

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

Policy Title	Coventry University Branch Hosted by The Knowledge Hub Universities Tuition Policy – Undergraduate Studies
Responsible University Offices	Office of Finance
Policy Owner	Financial Director (pay.finance@tkh.edu.eg)
Version	V8
Date Approved	September 2026
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I. SCOPE OF POLICY

This policy will set the tuition fees related rules for all undergraduate students at the Coventry University Branch hosted at The Knowledge Hub Universities (TKH).

II. DEFINITIONS

The Knowledge Hub Universities (TKH): It is an educational institution established according to the Presidential Decree 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.

III. POLICY STATEMENT

- The tuition fees of CUB 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 1500 EGP must be paid by all applicants (both Egyptian & Non-Egyptian).
- Once an applicant receives a conditional acceptance from CUB at TKH, the applicant shall proceed with the payment of the down payment as mentioned in the conditional offer. (The down payment is only refundable under certain conditions. Please refer to the Refund Policy for more details on the [TKH website](#)).
- An Early Bird discount 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 discount is only applicable for the first year of enrolment 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/>

- 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.
- Sibling* Discount: 10% discount to tuition fees is applied for the **four** years of study.

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. **(Not applicable for applicants applying to join during the 2nd Semester).**
- Applicants applying for the 2nd Semester should pay the first installment of 2nd Semester; according the to the deadline mentioned in their final acceptance.
- The Finance Department will allow registration on the **Student Information System (SIS)** only after students have paid semester **tuition fees**.

Tuition Due Dates (After the Semester Begins) to complete remaining if any.

- **1st Semester:** (Up to 3 weeks after the semester begins)
- **2nd Semester:** (Up to 3 weeks after the semester begins)

➤ **Late Payment Penalties**

Only in exceptional circumstances students are able to enrol past week 3 of teaching, if approval is granted by the TKH Academic and Management teams. In this case, given payment is not received by the applicable due date, late payment fees will be imposed on returning students. This provision applies to all continuing students and excludes newly admitted students during their first semester of study:

Payment Delay Period	Late Fee
- More than 3 weeks & up to 6 weeks delay	150 GBP
- More than 6 weeks, and before the semester ends	300 GBP

- Payment after the semester ends and before the start of the next semester	500 GBP
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2. Assessment Structure according to the payment date

Payment during first month of the beginning of the semester

- The student's registration will be completed once the payment is confirmed.
- The student will receive a **regular mark** based on their performance and there are no academic implications **related to payment**.

3. Formal Assessment Opportunities for 2026-2027

Assessment Period	Date	Assessments Included
Semester 1 Exam Week	13/12/2026 – 17/12/2026	Semester 1 Exams (First Attempt)
Semester 2 Enhancement week	28/02/2027 – 4/03/2027	Semester 1 - R2
Semester 2 Exam week	18/04/2027 – 22/04/2027	Semester 2 Exams (First Attempt)
Semester 1 & 2 Resits + Semester 3 Exam week	27/06/2027 – 01/07/2027	Semester 1- R3 Resits Semester 2 - R2 resits Semester 3 Exams (First Attempt)
Semester 2 & 3 Resits	15/08/2027 – 19/08/2027	Semester 2 (3rd final attempt) Semester 3 (2nd Attempt)
Outstanding Resits from AY26-27	12/12/2027 - 16/12/2027	Semester 3 (3rd final attempt)

4. Methods of payment

- **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**

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

- **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.

5. 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 / Tech fees** are paid with the 1st installment for all students
- Obligatory **medical insurance** is paid annually with the 1st installment in 1st Semester, and in 2nd Semester for applicants joining in the 2nd Semester.
- **Non-academic fees** are paid with the 2nd installment in 2nd Semester.

6. Terms & Conditions Applied

Any student who fails to make timely payments without an approved exception from TKH may lose eligibility for any future privileges provided by TKH, including scholarships, discounts, and other benefits.