



The Scholars College of Nursing and Health Science

Prepared by:
Dr. Nazish
Assistant Professor
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Reviewed by:
Mr. Fazli Hadi
Director

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Approved by:
Mr. Gul Muhammad
Principal
01-07-2025

Fee Structure & Refund Policy

The Scholars College of Nursing and Health Sciences

Objective

To define and implement clear guidelines regarding fee payment, financial obligations, and refund procedures at The Scholars College of Nursing and Health Sciences.

Scope

This policy applies to all students enrolled in academic programs offered by The Scholars College of Nursing and Health Sciences.

1. Fee Structure

Determination of Fee

The fee structure is approved by the management of The Scholars College of Nursing and Health Sciences in accordance with regulatory authority guidelines.

Components of Fee



The total fee may include:

- Admission Fee
- Tuition Fee
- Registration/Examination Fee
- Clinical/Practical Charges
- Library and Laboratory Charges
- Miscellaneous Charges (if applicable)

Complete details are provided in the official prospectus and admission offer letter.

2. Payment Schedule

Installments

Students are required to pay fees according to the approved installment schedule communicated by the college administration.

Due Dates

All fees must be deposited on or before the specified due date. Late payments may attract fines or temporary suspension from classes.

3. Late Payment

Failure to pay fees within the due date may result in:

- Late payment fine
- Temporary suspension from classes
- Withholding of examination forms
- Cancellation of admission (in extreme cases)

4. Refund Policy

Admission Cancellation by Student

If a student withdraws after admission, refunds will be processed as per the following schedule:

- **Within 7 days of admission:** 50% of the paid fee will be deducted; remaining 50% refunded.
- **After 7 days up to 14 days:** No refund will be provided.



- **Beyond 14 days:** Full fees will be forfeited; no refund applicable.

Non-Refundable Charges

The following charges are strictly non-refundable:

- Admission Processing Fee
- Registration Fee
- Prospectus Fee

Refund Timeline

Approved refunds will be processed within 15–30 working days after submission of written request.

5. Refund Procedure

Students seeking a refund must:

- Submit a written application to the administration
- Attach fee payment receipt
- Provide reason for withdrawal

Refunds will only be issued after clearance from all concerned departments.

6. Fee Revision

The Scholars College of Nursing and Health Sciences reserves the right to revise fee structure in accordance with regulatory requirements and institutional needs.

7. Financial Responsibility

Students and their guardians are responsible for ensuring timely payment of all dues. Failure to comply may affect academic standing.