

TKH POSTGRADUATE TUITION POLICY
Coventry University Branch at The Knowledge Hub Universities

Policy Title	Coventry University Branch Hosted by The Knowledge Hub Universities Tuition Policy – Postgraduate Studies
Responsible University Offices	Office of Finance
Policy Owner	Financial Director (pay.finance@tkh.edu.eg)
Version	V1
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I. SCOPE OF POLICY

This policy sets the rules governing tuition fees and related payment obligations for all postgraduate students (PG Students) in the Coventry University Branch hosted by The Knowledge Hub Universities.

II. DEFINITIONS

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

Coventry University Branch in Egypt is an international branch campus of Coventry University, established within The Knowledge Hub Universities in the New Administrative Capital, Arab Republic of Egypt. The branch operates in accordance with the Egyptian legal framework governing international branch campuses and delivers academic programmes leading to degrees awarded by Coventry University (United Kingdom).

The Knowledge Hub Universities (“TKH”) provides the local premises, facilities and administrative support for Coventry University’s Branch in Egypt. Coventry University’s Branch in Egypt is responsible for the academic delivery, academic standards and academic governance of the Coventry University programmes delivered at the Branch. For ease of reference in this document, TKH and Coventry University’s Branch in Egypt are referred to together as “CUB at TKH”, where the

context requires. This shorthand does not alter the respective roles and responsibilities of TKH and Coventry University's Branch in Egypt. It is important that you understand the key terms, conditions, policies and regulations that apply to your studies at Coventry University's Branch in Egypt and to the services and facilities provided by TKH.

PG Student: Any student enrolled in a Postgraduate Programme at the Coventry University Branch at TKH.

III. POLICY STATEMENT

- The tuition fees of CU at TKH are denominated in the foreign currency of the country where the parent university is located.
- Egyptian PG 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.
- Non-Egyptian PG Students must pay tuition fees in the foreign currency of the parent university.
- A non-refundable application fee of 1500 EGP must be paid by all applicants (both Egyptian & Non-Egyptian).
- TKH provides scholarships (if any) according to the availability of funding and the applicable terms and conditions.
- CUB at TKH has the right to cumulatively increase annually the tuition fees published in the respective currency by a maximum of a 10% increase. For the avoidance of doubt, any change in the local currency amount payable which results solely from exchange rate fluctuations shall not be treated as a tuition fee increase for the purposes of the 10% cap.

IV. POLICY GUIDELINES

1. Payment of Fees

- Tuition fees shall be paid prior to the commencement of each academic semester as a condition for registration.
- The tuition fees for postgraduate programmes shall be based on the academic load of each semester and communicated through an official semester-based fee schedule. Please

check our website [here](#) and [here](#) to access the schedule.

- PG Students shall not be permitted to register for any semester unless the applicable tuition fees for that semester have been fully paid.
- All payments must be made through the university's approved payment channels and must clearly reference the Student ID number. Proof of payment must be submitted to the Finance Department through the designated email to the finance department for recognition at pay.finance@tkh.edu.eg.

2. Methods of payments

1st Step: Making payment

Payment Methods available:

- Online via Self-Service
- P.O.S (Credit/Debit Cards) at the Knowledge Hub (Egyptian students only)
- Cash deposit or wire transfer

Please ensure your TKH ID number is clearly included in the transfer receipt and that your Self-Service record shows a **zero balance**.

2nd Step: Confirmation of our Bank Details

Bank Name	Commercial International Bank (CIB)	Commercial International Bank (CIB)
Account Name	The Knowledge Hub Universities	The Knowledge Hub Universities
Account Currency	EGP	GBP
Account No.	100056997444	100044528163
IBAN	EG460010003200000100056997444	EG910010018500000100044528163
Swift Code	CIBEEGCX032	CIBEEGCX032

3rd Step: Sharing Proof of Payment

Once you have paid, it is mandatory to submit your payment proof by:

- completing the form below
<https://forms.office.com/r/vTsH8rksZD>

OR

- sending an email to pay.finance@tkh.edu.eg stating your student ID, name, account holder's name and bank, transaction reference, date of payment and amount accompanied by your

proof of payment.

