



## 12. FINANCES

### 12.1. FINANCIAL SUPPORT POLICY

#### 12.1.1. PURPOSE:

Namal College believes that education is the right of everyone irrespective of anyone's financial background. Admissions to Namal College are purely based on merit. Students may apply for financial support, if they think they cannot bear the expenses of their education. To cater for the needs of the deserving students, the College offers generous need and merit-based Financial Support.

#### 12.1.2. SCOPE

This chapter states the policies of the College related to the Financial Support to the Students.

#### 12.1.3 TYPES OF FINANCIAL SUPPORT

Namal College offers Financial Support to the students in the following categories:

##### MERIT BASED SCHOLARSHIP

- A merit-based scholarship is a financial award that a student may receive on demonstrating exceptional academic merit.

##### NEED BASED SCHOLARSHIP

- A need based scholarship is a financial award that a student may receive based on his need.
- 'Need' pertains to either a student or his/her family's inability to provide for the cost of his/her studies.

#### 12.1.3.1. MERIT BASED SCHOLARSHIP

##### INTRODUCTION

- The merit scholarship covers up-to full tuition fee waiver. The remaining charges (hostel fee, exam, lab charge etc.) will be paid by the students themselves (Male Students).
- 100% tuition fee waiver for candidates having 80% & above marks in intermediate exam.
- 70% tuition fee waiver for candidates having 70% and above marks in intermediate exam.
- 100% tuition fee and hostel fee waiver for Female Students. (Exam and Lab Charges will be paid by the female students themselves).

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## ELIGIBILITY

- These scholarships are offered subject to qualifying for admission per Namal Aggregate Merit Criterion.

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## TIME OF ANNOUNCEMENT

- The Merit Scholarships are announced at the time of new Admissions.

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## DURATION

- If any student is awarded with merit scholarship, his/her merit scholarship shall continue till end of four years of degree program provided that the conditions are met.

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## TERMINATION

The merit based scholarship will be terminated, if any of the following conditions holds true:

- If the scholarship awardee fails to achieve GPA 3.00 in an academic year.
- The scholarship awardee fails to clear all courses in the first attempt;
- If the scholarship awardee's overall attendance in classes and labs for the current academic year falls below 85%;
- The scholarship awardee is found/discovered to be involved in any kind of academic and non-academic misconduct failing to respect the College's code of conduct; and
- If any awardee drops off merit-based financial support, he/she will be entitled to apply for need-based financial support.

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## 12.1.3.2. NEED BASED FINANCIAL SUPPORT

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### INTRODUCTION

- The scholarship is aimed at providing the financial support to the needy students up to 100% fee waiver.
- 'Need' pertains to either a student or his/her family's inability to provide for the cost of his/her studies.

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### ELIGIBILITY

Every student of the College is eligible to apply for the need-based financial support except the following:

- A student who fails to clear his/her previous outstanding dues to the College;
- A student securing less than 2.20 GPA in an academic year;
- A student whose attendance for academic year falls below 85%; and

- A student who is facing disciplinary proceedings or any disciplinary action is taken against him/her.

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#### TIME OF ANNOUNCEMENT

- The new applicants can apply for need-based financial support as soon as they confirm their admission by depositing required dues. Furthermore, students may apply for need based financial support at any stage of the degree program.

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#### DURATION

Financial support will continue for the four years of the degree program, provided that the conditions are met.

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#### TERMINATION

- The need-based financial support will be terminated by the College if any of the following conditions hold true:
- If the student's overall attendance in classes and labs for the current academic year falls below 85%;
- If the student's CGPA falls below 2.20 in the current academic year;
- During physical verification or through any other source, if it is discovered that the information provided by the student in the Financial Support Form is wrong;
- Students receiving financial support should maintain a full time status in a regular semester. Failure to do so will lead to the cancellation of financial aid award;
- The College offers financial support for a maximum period of four years and maximum number of credit hours required for degree. No financial support shall be offered in case the degree extends beyond four years;
- No financial aid shall be offered for summer semester;
- If the student is found/discovered to be involved in any kind of academic and non-academic misconduct, failing to respect the College's code of conduct; and
- If a student fails to report any external source of financial assistance that he/she is receiving.

