



UNIVERSITY OF MALTA

OVERSEAS STUDENTS TUITION FEE PAYMENT PROCEDURES

UNIVERSITY OF MALTA, MSIDA
2007

appropriate “Notification of Changes” Form and to hand it in to the International Office within 7 days of any changes. Students should note that this applies in particular when they take up residence in Malta for the first time.

Forms may be obtained from the International Office or any Faculty Office.

- (ii) Students who are allowed to change course during the academic year are to complete the same form as mentioned above and to inform the International Office, or Faculty within seven days from the date of registration. Students who fail to notify the University of their Registration within the prescribed period of 7 days will automatically lose their eligibility to any refund of course fees.

6. Students continuing studies from previous years

It is assumed that students will continue their courses in the second and subsequent years, as applicable, unless a student has informed the University of his/her intention to withdraw from a course. The Finance Office will send out letters to these students at their last given address before the start of the academic year asking them to pay their fees and to register with the University by the time their Course recommences. Students are required to follow the same procedures in paragraph 3. (vii) if they have not received any communications by the end of the first month in which their Course recommences.

GENERAL COMMENTS

These Procedures, apply equally to continuing students as well as to those attending the University of Malta for the first time.

It should be noted that by registering as a University of Malta student, you will automatically be accepting the rules and conditions contained herein. It is therefore recommended that you read this leaflet carefully and follow up any queries with the Accounts Office of the University, 2nd Floor, Administration Building.

These Procedures apply solely to tuition fees. Accommodation fees are payable separately to the University Residence (University Catering Services Ltd) and should, therefore, be paid separately to the University Residence whether transferred from abroad or paid locally.

These Procedures are subject to change by giving students 30 days notice period.

- If a student has overpaid his/her course fee. When an overpayment has been made on behalf of an overseas student, the refund shall only be made to the person or persons effecting payment unless such person/persons has/have given written authority to the University to issue the refund cheque to the student concerned. The written authority can be provided by means of a fax, if sent from abroad, provided that it is followed by the original letter of authority through the post.
 - When a student who has paid the annual course fee subsequently receives a certificate of exemption from the Ministry of Education.
 - When a student resigns as a University of Malta student by not later than the 15th January, the student shall be refunded 50% of the annual fee, if fully paid, less an administrative charge of Lm50.
 - In the case of students who have not passed their English Language test and decided to withdraw their application, the course confirmation fee will be refunded less Lm50 administration fee.
- (iii) Refunds shall be made within 14 working days of an application having been authorised, or within 14 working days of the verification of an overpayment.

5. Changes in student details

- (i) Students are required to notify the International Office of any changes in Name, Address, Telephone and other personal details. They are required to complete the

instances the University will agree other arrangements with the student regarding payment.

- (viii) Sponsored students should note that it is their responsibility to ensure that their sponsoring organisation pays their fees promptly in accordance with these Procedures.

Late or non-settlement of course fees

- (ix) Students who fail to settle any outstanding fees by the required deadline, other than in the circumstances mentioned at 1.iv, will not be allowed to register for credits and/or to sit for examinations. The University reserves the right to strike off such students as University of Malta students, and will take legal action to recover the amounts due.
- (x) Students may incur a penalty charge of Lm20 if tuition fees are not settled in accordance with these Procedures.

Retention of course fees receipt documentation

- (xi) It is the student's responsibility to keep and produce evidence, when required, of all tuition fee payments made since the start of their course.

4. Refunds

- (i) Applications for refunds of course fees must be made in writing to the Director of Finance.
- (ii) Refunds will only be paid in the following situations:

1. Application and Registration Procedures

- (i) All accepted overseas student are required to settle a course confirmation fee of Lm300 within four weeks from the date of the acceptance letter in order to guarantee their place. This sum will be deducted from their annual tuition fee.
- (ii) Applicants submitting overseas qualifications by 15th May * are required to pay a fee of Lm40 whilst those submitting MATSEC qualifications must pay Lm10.

* Applicants with overseas qualifications received after the 15th of May will only be considered at the discretion of the University Admission Board.

In the case of late application fee till the end of August, applicants must pay the relevant application fee plus Lm15. During September ** this rises to application fee plus Lm50.

With regards to changes of course till the end of August, applicants must pay an additional Lm15. During September ** this goes up to Lm20.

** All applications and requests for changes of courses in September are considered at the discretion of the respective Faculty.

This application fee is not refundable.

- (iii) All overseas students accepted to read for a degree/diploma course at the University are required to formally register as University of Malta students with

the International Office and the relevant Faculty at the start of the academic year in October. This applies to both new and continuing students.

- (iv) When registering at their Faculty, students are required to produce a receipt showing that tuition fees for the academic year have been paid. Only in exceptional circumstances arrangements can be made for payments to be made according to a schedule devised by Director of Finance.
- (v) Students who for any reason are not able to attend for registration purposes at the commencement of their Course are to inform the International Office immediately so that suitable alternative arrangements for payment of tuition fees may be made.
- (vi) Students who fail to register by the third week from the commencement of the academic year without informing the International Office will be presumed not to be attending their course and will not be considered as University of Malta students.
- (vii) Alternative individual arrangements for tuition fee payments will be made with overseas students accepted by the University of Malta after the end of September.

