



# Beaconhouse National University

Main Campus, Tarogil Road, 13 Km, Off Thokar Niazbeg,  
Raiwind Road, Lahore-53700, Pakistan.

Tel: +92-42-38100156

Email: [info@bnu.edu.pk](mailto:info@bnu.edu.pk)

| Web: [www.bnu.edu.pk](http://www.bnu.edu.pk)

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## Fee Policy

### 1) PURPOSE

The purpose of this document is to establish general policies and procedures for collection of student fees at Beaconhouse National University.

### 2) FEE STRUCTURE AND TYPES

The students will be charged following types of fees at rates prescribed from time to time by the university management.

#### 2.1. Admission Form Processing Fee

Admission form processing fee is paid by applicants and it is necessary for them to sit for the admission test and interview. This fee is non-refundable.

#### 2.2. Admission Fee

Admission fee will be charged only from newly admitted students. This fee will be paid only once at the start of an academic program and is non-refundable.

#### 2.3. Tuition Fee

Tuition fee will be paid in advance or at least the first installment will be paid at the beginning of each semester. Tuition Fee will be charged as follows:

##### 2.3.1. No Fee for Non-Enrolled Students:

Students who are not enrolled for the semester will not incur any fees.

##### 2.3.2. Enrolled Students:

##### BA (Hons) / BSc (Hons) Degree Programmes:

##### **From 1st to 8th semester:**

##### **Up to 9 Credit Hours:**

The fee for students with a course load of up to 9 credit hours will be charged on the per credit hour fee structure.

**9.5 to 18 Credit Hours:**

A full semester fee will be charged for course load between 9.5 and 18 credit hours.

**Exceeding 18 Credit Hours:**

Credit hours exceeding 18 will be charged based on the per credit hour fee structure.

This shall apply irrespective of whether the additional credit hours are enrolled voluntarily by the student or prescribed/approved by the School/Department for academic or administrative reasons.

**From 9th semester Onwards:**

From 9th semester onward the per credit hour fee structure will be applied on enrolled credit hours only if the student is enrolled for all remaining Credit Hours required for degree completion. Otherwise, the rule prescribed for 1st to 8th semester will be applied.

**MS/M.Phil Degree Programmes:****From 1st to 4th semester:**

A full semester fee as per fee structure will be charged irrespective of the workload.

**From 5th Semester onwards:**

From 5th semester onward the per credit hour fee structure will be applied on enrolled credit hours only if the student is enrolled for all remaining Credit Hours required for degree completion. Otherwise, full semester fee will be charged.

**Ph.D. Degree Programmes:**

The fee structure will be announced at the time of enrollment.

**2.3.3. Course Repeats/Substitutes (Failure / Grade Improvement / Withdrawals/anyreason to repeat or substitute a course)**

Courses first taken before Spring 2025 (S2025): If repeated, they will be charged the regular per credit hour fee of the respective school in the semester of re-enrollment.

Courses first taken in Spring 2025 (S2025) or onwards: If repeated, they will be charged 1.5 times the per credit hour fee of the respective school in the semester of re-enrollment.

This policy will be applicable to all enrollments starting from Summer 2025 (SUM25) onwards, including all subsequent Fall, Spring and Summer semesters.

Fee Challans issued for the block semester fees before the start of the semester will not include the additional (1.5 times) fee for repeating a course if applicable to a particular student. This additional amount will be reflected in a separate fee challan issued after the student course enrollment for the repeat course has been completed.

This section will supersede all previous policies or sections of policies on the same topic.

#### **2.4. Hostel Fee**

Hostel fee will be charged from the students availing the BNU boarding and lodging facility. This fee will be charged in advance before the start of each semester.

#### **2.5. Security Deposit**

Security Deposit will be paid at the time of admission. Security is refundable only at the time of withdrawal/passing out of the student. Any amount recoverable from the student will be adjusted against the security at the end of his/her academic program.

#### **2.6. Medical Insurance Fee**

A medical insurance fee will be charged at the beginning of each semester. There is no exception, including for students who are only taking short courses, taking less than full workload, or are enrolled in the Summer Program. Students paying tuition fee in installments will be charged the insurance fee in the 'First Installment'.

#### **2.7. Other Types of Fee**

In addition to the above mentioned types of fee, other fees will be charged as determined and approved by the university management. Procedure for collection will be mentioned at the time and updated as needed.

### **3) FEE INSTALLMENTS**

**3.1.** Students can choose to pay their fee in installments.

**3.2.** Only tuition fee can be paid in installments. The maximum number of installments can be three (3). However, in very exceptional circumstances the number of installments may be increased after the approval from e-portal management committee.

- 3.3. Students have options in their logins to choose installment plans as per university policy.
- 3.4. The attendance of the student will be automatically blocked from the rolls of the university in case of non-payment of installment by the valid date.

#### **4) PAYMENT OF DUES**

- 4.1. A student's registration for a semester is not complete until all dues are paid or acceptable payment arrangements are made with the Finance Department.
- 4.2. Complete fee or at least one installment must be paid one week before the start of the semester.
- 4.3. A fine of Rs. 100 per day will be charged in case of non-payment of fee by the due date till the fee is paid, most definitely by the valid date.
- 4.4. Name of the student is automatically struck off from the program of study after two weeks of start of semester in case of non-payment of dues.
- 4.5. Re-admission will only be permitted at the discretion of Dean/Head of the Department and on the payment of re-admission fee in addition to the dues and fine.