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#### REVISION

The need-based financial support may be revised by the College:

- If the financial conditions of the family has changed as compared to the previously stated conditions.
- If the student receives financial assistance from external source. No student can take financial support from more than one sources. In case external financial support is available, the student shall report it instantly to the Student Support Office and the money received shall be deposited into the College account.

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## PROCEDURE

- Procedure for awarding need-based financial support shall be as follows:
- The new applicants can apply for need-based financial support on the prescribed form as soon as they confirm their admission by depositing the admission fee and security charges.
- The Student Support Office (SSO) will follow up the call for the completion of the application and missing supporting documents. SSO will ensure completeness and verification of the documents with the application. The completed applications along with verified supporting documents/data will be forwarded to the Financial Support Committee for their decision.
- The Financial Support Committee will decide the range assessed for financial Support to be given to a student after considering the complete application. The students, along with their parents, may also be called for an interview.
- The decision of the College will be communicated to the students, their parents/guardians & Finance Office by the Students Support Office.
- The Registrar shall ensure 100% Physical verifications of all the cases. To ensure confidentiality, third party teams/individuals with no direct link to the students may be engaged for this purpose.

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## REVIEW OF DECISION OF FINANCIAL SUPPORT COMMITTEE

- An appeal against the decision of financial support will be submitted with the SSO which will be reviewed by the Financial Support Committee. The decisions will be sent to the Finance Office for implementation.

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## FINANCIAL SUPPORT COMMITTEE

The composition of the Financial Support Committee will be decided by the Management Committee of the College. Current Financial Support Committee comprise of the following members:

- Marketing Director of Namal Education Foundation
  - Chief Financial Officer of Namal Education Foundation
  - Registrar
  - One Nominee of Finance Office of Namal College
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- Considering the evaluated work load and time constraint, committee members may delegate powers to their representatives for conducting parallel interviews and assessment of scholarship categories.

## CHANGE IN POLICY

The Management Committee of Namal College reserves the right to make appropriate amendments in the aforementioned rules and regulations as and when deemed necessary and will be communicated on Namal College website and through emails to the enrolled students.

## 12.2. STUDENTS FEE POLICY & LATE PAYMENT SURCHARGE POLICY

### 12.2.1. PURPOSE OF THE POLICY

The purpose of this policy is to outline the basis on which fee is to be charged to students of Namal College, Mianwali and late payment surcharge that would be levied on students in case of failure to make payment within defined timelines.

### 12.2.2. SCOPE OF THE POLICY

This policy is applicable to all students of Namal College, Mianwali.

### 12.2.3. STUDENTS FEE

## INTRODUCTION

- The fee is subject to revision at the beginning of each academic year.
- Admission and security fees will be paid once at the time of admission. However, Namal College offers a rather flexible scheme based on equal four instalments for the payment of tuition fee during the academic year.
- The Financial Support Committee has the authority to award financial support in the form of scholarships. The payment plan will be shared and agreed upon with the students.
- If a student does not sign the financial package (scholarship, payable) offered by the College, then it will be assumed that the student is paying full tuition fee and the instalments shall be calculated accordingly.
- The amount of fees and date of payment will be clearly indicated on the fee card. Two weeks prior to the due date of every instalment, a reminder will be issued by the Finance Office.

**The tentative deadlines are given below:**

INSTALLMENT	AMOUNT	TENTATIVE DEADLINES FOR PAYMENTS
1 <sup>st</sup>	25% of total tuition fee per year	Before start of Fall Semester
2 <sup>nd</sup>	25% of total tuition fee per year	Before Mid-Term exam of Fall Semester
3 <sup>rd</sup>	25% of total tuition fee per year	Before start of Spring Semester
4 <sup>th</sup>	25% of total tuition fee per year	Before Mid-Term exam of Spring Semester

- Students will be allowed to attend classes, take examination and receive degrees, only if they clear all their dues to the College.

#### TUITION FEE (UNIVERSITY OF BRADFORD STUDENTS)

- Tuition Fee for students registered with the **University of Bradford** will be Rs. 346,500 per year for Academic Year 2018-19; revisions may apply for subsequent year.