2. Establishment of course fees due

- (i) The University reserves the right to increase fees periodically. A minimum of 6 months notice before the start of an academic year to which the increases relate will be given.

The Finance Office, Finance Department Room 313, Administration Bldg University of Malta

Enclosed with the bank draft please send us your name and surname, address and the course you are enrolled in. An official receipt will be issued by the Cash Office, Finance Department and sent to the payer as soon as our bankers notify us that your payment has been duly processed.

- (v) It is in the student's interest to ensure that a bank transfer from abroad clearly indicates the name of the student on whose behalf payment has been made and that evidence is produced to the Finance Office that such payment has been made.
- (vi) When paying for course fees at the Cash Office, students should preferably produce the letter of acceptance issued to them by the Registrar's Office, and, if applicable, the invoice or letter from the Finance Department requesting payment. Students are required to send a copy of either the letter or invoice when payment is made by cheque locally through the post.
- (vii) Where a student has, knowing that there are fees to be paid, not received any communication from the University by the end of the first month in which he/she started his/her course, he/she is required to contact the Accounts Section of the Finance Department. In such

OR

For students paying from overseas, payment can also be effected by swift bank transfer to following bank accounts:

HSBC Malta plc

Account no: 085 031458 002

Sort Code: 44853

Swift Code: MMEBMTMT

IBAN:MT84MMEB44853000000085031458002

Address:52, Msida Seafront, Msida

BOV plc

Account no: 16800269019

Sort Code: 22688

Swift Code: VALLMTMT

IBAN :MT24VALL22013000000016800269019

University Branch, Tal Qroqq, Msida

An official receipt will be issued by the Cash Office, Finance Department and sent to the payer (or your faculty office in the case that we do not have your mailing address yet) as soon as our bankers notify us that your payment has been duly processed.

OR

By sending a bank draft drawn on a major bank and payable to “University of Malta” to the following address:

3. Settlement of Course fees

General

- (i) Students are required to pay the applicable annual tuition fees for their course, within two weeks from the date of invoice.
- (ii) Students whose courses are likely to attract bench fees will be billed by the Finance Office as soon as these costs have been identified by the Department concerned. All such fees will be subject to the same conditions and requirements as are applicable to tuition fees. If such bills are sent after the start of the academic year the student will need to discuss with Finance Office alternative arrangements for payment. In no instance, however, will students be allowed to proceed to examination stage until all such fees have been paid.
- (iii) The Cash Office Clerk will not accept payment for an amount that is below the applicable course fee unless the alternative arrangement referred to in 1.iv has been approved in advance of the deadline for full payments.
- (iv) Payment may be made by any one of the following options.

BY INTERNET BANKING

If the student (or his/her parents/other persons paying on behalf of the student) has a bank account with HSBC Malta plc or Bank of Valletta plc in Malta, payment may be effected by internet banking by following the below procedure:

If bank account is held with HSBC Malta plc:

1. Enter the HSBC website – www.hsbc.com.mt
2. From the main menu select ‘Pay bills’
3. Select ‘Add Payee’
4. Press ‘Search’ button and select ‘University of Malta’
5. Type ‘**ID card No*Student Name**’ e.g.
123456M*JOEBORG
6. Press ‘Confirm’ button to acknowledge

At this stage, this payee has been added to your personalised payee list and you can proceed to pay your bill/tuition fee. Please note that the above six steps need **ONLY** to be made the first time you are using this payment facility.

Paying your bill

1. Select ‘Pay bills’
2. Select ‘Pay a bill’
3. Input the amount due
4. Specify the Course details in the transaction narrative field
5. Press ‘Pay’ button
6. Press ‘Confirm’

If bank account is held with Bank of Valletta plc:

1. Enter the BOV website – www.bov.com.
2. Select ‘Transfer of funds’
3. Select ‘Bill Payment Facility’

4. Choose ‘University of Malta’ in Company Name drop down menu
5. Input all necessary information as detailed on the screen and the amount due
6. Press ‘Continue’ button
7. Enter BOV Secure Key and press ‘Continue’

An official receipt will be issued by the Finance Office and sent to the payer (or your faculty office in the case that we do not have your mailing address yet) as soon as our bankers notify us that your payment has been duly processed.

OR

BY BANK TRANSFER

If residing in Malta, payment can be effected to **any HSBC or BOV** Branch in Malta or Gozo by depositing funds to the following bank accounts:

HSBC Malta plc

Account no: 085 031458 002

Address:52, Msida Seafront, Msida

BOV plc

Account no: 16800269019

University Branch, Tal Qroqq, Msida

An official receipt will be issued on presentation of the bank deposit receipt at the Cash Office, Finance Department.