the students to pay. The fee 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.
9. 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.
10. 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. Kindly refer to hostel policy for more details.
11. Caution Fees: CAUTION DEPOSIT-(INTERNATIONAL STUDENT) -PASSPORT GUARANTEE ONE TIME - REFUNDABLE
Caution Fees paid will be refundable, however, in case of any damage or recovery, the losses with an estimated amount will be recovered from Caution Fees, and remaining balance needs to replenish by the student.
12. 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.
13. 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 50% on the per credit published Tuition Fees of the approved courses only.
14. 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.
15. 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.
16. High school certificates and JAMB result is required to be submitted before the commencement of the classes. If the student is unable to provide the same before commencement of the classes, the admission will be cancelled with no refund.
17. All other documents including scholarship letter 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, the admission will be cancelled with no refund.
18. 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.
19. In case student abstain from scheduled classes beyond one month, 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 and if any increase in the published fees structure, the new fees will be applied.
20. 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. If student wish to join back the reactivation policy will apply.
21. All the Miscellaneous 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.
22. Graduation fee of NGN 200,000/- + VAT will be charged along with final year fees.
23. 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.
24. Tuition Fees are to be paid according to the payment plan given to the students.
25. Tuition fee paid in excess can be transferred to the next semester. In case of discontinuance actual fee till date will be payable and refund if any will be as per refund policy.
26. Tuition fee cannot be transferred from one student account to another student account.
27. Photocopying, Stationary items and other miscellaneous fees are not included in the tuition fee.
28. Student opting to pay fee in two Installment has to pay a finance charge of Naira 100,000 (Naira one hundred thousand only) per installment which is subject to VAT. This payment process is subject to approval from Bursar on case to case basis.

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 within 30 days of the class commencement; non-compliance will forfeit the scholarship applied. Once the scholarship is approved the student will be issued credits on semester basis on meeting the CGPA requirement
3. The scholarship amount will be adjusted from 2nd year onwards on semester basis on meeting the CGPA requirement
4. Students will be required to maintain CGPA of 4.50 to continue to qualify for 100% scholarship and CGPA of 4.0 for 50% scholarship and CGPA of 3.5 for 25% 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. Students whose scholarship is lapsed due to grade will be debited for the additional fee for the semester which needs to be paid before the commencement of classes.
6. If a student cancels his/her admission before completion of the program, the fees will be calculated as per the original fee structure before the fee waiver / scholarship. Any fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.



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

DATE	22/10/2019	STUDENT/GUARDIAN SIGNATURE	
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