#### **5) PAYMENT OF DUES BY NEWLY ADMITTED STUDENTS**

Applicants who receive an offer of admission are required to pay their dues prior to commencement of studies in order to secure their admission. The applicant who does not pay his/her dues by the prescribed deadline will forfeit the right to admission.

#### **6) MODE OF PAYMENT**

Fee Challans are available in student's self-service portal of CMS. Student must pay this fee bill only through the following mode of payments:

- a) Online payment via CMS portal (*preferred method*)
- b) 1-Bill Option via any banking app/internet banking that supports 1-Bill payments
- c) Cash along with fee challan at the counter of any branch of MCB/UBL/Askari Bank
- d) Cash along with fee challan at UBL Counter at first floor of Sartaj Aziz admin block at BNU Campus
- e) Pay order or demand draft in favor of Beaconhouse National University at Finance Department at least seven days prior to valid date along with the fee challan.

f) Through Visa/Master Cards at Finance Department BNU (bank charges apply).

Please be aware that directly transferring funds to any BNU bank account is not a valid mode of payment since it can be difficult to trace, as bank statements typically do not display the sender's details. Students are advised to refrain from using this method. However, if a student has already made such a transfer, it is necessary for them to submit proof of payment through the CMS e-portal for reconciliation with our bank records and timely updating the fee status in CMS. The university cannot provide any timeframe for this process to be completed and does not bear responsibility for any academic implications for delays in identifying the payment.

If there are any queries regarding fee challans, students must submit them through the CMS e-portal by selecting the 'Fee Bill Queries' tab.

## **7) CANCELLATION/WITHDRAWAL**

Students canceling or withdrawing from a program of study may be entitled to a refund of Tuition Fee. Generally, those students will qualify for a refund whose request for a fee refund falls under one of the categories:

- Personal Emergencies
- Health Reasons
- Care of and medical reasons for Family Members
- Legal/Immigration Matters
- Delay in admission in other universities
- Other (these reasons will be considered on a case to case basis).

If a student is required to leave the program due to non-fulfillment of entry/admission requirements upon official announcement of examination results, he/she will be eligible for a refund as per para 10 of this policy.

## **8) REJOINING THE PROGRAM**

If a student has withdrawn/left the university but wishes to rejoin at a later stage, and all other academic and administrative requirements for rejoining are complete, he/she will have to clear all previous dues before rejoining. This will include any outstanding installment payments if

the student left after the fee refund period in a particular semester had expired.

Re-admission will only be permitted at the discretion of Dean/Head of the Department.

## 9) POSTPONEMENT

The Tuition Fee can be carried forward and utilized for the subsequent semester if a student seeks postponement of his/her studies within two (2) weeks of the commencement of the semester.

However, after the above-mentioned time frame, any request for the Tuition Fee to be carried forward shall only be permitted on medical grounds, duly verified by a medical officer of the university. The university, however, may further seek to verify the authenticity/validity of the medical certificates/evidence submitted by the student.

## 10) REFUNDABLE FEE

Fee refund will be based on the date of submission of withdrawal application in CMS. The timelines for refund of tuition fee are inclusive of weekends.

Application for a refund of fee can be made by completing the appropriate form.

Any refund will be paid to the student or his/her parents/guardians/ sponsoring body via cross cheque.

### 10.1. Tuition Fee:

The refund amount of Tuition Fee is subject to the following schedule:

<b>Timeline</b>	<b>Percentage of Fee</b>
Up to 10 <sup>th</sup> day of commencement of classes	100% fee refund
Up to 15 <sup>th</sup> day of commencement of classes	80% fee refund
Up to 20 <sup>th</sup> day of commencement of classes	60% fee refund
Up to 30 <sup>th</sup> day of commencement of classes	50 % fee refund
31 <sup>st</sup> day onwards of commencement of classes	No Refund

### 10.2. Security/Deposit Fee:

Payable by all new students together with the first-semester tuition fee, this fee is refundable after deductions are made for the damage/loss (if any) caused by the student and after adjustments of any receivables.

The deposit is fully refundable minus any student liabilities / payables, after the student has completed his/her duration of studies or has withdrawn/transferred to another university.

**10.3. Activity Charges:**

The Activity Charges are 100% refundable minus (-) the days a student has availed of the activity.

Number of days for which student has availed the activities will be considered from the date of the application of refund.

**10.4. Medical Insurance:**

100% refundable upto 30th day of commencement of classes.

No refund from 31st day onwards of commencement of classes.

**10.5. Re-take Examination Fee:**

The fee submitted as re-take examination fee is completely refundable if the re-take is not availed by the student or the university denies the re-take option according to its policy.

**10.6. Hostel Fee:**

Hostel fee becomes non-refundable once a student has checked in.

If a student joins the hostel during a semester, they are liable to pay the fee for the remaining number of days in that semester.

Fees may be carried forward / refunded only if circumstances beyond the student's control arise, subject to approval from the Vice Chancellor.

**10.7. Hostel Utilities Fee:**

The Utilities fee is 100% refundable minus (-) the days a student has availed that facility(es).

**10.8. Fee Transfer:**

A student who transfers to another program within the university will be eligible for fee transfer to the new program. If there is difference of fee between the two programs:

- i. In case the fee difference is Positive, the difference will be paid by the student.
- ii. In case the fee difference is negative, the difference will be paid to the student.