3. Discounts and Eligibility

Any discount granted to a PG Student, including but not limited to corporate, alumni, sibling, or staff-related discounts, shall be strictly conditional upon the Student maintaining the qualifying status on which such discount was granted.

The Alumni Discount : 20%

The Sibling Discount : 10%

If such status changes or ceases at any time during the programme, the discount shall be withdrawn with effect from the date of such change.

The Student acknowledges and agrees that:

- eligibility for any discount is assessed based on the Student's status at the time of granting the discount;
- the Student must maintain such status throughout the duration of the programme; and
- any change, cessation, or invalidation of the qualifying status at any time during the programme shall result in the **automatic cancellation of the discount**, effective from the date of such change.

Upon cancellation of the discount, the Student shall be liable to pay the **full applicable tuition fees (without discount)** for the relevant academic period(s), and the Institution reserves the right to adjust any outstanding balances accordingly.

4. Registration and Terms & Conditions

4.1 Registration and Payment Requirement

Payment of tuition fees in accordance with the deadlines published on the University's official website is a mandatory condition for registration, re-registration, and continued enrolment. Students who fail to meet the applicable payment deadlines may be denied registration or re-registration and may be subject to the sanctions outlined in this Policy.

4.2 General Financial Compliance

- **Administrative Withdrawal:** PG Students who fail to settle tuition fees within the published deadlines may be subject to administrative withdrawal.
- **Effect of Withdrawal:** Withdrawn students shall cease to be enrolled and will lose access to academic facilities, systems, services, and official documentation until all outstanding financial obligations have been settled.

- **Late Payment Penalty:** In exceptional circumstances, where the student has not paid or did not follow the payment plan agreed by the finance and management teams, outstanding tuition fees will be subject to a 5% late payment penalty.
- **Published Deadlines:** All payment schedules, registration periods, and deadlines shall be maintained on the official University website. Students are responsible for reviewing and complying with the published dates.

4.3 Late Payment Escalation

- This process only applies in exceptional circumstances when agreed by the finance and management teams.

Stage 1: Up to 5 Working Days Past Due

- Late payment penalty fee (5% of tuition fees) will apply.
- Written reminder issued to the student.

Stage 2: 6–10 Working Days Past Due

- Financial hold placed on the student account.
- Restriction of access to transcripts, certificates, and registration services.

Stage 3: 11– 30 Working Days Past Due

- Suspension of registration for future semesters.
- Withholding of grades, examination results, and academic records.
- Cancellation of any approved instalment arrangements, with the full outstanding balance becoming immediately due.

Stage 4: Continued Non-Payment

- Administrative withdrawal from the University will be applied.
- Reinstatement shall be subject to the University's regulations, the awarding institution's requirements, and full settlement of all outstanding financial obligations.

5. Amendment and Prevailing Version of Policies

The university reserves the right, at its sole discretion and at any time, to amend, modify, update, replace, or withdraw this Policy, in whole or in part, without prior notice or consultation.

All students are responsible for regularly reviewing and ensuring their awareness of the most current version of this Policy, as published through the Institution's official channels, including but not limited to its website, student portal, or other designated platforms.

Any amended, updated, or revised version of this Policy shall:

1. **take effect immediately** from the date of its issuance or publication, unless expressly stated otherwise;
2. **automatically apply** to all students without the need for any further consent, acknowledgment, notification, or procedural formality; and
3. **supersede and prevail over** any previous versions, policies, practices, or understandings relating to the same subject matter.

The continued enrollment of a student, or continued engagement with the Institution following the issuance of any updated Policy, shall constitute full and unconditional acceptance of such amendments.