

University of Malta

Finance Office

**University Fees
Policy Guidelines**

1 Scope

- 1.1. This policy relates to all fees and charges payable to the University of Malta by commencing and continuing students for the use of its facilities and the provision of its services. These include fees charged in respect of programmes of study as well as other fees charged for the use of equipment or materials, books and other miscellaneous fees.
- 1.2. This policy is effective from date of issue, and unless otherwise stated, it applies to all University of Malta students.
- 1.3. The University fees policy excludes accommodation fees that are payable separately to Malta University Residence Limited.

2 Definitions

- 2.1. Act – is the Education Act 1998 to consolidate and reform the law relating to Education in Malta.
- 2.2. Application Fees – A fee payable upon application for admission to a programme of study.
- 2.3. Assurance Deposit Fees – A deposit charged to a commencing international student and to all students following the Foundation Studies programme before the commencement of a programme of study as further detailed and amplified under Section 4 of this policy.
- 2.4. Award – An award means a doctoral degree, a masters degree, a postgraduate diploma, a postgraduate certificate, a bachelor degree, an undergraduate diploma, an undergraduate higher diploma or an undergraduate certificate.
- 2.5. Bench Fees – Fees that cover the cost of consumable materials and facilities used in the delivery of specific programmes of study.
- 2.6. Commencement dates – A programme of study can commence in September, October, February or at any other date as established by the Senate of the University. With regards to Master degrees by research and Doctoral programmes, the month of commencement may vary from one student to the other. The date indicated in the letter of acceptance issued by the University shall be deemed to be the commencement date.
- 2.7. Commencing student – a student who has enrolled at the University for the first time, or is commencing a different programme from the one enrolled to in the previous year.

- 2.8. Continuing student – a student who is continuing his/her enrolment in the same programme from a previous year.
- 2.9. Enrolment fees – Programme related fees charged to home students attending postgraduate day programmes at the University of Malta.
- 2.10. Examination Fees – Fees payable by students attending specific postgraduate programmes on submission of their thesis or dissertation.
- 2.11. Home Students –EU and EEA nationals.
- 2.12. International Students – Non-EU and Non-EEA nationals.
- 2.13. Letter of acceptance – An official letter issued by the Registrar of the University whereby the applicant is informed that he/she has been accepted to follow the programme he/she applied for.
- 2.14. Payment Due Date - The date by which fees must be paid.
- 2.15. Programme of studies – A programme leading to an award that may be offered by the University of Malta either on a full-time or part-time basis over a minimum of two academic semesters.
- 2.16. Semester – Each academic year may consist of two or three semesters. Semester dates may vary slightly from one academic year to another. Semester dates are available on-line from the University's website at <http://www.um.edu.mt/registrar/students>.
- 2.17. Short courses – Short courses are free-standing individual study-units or combinations thereof that may or may not become linked to, or form an integral part of a formal University award.
- 2.18. Student Debtor - A student who has not paid in full any amounts due by the payment due date and who has an outstanding liability with the University.
- 2.19. Study-Unit - A part of a Programme of Study carried out upon a syllabus approved by Senate, on the recommendation of the Board, to which a specified number of credits at an indicated level is assigned, and which is capable of separate assessment. A study-unit may take the form of a series of lectures, seminars, tutorials, practical or clinical sessions, field placements, projects, research work, dissertation, private study or a combination of such work, or any other method of teaching.
- 2.20. Tuition Fees – Programme related fees charged to students attending fee paying programmes at the University of Malta.
- 2.21. University – For the purposes of this policy, University will always be taken to mean the University of Malta, as defined in Cap 327 in the Education Act from the one enrolled in the previous year.

3 Application Fee

- 3.1. All applications for admission to a programme of study and to short courses are charged an application processing fee.
- 3.2. Details of application fees for both Home and International students are available on-line from the University's website at <http://www.um.edu.mt/registrar/students/admissions>.
- 3.3. The application fee is non refundable and may not be transferred to another term.
- 3.4. Application fees may be reviewed from time to time.