#### TUITION FEE (UET LAHORE STUDENTS)

- Tuition Fee for students registered with the **University of Engineering & Technology, Lahore** for Academic Year 2018-19 will be as follows:

Fee	Amount
Tuition Fee	<b>Rs. 14,438 per credit hour</b>
Credit Hours charged for Regular Semester	<b>12</b>
Tuition Fee charge for each Semester	<b>Rs. 173,250 per Semester</b>
Tuition Fee per year	<b>Rs. 346,500</b>

- Tuition fee of the students registered with the University of Engineering & Technology, Lahore is based on the number of credit hours taken. Cost per credit hour will be Rs. 14,438 for Academic Year 2018-19.
- Students who have paid tuition fee for 12 credit hours can take up to a maximum of 20 credit hours per Semester without any additional charge (i.e. a student who has paid full tuition fee can take between 12-20 credit hours per semester without any extra charge).
- Any student who is enrolled in less than 12 credit hour in a semester, the tuition fee will be charged on the basis of actual number of credit hours. Tuition fee for the summer semester will be based on actual number of credit hours enrolled.
- Tuition fee may be revised for next years.

#### OTHER FEES

- Structure of Other Fees of Namal College, Mianwali is given below for Academic Year 2018-19.

Fee	Amount (Rs.)
Lab Fee	<b>1,500 per semester</b>
Exam Fee	<b>1,000 per semester</b>

Hostel Fee	<b>18,000 per semester (2 beds) 9,000 per semester (3-6 beds)</b>
Admission Fee	<b>10,000 one-time charge</b>
Security Fee (Refundable)	<b>10,000 one-time charge</b>
Hostel Security (Refundable)	<b>5,000 one-time charge</b>

Hostel Fee, Lab Fee and Exam Fee for each semester will be charged in the first and third instalment of each year.

#### NEW ADMISSION

- New students will not be allowed to sit in the classes unless they have paid both the admission fees and their 1<sup>st</sup> instalment. Deadline for instalments for the new admissions will be mentioned on their fee card.
- If the first instalment is not received by the specific date mentioned on the admission letter or fee card, the student will lose his/her seat and the admission fees will not be refunded.

#### LATE PAYMENT SURCHARGE

- Students are required to settle their dues including tuition fee, hostel fee, lab and exam fee according to the payment deadlines as stated in Student Fee Card. Else, a fine of **Rs.100/=** per day will be charged from the date of expiry of deadlines till the date of payment.
- No student will be allowed to appear in exams for current semester and to enroll in any course for upcoming semester, until all of his/her outstanding dues, including late payment surcharge, is cleared.
- Any enquiry, concern or issue related to fee levels or the ability to meet payment deadlines will be submitted with the **Student Support Office** and followed by recommendation of Dean and Vice Chancellor's approval, will be sent to Finance Office for implementation.

#### CHANGE IN POLICY

The Management Committee of Namal College reserves the right to make appropriate amendments in the aforementioned rules and regulations as and when deemed necessary and will be communicated on Namal College website and through emails to the enrolled students.

**AFFIDAVIT**

I, Mr./Ms. \_\_\_\_\_ son/daughter of \_\_\_\_\_

resident of \_\_\_\_\_

department \_\_\_\_\_ Class \_\_\_\_\_

do hereby solemnly declare that I will abide by the existing rules, regulations and instructions regarding discipline, academics, administration and those which will be implemented from time to time by the administration of Namal College.

I hereby also solemnly declare that during my stay in the College, I will confine myself to the academic activities and such other co-curricular activities which are allowed by the College administration and will not take part in any disruptive activity.

In case of violation of the above affidavit, the College administration shall have full authority to administer the appropriate penalty as per the rules and regulations of the College.

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(Name & Signature of the Father/Guardian)                      (Name & Signature of the Student)

Date: \_\_\_\_\_ Date: \_\_\_\_\_



## IMPORTANT PHONE NUMBERS

<b>Department</b>	<b>Phone No / Ext</b>
Namal College Exchange	0459-236995
Namal College Security	Ext: 111, 103
Chagda Hostel	0301-3959215
Exam	Ext: 105
Fauji Foundation Hospital (Danda Shah Bilawal)	0543-482220
DHQ Hospital Mianwali	0459-920128
Ambulance	0306-206 3948 Ext: 1122
Daewoo Terminal Mianwali	0459-236239
Niazi Bus Terminal	0321-6090321 0459-236555
New Khan Bus Terminal	0459-235516 0459-232955