



**Document title:** Coventry Tuition Policy

**Document version number:** V.4

**Office/department responsible:** Finance Department

**Approved by:** President of The Knowledge Hub Universities

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## **TKH (Coventry) Tuition Policy**

### **Policy Statement/Purpose:**

The policy will set tuition fees payment rules for all students.

### **Who Needs to Know This Policy**

Entire TKH (Coventry) Community

### **Supporting Department**

Responsible University Official: Hatem Hosny – Finance Associate Director

For any questions, please send an email to: [pay.finance@tkh.edu.eg](mailto:pay.finance@tkh.edu.eg)

### **Policy/Procedures**

- A non-refundable application fee of 1200 EGP must be paid by all applicants (both Egyptian & Non-Egyptian).
- A down payment amount of EGP 25,000 for Egyptian students & 1500 GBP for international students, is due once the conditional acceptance is received by the applicant (the down payment is only refundable under certain conditions, please refer to the Refund Policy for more details).
- An Early Bird Scholarship of £1000 is granted to all students submitting their application and down payment before the announced deadline (please refer to the refund policy for more details). The Early Bird Scholarship is only applicable for the first year of enrollment.
- Tuition Fees are in GBP. Tuition fees for Egyptian students may be paid in Egyptian pounds. The Exchange rate is applied according to the Central Bank of Egypt exchange rate calculated on average over a defined period. Tuition fees for non-Egyptian students must be paid in Sterling pound (GBP).
- The intake scholarship will be applied as follows: -
  - Foundation Year - for up to 4 years of study in TKH.
  - Direct Entry to Year 1 – For up to 3 Years of study in TKH.
  - Direct Entry to Year 2 – For up to 2 Years of study in TKH.
  - Direct Entry to Year 3 – For up to 1 Year of study in TKH.



Tuition fees are paid in two installments:

- The applicant should pay the 50% (1<sup>st</sup> Semester) due within 14 days after receiving the Final Acceptance mail. The down payment fees will be deducted from the 1<sup>st</sup> installment.
- The re-enrolled student should pay the 50% (1<sup>st</sup> Semester) once the Self-services is updated with the tuition for upcoming academic year.
- The enrolled student should pay the remaining 50% (2<sup>nd</sup> Semester) within the first two weeks in December.
- In case of requesting an installment plan, the student should apply in May (4 months earlier) for the upcoming academic year.

Rules & Regulation will be applied in case the student didn't commit to the deadline

| Late Fee Date                                     | Egyptian *Cumulative | Non-Egyptian *Cumulative |
|---|----------------------|--------------------------|
| From 1 <sup>st</sup> – 30 <sup>th</sup> September | 1500 EGP             | 100 GBP                  |
| From 1 <sup>st</sup> -15 <sup>th</sup> October    | 2500 EGP             | 200 GBP                  |
| From 16 <sup>th</sup> -30 <sup>th</sup> December  | 1500 EGP             | 100 GBP                  |
| From 1 <sup>st</sup> -31 <sup>st</sup> January    | 2500 EGP             | 200 GBP                  |
| From 1 <sup>st</sup> – 28 <sup>th</sup> February  | 2000 EGP             | 150 GBP                  |

\*Maximum late fee for 1<sup>st</sup> semester is 4,000 EGP for Egyptian student & 300 GBP for non-Egyptian

\*Maximum late fee for 2<sup>nd</sup> semester is 6,000 EGP for Egyptian student & 450 GBP for non-Egyptian

1) Student with an outstanding payment will be admitted to any examination, given any certificate or report of academic standing, or be permitted to register for a subsequent semester, he/she will not be eligible to any benefit granted from TKH and may partially lose her/his any scholarship applied. (Academic, Sports, Top Achievers, Sibling, etc....).

2) Student with an outstanding amount will not be eligible for installment plan. (The historical payment data will be taken into consideration per student for such request)

- **Tuition fees** are subject to an annual increase of maximum 10% on the announced total tuition fees in GBP.
- **Facility insurance** is paid with the 1<sup>st</sup> Installment of the 1<sup>st</sup> year of enrollment, it is paid only once and will be refunded at graduation.
- **Lab fees** are paid with the 1<sup>st</sup> installment for all students except students enrolled in the Foundation Year and students at School of Business.
- Obligatory **medical insurance** is paid annually with the 1<sup>st</sup> installment.



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- **Non-academic fees** are paid with the 2<sup>nd</sup> installment.
- Sibling\* Discount: 10% discount is applied to the 2<sup>nd</sup> sibling & 5% is applied to the 3<sup>rd</sup> Sibling. (Including sibling of an alumni)
- Textbook fees are not included in the tuition fees.
  
- The academic and sports achievement % scholarships are calculated on the net tuition fees after deducting the special scholarships (early bird and intake scholarships).

**Origination Date:** September 2019

**Review Date:** September 2022

**Next Review Date:** September 2023

**\*\*\*Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

| Version Log     | Date | Signature of the President of TKH |
|-----------------|------|-----------------------------------|
| Version 4 (V.4) |      |                                   |