4 Assurance Deposit Fee

- 4.1. All accepted international students and all students following the Foundation Studies programme must provide an assurance deposit fee of €700 in order to confirm acceptance of the University's offer of a place. This deposit should be paid within 21 days from the date of the letter of acceptance issued by the University.
- 4.2. The assurance deposit fee shall be credited towards the tuition fees payable on commencement of the programme.
- 4.3. Refunds are only made in the event of visa refusal and in the case of students who have not passed their English Language proficiency test and decide to withdraw their application. Administrative charges are applicable.

5 Tuition Fees – Programmes Offered Solely by the University

- 5.1. All tuition fees charged by the University are stipulated by law as required by the Act and are published through a Legal Notice.
- 5.2. Tuition fees are charged on an academic year basis. Details of programmes and related tuition fees are available on-line from the University's website at http://home.um.edu.mt/finance/finance_office-fees.htm.
- 5.3. Students are required to pay the fees prescribed for the year in which they are studying by the payment due date. The payment due dates for these students shall be as stated on the invoice document. Payment due dates are normally set at the first day of the academic year.
- 5.4. Home students commencing a fee paying programme from academic year 2009/2010 onwards, and whose tuition fees are quoted on a per semester basis may opt to pay their fees by semester. The payment due dates for these students shall be as stated on the invoice document. Payment due dates are normally set at the first day of each semester.
- 5.5. In special circumstances, home students enrolled in programmes of studies held predominantly outside office hours at the University in the academic year 2008/2009 or earlier and international students whose annual tuition fees exceed €1,500, may be

allowed to pay their annual tuition fee in two equal instalments subject to the approval of the Director of Finance or his/her delegate.

5.5.1. An “Application for Payment by Instalment Plan” (Appendix 1) must be lodged in writing with the Billing Section, Finance Office. The “Application for Payment by Instalment Plan” is valid for one academic year only.

5.5.2. The application for payment by instalment plan together with the first payment, which shall amount to one half of the tuition fees for that academic year, must be received by the Billing Section, Finance Office by the payment due date. An instalment plan shall become effective following the approval of the Director of Finance or his/her delegate.

5.6. Payment by Instalment Plan applies to tuition fees only. Any other fees that may be charged by the University such as enrolment fees, examination fees, bench fees and other miscellaneous fees, must be paid in full when they fall due.

5.7 Fee-paying students who are granted an additional year of study may need to pay a pro-rata fee. This is calculated according to the number of ECTS and the number of resit attempts of the particular study unit/s.

6 Tuition Fees – Programmes Offered Jointly or In Collaboration With a Foreign University

6.1. Fees for programmes of study which the University offers jointly or in collaboration with a foreign University are established on a case by case basis. Such fees may be quoted in more than one currency and are available on-line from the University’s website at http://home.um.edu.mt/finance/finance_office-fees.htm.

6.2. The University reserves the right to ask international students to settle their tuition fees in their home currency. This may be done on a mandatory basis.

6.3. The payment due date may vary from one programme of studies to another. Payment due dates, including deadline for payment of a non-refundable deposit, will be communicated to the students on the Letter of Acceptance.

7 Tuition Fees - Short Courses

7.1. Fees for short courses are established on a case by case basis.

7.2. The payment due date shall be as stated on the invoice document. Payment due dates are normally set at the commencement date of the course.

8 Enrolment Fees

8.1. Home students commencing a postgraduate programme of studies held during office hours from academic year 2009 / 2010 onwards shall pay an annual enrolment fee. These fees are published through a Legal Notice and are available on-line from the University's website at <http://www.um.edu.mt/finance/service/coursefees> .

8.2. The payment due date for enrolment fees is 15 days from the date of invoice.

9 Bench Fees

9.1. Apart from tuition fees, a number of programmes of study may also charge bench fees.

9.2. Bench fees cover the cost of consumable materials and facilities used in specific programmes. Bench fees vary between one programme and another and depend on the student's area of research and type of project.

