

Student School Fee and Refund Policy

1. Intent

The PNG University of Technology Council approved the introduction of the Student School Fee and Refund Policy in its meeting in December 2017.

The Student School Fee Policy came into effect in January 2018 and was implemented in January 2019 with the aim of governing the prudent processes and procedures required for the payment of university school fees, overpayments of school fees, refunds of overpaid school fees, and the penalties for non-compliance with various clauses of the policy.

The Student School Fee Policy complies with the audit process and procedures and the Public Finance Management Act, 2016.

The objectives of the Student School Fee and Refund Policy are to;

- a. ensure that the students pay the prescribed school fees on time
- b. minimize administrative costs
- c. avoid misappropriation of cash
- d. avoid misappropriation of school fee refunds
- e. maintain acceptable and up-to-date records of the University's Finances

2. Scope

The Policy applies to registered undergraduate (including online students) and postgraduate students of the PNG University of Technology, including students from transferred colleges (TFTC, BUC), parents, and sponsors (government and non-government).

3. Definitions

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| 3.1 | Excess Fee | Overpayment of school fee made by a student, parent, or a sponsor to the University above or over the required annual school fee. |
| 3.2 | Corporate Sponsor | Sponsorship by companies, NGO's and state-owned enterprises. |
| 3.3 | DSIP | District Service Improvement Program |
| 3.4 | HELP | Higher Education Loan Program |
| 3.5 | PSIP | Provincial Service Improvement Program |
| 3.6 | Refund | Reimbursement is made to students, parents, or sponsors after the University deducts the required school fee for an academic year. |
| 3.7 | School Fee | The required fees set out by the University in the annual school fee schedule in one academic year. |
| 3.8 | Sponsor(s) | Refers to school fee-paying parents, guardians, and organizations (private and government). |

4. Policy

4.1 School Fee Payment

- 4.1.1 All new and continuing students should pay the full school fee or the prescribed percentage of the full school fee as approved by the University Academic Board and the University Council before registering for a program at the University. *(Refer to the approved annual school fee schedule for more information on the required full school fee & required percentage to pay before registration).*
- 4.1.2 All fees should be paid into the nominated University Bank Account as prescribed in the Annual Fee Schedule of each academic year or through the EFTOS machine at the University Bursary Cashier counter.
- 4.1.3 No cash should be paid or accepted at the University Cashier counter.
- 4.1.4 All continuing and re-enrolling students should clear their outstanding fees for the previous academic year before being allowed to register.
- 4.1.5 All students should pay their school fees and present the bank receipt to the University Bursary Office as proof of school fee payment during their registration.
- 4.1.6 All students should pay their outstanding school fees for an academic year before the start of the second Semester each year.

4.2 Late Fees / Outstanding Fees and Penalties

- 4.2.1 Students who are late in paying their school fees after the approved deadline to commence the first Semester will be charged a penalty fee as approved by the Academic Board.
- 4.2.2 Students who do not pay the required school fee after the approved registration deadline of the first Semester will be regarded as non-students.
- 4.2.3 Students who do not pay their outstanding fees are regarded automatically as non-students. Thus, they will not be allowed to graduate and will not be entitled to the issuance of University certificates, either in hard or electronic copy.
- 4.2.4 Students who fail to complete the required full school fee for the academic year within the approved deadline at the end of the first semester will be deregistered and will not be allowed to continue into the second semester.
- 4.2.5 The University Bursary will issue debit statements to students with outstanding school fees before the end of the first semester.

4.3 Withdrawal and Refund of School Fee

- 4.3.1 90 percent of the total school fee of a student will be refunded in the event that the student applies for withdrawal from admissions before the commencement of classes in the first semester.
- 4.3.2 50 percent of the total school fee of a student will be refunded in the event that the student applies for withdrawal from admission after the commencement of the first Semester classes but before the first-semester break.
- 4.3.3 No refund of school fees will be made to students who apply for withdrawal from admissions after the first-semester break.
- 4.3.4 Compulsory Fee (ID cards, insurance, ICTS, medical, union board) are non-refundable

4.4 Handling of Excess School Fee

4.4.1 The university will refund the parental component of the school fee to the bank account of the parent in the case of excess fees. Parental consent will be sought to process the refund.

4.4.2 Any excess fees by the government or a corporate sponsor/assistance after offsetting the parental component will be reimbursed to the respective sponsor's trust account before the end of each semester.

a. HELP Loan

i) Any excess fee accumulated from the HELP loan will be refunded to DHERST.

ii) Excess fees from the HELP Loan can be used to purchase goods and services provided by the university to support the current program of study. Payment to third parties is not permitted.

b. DSIP & PSIP / any other Government Agencies

Any excess fee accumulated from DSIP & PSIP or any other government agencies will be refunded to the government's respective authority and/or administered according to the MOU with the sponsor and the university.

c. Corporate Sponsors

Any excess fee accumulated from corporate sponsors will be refunded to the corporate sponsor.

4.4.3 Sponsors are required to agree with the University before paying money to the University for school fee assistance. Refer to 4.6 for more information.

4.4.4 The university will not make payments to third-party persons and accounts.

4.4.5 A 5 percent administration and handling fee for all refunds.

4.4.6 A 10 per cent annual management fee will be applied for each trust account of sponsors.

4.4.7 Applications for refunds shall be processed only in week seven (7) of each semester.

4.5 Fraudulent Payment or Refund of School Fees

The Registrar may refer to the police any student or person suspected of being involved in the fraudulent payment or refund of school fees from the University under the following circumstances.

4.5.1 Students or persons who alter the school fee deposit slip to increase or decrease the initial school fees amount paid into the university account.

4.5.2 Students or persons who claim a school fee refund or payment under false pretenses.

4.6 Sponsor Agreement

- 4.6.1 All government, private, and corporate sponsors are expected to sign the MOU with the university before paying student fees into the university account.
- 4.6.2 Funds paid to the University account by sponsors without signing the MOU with the University will be refunded to the sponsor.

5 Related policy instruments

- 5.1 Annual School Fee Schedule

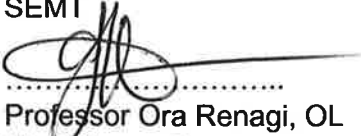
6 Schedules/Appendices

- 6.1 Refund Application Form
- 6.2 Sponsor Agreement (MOU)

7 Related documents and legislation

- 7.1 Public Finance Management Act, 2016
- 7.2 Public Service Management Act, 1995
- 7.3 DHERST HELP Policy
- 7.4 MOUs with Sponsors for School Fees

8 Approval Details

Policy Sponsor	Registrar
Approval Authority	SEMT  Professor Ora Renagi, OL Vice Chancellor
Date for Major Review	22/8/25 Date
	August 2028

9 Revision History

Version	Approval date	Implementation date	Details	Author
R-SSFRP-001	01/01/2017	01/01/2019	Policy established	Governance & Policy Unit
R-SSFRP-001a	29/11/2019	01/01/2020	Minor amendment	Governance & Policy Unit
R-SSFRP-001b	18/08/2025	07/07/2025	Minor amendment	Governance & Policy Unit

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