

## FINANCIAL INFORMATION

### GENERAL FINANCIAL POLICIES

- All fees should be paid upon enrollment or before the beginning of each semester unless special arrangements have been made with the Administration Manager.
- Grade Report would be on hold for a student with outstanding fees.
- A student would not be allowed to register for the new semester if he/she owes any amount from the previous semester.

### WITHDRAWAL / REFUND POLICIES

- A student who wishes to withdraw from a module must submit a Module Withdrawal Form or write in to the Registrar. An administrative fee of \$30 would be levied.
- Request for Module Withdrawal received by the Registrar at least one week before the commencement of class may be granted 100% tuition fee refund.
- Request for Module Withdrawal received by the Registrar within one week before commencement of class or within the first six hours of the class may be granted 80% refund of tuition fee.
- Refund is subject to the approval of Academic Dean
- No refund of tuition fees for Module withdrawal received by Registrar after first six hours of class.

### REVISED FEE SCHEDULE WITH EFFECT FROM 1ST SEMESTER 2020

Module Fees	Undergraduate		Graduate		Audit
	Matriculated	Non Matriculated	Matriculated	Non Matriculated	
Tuition (per module) <sup>1</sup>	\$220	\$260	\$295	\$345	\$180
Miscellaneous (per module) <sup>2</sup>	\$80	\$80	\$80	\$80	\$80
<b>Others:</b>					
Spiritual Formation (per session)	\$50		\$50		
Practicum (per credit)	\$80		\$100		
Notes :					

<sup>1</sup> Tuition Fees are subject to annual increment of 3% - 5%

<sup>2</sup> Miscellaneous Fees include: Library, Media, Facilities and Student Activities Fees

#### Administrative Fees:

Registration	\$30
Late Registration (within 1 week before start of class)	\$50
Matriculation Application	\$30
Add/Change/Withdrawal	\$30
Special Exam	\$30
Graduation	\$150
Transcript	\$30
Replacement of Certificate	\$50
Annual Retreat (Estimated)	\$350

#### Rebates:

- **Academic Counselling/ Early Bird Registration**
- \$10 off per module for registration during Academic Counselling
- **Spouses of matriculated students**
- 100% Tuition Fee Rebate for one module, provided the matriculated student is taking credits for at least 3 modules in the same semester
- Spouse would only need to pay for Registration & Miscellaneous Fees.
- Full module fees would be payable for any additional module(s) taken
- **Alumni**
- One free module per semester
- Alumni would only need to pay for Registration Fee
- Full module fees would be payable for any additional module(s) taken