9.3. Students, whose programmes are likely to attract bench fees, will be required to pay a non-refundable bench fee and will be invoiced by the Finance Office accordingly. The payment due date is 15 days from the invoice date.

10 Examination Fees

10.1. Examination fees, as established by Legal Notice 258/2009, are due on a number of postgraduate programmes commencing in academic year 2008/2009 or earlier on submission of the students' thesis or dissertation.

10.2. Students whose programmes involve examination fees will be invoiced by the Finance Office accordingly. The payment due date is upon submission of thesis or dissertation.

11 Other Charges

11.1. The University may also charge additional expenses such as late application fees, charges for lost or unreturned books, late payment charges, revision of paper fees, transcript request fees, late enrolment fee, late registration fine and other expenses that may become due.

12 Payment of Fees

12.1. Payment of fees may be effected as follows:

12.1.1. By cheque made payable to the 'University of Malta';

12.1.2. by bank transfer;

12.1.3. by internet banking

12.1.4. at the University's Maltapost Branch.

- 12.2. Details regarding the different Methods of Payment are available on-line from the University's website at https://www.um.edu.mt/_data/assets/pdf_file/0018/140085/methodsofpayment.pdf.
- 12.3. All payments must be accompanied with a remittance advice when this is available. If the remittance advice is not available, every payment must be accompanied with the following details:
- 12.3.1. Name and surname of student;
 - 12.3.2. Student code;
 - 12.3.3. Invoice number;
 - 12.3.4. Title of programme being followed; and
 - 12.3.5. Address to which receipt will be sent.
- 12.4. The University will only accept payments for an amount that is below the applicable fee if alternative arrangements as explained in clause 5.5. of this policy have been approved in advance of the deadline for full payment.
- 12.5. An official receipt will be issued by the Finance Office for all payments received. In the event that no mailing address has been provided, the receipt will be sent to the faculty office.
- 12.6. It is the student's responsibility to keep and produce evidence, when required, of all payments made since the commencement of the programme.
- 12.7. An exemption from payment of tuition fees may be requested from the Ministry of Education, Culture, Youth and Sport through an "Application for the Exemption from the Payment of University Fees". An application form may also be obtained from the Billing Section, Finance Office, University.
- 12.8. Until the request for an exemption is approved by the Ministry of Education, Culture, Youth and Sport, the student shall retain full responsibility of any outstanding fees.
- 12.9. Should the Minister of Education, Culture, Youth and Sport refuse a request for exemption from payment of tuition fees, the student will become personally liable for the payment of any outstanding amount in accordance with Sections 5.3 to 5.6 of this policy.

13 Transfer, Suspension and Extension of Programmes

- 13.1. Students who wish to transfer from one programme of studies to another should send a written letter or an email to the respective Faculty, who in turn will advise the Registrar's Office.
- 13.1.1. A transfer fee is due upon transfer request. Once the transfer request is approved, students are liable to pay the applicable fees prescribed for the new programme.

- 13.1.2. In a situation where the new programme of studies is less expensive than the programme originally enrolled to, no refund will be issued for the difference in tuition fees. Instead, the difference between the paid tuition fees and the tuition fees for the new programme will be carried forward to future academic years.
- 13.2. A student may wish to suspend his / her studies. In such instance, the student is to send a written letter or an email to his/her respective Faculty, who in turn will advise the Registrar's Office.
- 13.2.1. Approval by the board of the Faculty, Institute or Centre concerned and the sub-committee, is required for a suspension of studies. The effective date will be that approved by the Board.
- 13.2.2. A student who rejoins a programme following suspension, will be subject to the fees that were applicable in the year of commencement of the programme.
- 13.3. An extension of studies may be required by students who may need further time to complete their research or their taught study-units. In such cases, students are to send a written letter or an email to their respective Faculty who in turn will advise the Registrar's Office.
- 13.3.1. For an extension of studies to be awarded, approval by the Board of the Faculty, Institute or Centre or by the Senate following a recommendation by Students' Requests Sub-Committee as applicable, is required.
- 13.3.2. If an extension is approved, the student will be liable for fees for the extension period. These fees are stipulated by law and are set out in Legal Notice 258 of 2009.

