

**TUITION POLICY FOR TKH'S
INTERNATIONAL UNIVERSITY BRANCH CAMPUSES**

Policy Title	Tuition Policy for TKH's International University Branch Campuses
Responsible University Offices	Office of Finance
Policy Owner	Financial Director (pay.finance@tkh.edu.eg)
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I. SCOPE OF POLICY

This policy will set the tuition fees related rules for all students in the universities hosted at The Knowledge Hub Universities (TKH).

II. DEFINITIONS

The Knowledge Hub Universities (TKH): It is an educational institution established according to the Presidential Degree No. 423 of 2019.

The two international university branch campuses hosted by TKH are:

- Coventry University Branch in Egypt.
- Nova University Branch in Egypt.

III. POLICY STATEMENT

- The tuition fees of each of the international university branch campuses hosted at TKH are denominated in the foreign currency of the country where the parent university is located.
- Egyptian students have the right to pay their tuition fees in Egyptian pounds according to the applied exchange rate set by the Central Bank of Egypt on the date of payment.
- Tuition fees for non-Egyptian students must be paid in foreign currency of the parent university.

- A non-refundable application fee of 1200 EGP must be paid by all applicants (both Egyptian & Non-Egyptian).
- Once an applicant receives a conditional acceptance from TKH, a down payment amount of EGP 25,000 for Egyptian students OR an amount of 1500 in the foreign currency of the parent university for international students. (The down payment is only refundable under certain conditions. Please refer to the Refund Policy for more details.)
- An Early Bird Scholarship is granted to all applicants who submit their application and down payment BEFORE the announced deadline. Please refer to the Refund Policy and the Tuition page on the website for more details. **The Early Bird Scholarship is only applicable for the first year of enrollment in TKH.**
- TKH provides intake scholarships according to the availability of funding and the applicable terms and conditions. To learn more about the available scholarship categories and the payment terms and conditions, please check the following link: <https://tkh.edu.eg/tuition-coventry/>
- Each of the international university branch campuses has the right to cumulatively increase annually the tuition fees published in the respective currency by a maximum of a 10% increase.

IV. POLICY GUIDELINES

1. Payment of Fees

Annual tuition fees are paid in two installments as follows:

- The applicant should pay the first installment of the fees of Semester 1 (50% of the total annual tuition fees) **within 14 days after receiving the Final Acceptance email.** The down payment fees will be deducted from the 1st installment.
- Returning students should pay the Semester 1 fees (50% of the total annual tuition fees) once the self-service payment system is updated with the tuition fees for the upcoming academic year.
- All enrolled students should pay the Semester 2 fees (the remaining 50% of the annual tuition fees) within the first two weeks in December.

2. Details of Additional Fees

- **Facility insurance** is paid with the 1st Installment of the 1st year of enrollment, it is paid only once and will be refunded at graduation.
- **Lab fees** are paid with the 1st installment for all students **EXCEPT** students enrolled in the Foundation Year and students enrolled in the School of Business.
- Obligatory **medical insurance** is paid annually with the 1st installment in Semester 1.
- **Non-academic fees** are paid with the 2nd installment in Semester 2.

3. Terms & Conditions Applied

- Students failing to pay their tuition fees on time or within **three weeks maximum** after the start of the semester, will be subject to Withdrawal. When a student is Withdrawn from an international university branch hosted by TKH, this means that s/he is no longer enrolled as a student in the international university branch hosted by TKH. Withdrawal status also means that the student will have no access to any academic and operations support services; and any documents in their file such as certificates and transcripts will also be withheld, until payment is made.