

Policies and Procedures

Student Fees Payment Procedure

Policy Number:	3.33.02
Responsibility:	Executive Director of Finance
Policy Editor/Contact:	Accountant – Accounts Receivable
Approving Authority:	Senate (Special Senate Meeting 1/18)
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1. Purpose

This document sets out the principle and guidelines on the procedures for student fees payment and to have a consistent payment practice across all campuses.

2. Objective

The procedures applies to all enrolled students of the University on all campuses and students previously enrolled, where a relevant fee was incurred while they were enrolled or directly related to their enrolment and is still due for payment.

The procedures describes the responsibilities of students in relation to fee payment, payment deadline, method of payment and the impact it would have on their studies if they fail to pay.

This document is subordinate to the University's Statutes and Financial Regulations. It is also subordinate to the rules and regulations regarding fee payment deadlines that are set out in the University's Handbook and Calendar.

3. Overview

The fees schedule is available in the University's Handbook and Calendar of the current year. Payment deadline for the different terms are already predetermined and stated in the University's Handbook and Calendar and it is the student responsibility to ensure that fees are paid before the deadline. Invoices will be available from commencement of classes and students will be advised via email and notices will be put up on the availability of the invoices and the payment deadline.

4. Procedures

4.1 Payment of Fees

- (a) Full fees (tuition, accommodation, general services fees and health services fees) must be paid before the deadline for fees payment.)
- (b) The Student Administrative Services should advice students through Offer Letter of the deadline for payment of fees and the method of payment.

4.2 Methods for Payment of Fees

Payment of tuition fees and any other charges can be made in one of the following ways:

(a) Cash Payments

Students can pay their fees to the Cashier at the USP Campuses.

- (i) The Cashier should ensure that students provide their invoices and full details when they make payment and that these details are recorded on the student receipt.
- (ii) USP receipts must be issued for all cash payments made by students.

(b) Payment through Financial Assistance

For students who are seeking financial assistance from a local bank, Provident Fund or Education Assistance Scheme to pay their fees, Campuses need to ensure that students:

- (i) provide the Campus with written evidence that they have applied for assistance.
- (ii) are advised to submit their invoices with their application to the Bank, Provident Fund etc. when they apply for this assistance
- (iii) indicate their Campus of study to the financial institution, as this will ensure that their fees are paid to the correct Campus.
- (iv) follow up with financial institution on the payment of their fees. It is the student's responsibility to ensure that all outstanding amounts are settled before the fee payment deadline.

(c) Scholarship Awards

Students who have been awarded a scholarship by a recognized sponsor are required to present their Sponsor Letter confirming the conditions of their award during registration at the Campus that they are enrolling in. Sponsor letters may be submitted to:

- (i) the Campus Student Administrative Office
- (ii) the Campus Student Finance Section

Sponsor listings to be provided by the sponsors to the Accountant Student Finance Section for updating.

(d) Payments at Post Fiji Westpac Bank and ANZ Bank

This is applicable to Fiji Campuses only. Student should do the following:
Campus should advise students that have completed their on-line registration to:

- (i) check that only the intended courses show a PR status on SOLS (Student On-line Services).
- (ii) Drop all other courses that they do not wish to take in that semester
- (iii) generate their invoice from SOLS (Student On-line Services).

- (iv) check that their invoice lists all their approved courses and the correct fees and charges
- (v) present and pay the full amount on their invoice at their nearest Post Office or ANZ Bank or Westpac Bank.
- (vi) retain all documents confirming their payment.

(e) Online payment

Student can use the online payment portal on the University’s website by following the instructions on this link: <https://www.usp.ac.fj/index.php?id=10987>

It will take approximately 5 working days before the payment is updated on the student account.

4.3 Late payment

Students who fail to pay fees by the deadline will be given a grace period of a week to make payments. They will be charged a late payment fee.

4.4 Instalment Payment

Students who have difficulty in making payments by the deadline can make arrangements with the Student Finance office for instalment plan, but will only be given a month to pay fees in full.

4.5 Deregistration

- (a) Students who fail to pay their fees in full by the grace period or by the instalment payment deadline will be deregistered and have their accounts deactivated.
- (b) Such students will not be allowed to continue studies for the current semester.
- (c) Deregistered students will be required to apply to resume studies if they wish to continue in subsequent semesters.

4.6 Important dates:

- 1st day of lectures – invoices available
- 4th week on Friday – deadline for payment of fees
- 6th week on Monday – deregistration
- 8th week on Friday – final deregistration

5. Student Grievance

Student complaints regarding fees or services must follow the Student Grievance Policy and Procedure.

6. Responsibility

ROLE/OFFICE	RESPONSIBILITY
Executive Director of Finance	Overall oversight of this policy and ensuring that it is implemented and enforced across all campuses

ROLE/OFFICE	RESPONSIBILITY
Students	Comply to policy
Student Finance Office	<ul style="list-style-type: none"> • Execution of this policy and reporting on any breach • Provide guidance and training to all students and departments as and when required • Continuous improvement of the policy

7. Related documents

This policy should be read in conjunction with:

- [Student Debtors Policy](#)
- [Student Grievance Policy](#)
- Cash Management Policy.