14 Refund of tuition fees

- 14.1. In the event that a student withdraws from a programme, not due to academic failure, he/she can apply to have the related tuition fees or part thereof refunded.
- 14.2. A full refund of fees will be paid when the University is unable to provide the programme in which the student is enrolled.
- 14.3. When a student withdraws from a programme by not later than the end of the first semester and has paid his / her annual tuition fees in full at the commencement of the academic year, half the annual programme tuition fee, (ie. fee for the second semester) less an administrative charge will be refunded..
- 14.4. Refund of tuition fees following withdrawal from a programme, will only be considered if the University receives written notification of withdrawal from the student. In such cases, students are to send a written letter or an email to their respective Faculty who in turn will advise the Registrar's Office. The date of receipt of the letter / email will be deemed the effective date of withdrawal for the purposes of calculating fee liability and eligibility for a refund as per clause 14.3 of this policy.

- 14.5. If a student is granted a suspension of studies, any fees paid for the suspension period will not be refunded but will be carried forward for when the student resumes his studies.
- 14.6. Refunds will be issued to the person and /or organisation from whom the University received the payment of fees unless that person and /or organisation gives a different written direction to the Billing Section.
- 14.7. Refunds approved in accordance with this policy will be paid within 30 days of receiving a written claim from the student.
- 14.8. The University will endeavour to refund amounts due in the most cost effective way but will not be liable for any bank charges involved in the money transfer.
- 14.9. No refunds will be made where:
- 14.9.1. the student has paid the deposit fee due upon acceptance (*where applicable*) except in the event of visa refusal and in the case of students who have not passed their English Language proficiency test and decide to withdraw their application
 - 14.9.2. the student is paying his / her fees on a semester basis as per clause 5.4 of this policy; or
 - 14.9.3. the student withdraws from the programme in the second semester; and/or
 - 14.9.4. the student is only liable to pay an enrolment fee as per Section 8 of this policy; and/or
 - 14.9.5. admission to a programme was made on the basis of incorrect information and/or fraudulent documents.

15 Waiver of tuition fees for University Employees

- 15.1. The University is committed to encourage and support all staff members in the pursuit of further studies and qualifications in line with the vision, mission and values contained in the University's Strategic Plan.
- 15.2. In accordance with Council Decisions, all full-time University members of staff and employees of the University's Group of Companies on either, continuing contracts or, fixed term contracts, subject to a minimum of a two-year duration, are eligible for a waiver of tuition fees.¹ Waiving of fees is limited to tuition fees applicable on programmes of studies as defined in clause 2.15 of this policy. It shall not be extended to tuition fees applicable on short courses as per Section 7 of this policy, bench fees and any other charges.
- 15.3. Waiving of course fees is applicable only to programmes of studies offered solely by the University of Malta and shall not be extended to any other programme offered jointly or in joint collaboration with other institutions.

¹ Council Decisions 114/64-65; 43/07-08

- 15.4. Eligibility for a waiver of tuition fees may be extended to one's spouse and direct dependants, subject to the appropriate supporting documentary evidence.¹
- 15.5. Employees working on a part-time basis are subject to a proportionate reduction of fees based on a pro-rata basis.
- 15.6. Prior to commencing a programme and for each academic year thereafter, the person entitled to such waiver shall complete a "Waiver of Course Fees Application Form" (Appendix 6). The form should include details of the employee and dependent/spouse, if applicable, the programme of study and its duration.
- 15.7. The completed form is to be submitted to the Billing Section, Finance Office at least two weeks before the commencement of the programme.
- 15.8. The approval rests with the Director of Finance or his/her delegate.
- 15.9. A new application must be lodged when applying for a new programme.
- 15.10. The University will still raise invoices for all students, regardless of whether a waiver of fees has been approved or otherwise. On approval of application of waiver of programme fees, a credit note will be issued to cancel the amount due.

