



## BUM&DC (MBBS & BDS) STUDENTS FEE POLICY & PROCEDURE

### BAHRIA UNIVERSITY, ISLAMABAD

#### POLICY STATEMENT

*(Reference: PMC Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Regulations 2021)*

1. As per PMC regulations Bahria University Medical and Dental College, Karachi, will publicly issue proposed tuition and all applicable fee and charges by 1st January of each year **(after approval from BUHO)** and make the same available on their official website and provide a copy to the Authority (PMC) for review. The Authority may review the fee and charges proposed and communicate any objection with reasons to the college within thirty days of the submission by the college. The college will amend its fees as per objections raised by the Authority.
2. The tuition fee for the entire duration of the program will be prescribed, divided on an annual basis, which will not be enhanced for the student during the entire duration, the student remains in the program.
3. A student (for the session 2022 and onward) will have the right to pay the tuition fee on a quarterly, six monthly or annual basis to the college. A student paying the college on a six monthly basis in advance will be granted a 2% percent discount in the tuition fee and a student paying the college on an annual basis in advance will be granted a 4% percent discount in the tuition fee.
4. No advance fee for next session will be demanded from the students. Fees for the next session shall be asked from only those students who have passed the professional examinations.
5. At the time of admission the college will give to the applicant at least three working days to submit their fee which shall represent the acceptance of the offer (of admission) by the student.
6. A student who defaults in payment of tuition fee will be liable to be expelled by the college, subject to a reasonable period being granted to the student to remedy the defaulted fee. Authority (PMC) will be notified within one week regarding the student who is expelled on account of default in payment of tuition fee and the students' registration with the Authority will be cancelled permanently. A student expelled will not be eligible to seek admission to any other medical or dental college for a period of one year.

## **PROCEDURE FOR APPROVAL OF FEE STRUCTURE**

7. The Principals of both Medical and Dental Colleges will forward the proposed fee structure for the next session (as per PMC Regulations), duly concurred by DG BUM&DC, by 15<sup>th</sup> of November of each year to BUHO. HS Dte will process the case file through the Treasurer for approval of the Competent Authority. After approval, it will be forwarded to Dir IT for display on official website and simultaneously to BUM&DC for onward info to PMC by or before 1<sup>st</sup> January.

## **PROCEDURE FOR FEE PAYMENT BY THE STUDENTS**

8. The regular students of session 2022 and onward, in order to avail the right to pay tuition fee on a quarterly or a six-monthly basis, must submit the application for "Payment of Fee on Installments" by 30<sup>th</sup> of November of each year for the next session, so that these students can be issued fee bills accordingly. Schedule of Fee payment will be as under:

### **SCHEDULE OF FEE PAYMENT**

<b>Category</b>	<b>*Due Date</b>	<b>Remarks</b>
Full payment for complete academic year	*10 x working days after the result of Professional Exam is announced	4% discount in tuition fee will be given
Six monthly payment	*10 x working days after the result of Professional Exam is announced <b>(1<sup>st</sup> installment)</b> 10 <sup>th</sup> June <b>(2<sup>nd</sup> installment)</b>	2% discount in tuition fee will be given
Quarterly payment	*10 x working days after the result of Professional Exam is announced <b>(1<sup>st</sup> installment)</b> 10 <sup>th</sup> April <b>(2<sup>nd</sup> installment)</b> 10 <sup>th</sup> Jul <b>(3<sup>rd</sup> installment)</b> 10 <sup>th</sup> Oct <b>(4<sup>th</sup> installment)</b>	No discount will be given

**\*Note:** Due dates may be amended according to changes in schedule of academic session due to unforeseen reasons with prior approval of the Competent Authority.

9. The students who fail in Annual Professional Exams shall not be required to submit the fees. However, they may be allowed to attend the next session until the

ensuing supplementary exams only. All those who clear their supplementary exams will be directed to submit the dues within 10 days of their result announcement.

### **LATE FEE PAYMENTS**

10. If student fails to pay fee on due date, fine will be imposed as under:

<b>S.no</b>	<b>Duration</b>	<b>Payment</b>	<b>Remarks</b>
a.	Within first 15 days after the due date	Actual fee + Rs. 500/- per day	
b.	From 16 <sup>th</sup> to 30 <sup>th</sup> day	Actual fee + Rs 1,000/- per day	Warning / caution letter will also be served under intimation to BUHO (HS Dte)
c.	After 30 <sup>th</sup> day of non-payment of the fee	Student will be expelled from the college and Authority (PMC) will be notified within one week by BUM&DC under intimation to BUHO (HS Dte)	

11. Fee defaulters will not be permitted to attend the classes or to take modular and annual professional examinations.

12. There will be no waiver of late fee charges for any program.