16 Student Debtors

- 16.1. Any student with an outstanding liability will be considered a Student Debtor until all outstanding balances are paid in full. A person continues to be a Student Debtor even if that person has ceased to be a student of the University.
- 16.2. The University undertakes to adopt the necessary operating procedures to ensure the prompt collection of any fees due. If however, the fees remain unpaid, the University reserves the right to take the following measures:
 - 16.2.1. Close access to eSims/VLE;
 - 16.2.2. Restrict students from sitting for assessments;
 - 16.2.3. Withhold publication of result/s; academic records and confirmation letters as well as withhold library services;
 - 16.2.4. Prohibit progression to subsequent academic year;
 - 16.2.5. Withhold visa renewal letters in the case of overseas students;
 - 16.2.6. Prohibit graduation and attendance at award ceremonies;
 - 16.2.7. Withdraw students from the University;
 - 16.2.8. Refuse re-enrolment and/or enrolment on another programme; and
 - 16.2.9. Initiate legal proceedings.
- 16.3. Following payment of the outstanding balance, any measures taken in respect of clause 16.2 of this policy will be withdrawn.

16.4. Late Payment Administration Fee

¹ Council Decisions 16/90-91, 88/96-97

Students who fail to settle an outstanding fee despite two Reminder Letters (sent by email) from the Finance office will be charged an additional Late Payment Administration fee of €100.

A separate invoice will be raised by the Finance Office for this charge which will have to be paid immediately (along with the pending tuition fees), otherwise the measures listed in section 16.2 will apply

17 Sponsored Students

17.1. In certain instances, students may be sponsored by organisations and have their fees paid by these entities.

17.2. A written sponsorship agreement between the University and the sponsoring body needs to be signed off before the commencement of the programme.

17.3. Sponsored students are required to provide written evidence of their sponsorship before or at the time of application. Failure to provide this information will result in the student becoming personally liable to pay any fees due.

17.4. If the sponsor fails to pay some or all the fees on behalf of a student, the student will become personally liable for the payment of any outstanding amount. Under these circumstances the student will become a 'Student Debtor' and clauses 16.1 to 16.3 of this policy shall apply.

18 Tuition Fee Discount Scheme for International Students

18.1. International full-time fee paying students currently enrolled in degree programmes at the University who engage other new international students to follow degree programmes at the University may apply for a tuition fee discount.

18.2. Under this scheme, a student who recruits new international students at the University benefits from a €400 discount on the tuition fees payable for the academic year during which the newly recruited students register at the University;

18.3. A fee-paying student who recruits two (2) or more international students to the University will benefit from an €800 discount on the tuition fees payable for the academic year during which the newly recruited students register at the University; and

18.4. A student who is in the final year of studies in an Undergraduate programme may utilise this discount on the tuition fees payable for a Master Programme at the same University.

18.5. Discounts will be applied once the newly recruited international student(s) has formally enrolled at the University and settled all necessary tuition fees.

- 18.6. Discounts will not apply when an international student has been recruited by an officially appointed agent of the University.
- 18.7. The appropriate forms may be obtained and submitted at the International & EU Office, Room 109, Administration Building.

19 Special Circumstances

- 19.1. Variations to the tuition fee conditions outlined above will only be granted in extraordinary circumstances.
- 19.2. Where current University policy does not adequately encompass a particular circumstance, the University may consider an individual's request on a case-by-case basis. All applications must be in writing and addressed to the Director of Finance with whom the final decision rests.
- 19.3. Tuition fees may be reviewed from time to time. Any changes in fees are subject to the approval of the Ministry of Education, Culture, Youth and Sport and are published by Legal Notice.
- 19.4. The University reserves the right to amend the Tuition Fees Policy from time to time.

All enquiries, queries and interpretations with respect to this policy may be made to the Billing Section, Finance Office either on:

- (a) e-mail address: fees@um.edu.mt; or
(b) telephone number: 23403059