



UNIVERSITY OF MALTA

**PART-TIME STUDENTS
TUITION FEE PAYMENT PROCEDURES**

UNIVERSITY OF MALTA, MSIDA
2007

GENERAL COMMENTS

These Procedures, relating to part-time students registering for courses held after normal hours and/or on a research basis, apply equally to continuing students as well 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 you may have with the Finance Office.

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

1. Application and Registration of students

- (i) All part-time Maltese students accepted for a degree/diploma/certificate course at the University are required to formally register as University of Malta students with their Faculty at the commencement of their course.
- (ii) Students will not be allowed to register and to commence their studies unless they produce a receipt showing that tuition fees for the academic year have been paid unless alternative arrangements have been approved in advance by the Director of Finance.
- (iii) Students who fail to register by the end of the second week from the commencement of their course without informing the Faculty will be presumed not to be attending their course and will not be considered as University of Malta students.

2. Establishment of course fees

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

3. Settlement of course fees

General

- (i) Students are required to pay the applicable annual fee for their course each year of commencement of their course.
- (ii) Payments 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, 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 the following locations as follows:
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 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

Alternatively, payments may also be made by cash at the Cash Office, Finance Department, Administration Bldg, University of Malta. Cash Office opening hours are as follows:

From 1st October – 15th June

Monday – Thursday 8.30a.m. – 12.00a.m. and from 2p.m. – 4p.m.

Fridays 8.30a.m. – 12.00a.m. and from 2p.m. – 3.30p.m.

From 16th June – 30th September

Monday – Friday 8.30a.m. – 12.00a.m.

OR

By cheque payable to **University of Malta** and sent to the Director of Finance, Room 313, Administration Bldg, University of Malta.

- (iii) The Cash Office Clerk shall not accept cash or cheques for an amount that is below the applicable course fee for the academic year unless the alternative arrangements, referred to in paragraph 1 (ii) have been approved in advance of the deadline for full payment.
- (iv) When paying tuition fees at the Cash Office, students are required to produce the letter of acceptance issued to them by the Registrar's Office, and, if applicable, the invoice from the Finance Department requesting payment. In order to identify the student whose fees are being paid, cheques sent by post must be accompanied by a copy of the relevant letter of acceptance or invoice.
- (v) Students undertaking courses which are subject to the payment of Bench fees are to pay such fees immediately upon receipt of the relevant notification from the Finance Office.
- (vi) 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 instances the University will agree other arrangements with the students regarding payment.
- (vii) Students who fail to settle outstanding fees 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 may take legal action to recover any amounts due.
- (viii) Sponsored students should note that it is their responsibility to ensure that their sponsoring organisation pays their fee promptly in accordance with these Procedures.

Retention of courses fees receipt documentation

- (ix) The onus is on students to keep and produce evidence, when required, of all payments made since the start of their course.

Penalty for late payments

- (x) Students who fail to pay their full course fee for the academic year by the date of commencement of their course, unless this is a result of a late notification by the University, shall be liable to pay a late registration fee of Lm20/€46.58, in addition to the relevant course fees, if subsequently allowed to register by the Registrar's Office.

4. Changes in student details

- (i) Students are required to notify the Admissions & Records Office, the relevant faculty and the Finance Office of any changes in Name, Address, Telephone and other personal details, within 7 days of such occurrence, by completing the appropriate "Notification of Changes" Form. Forms may be obtained from the relevant faculty or the Admissions & Records Office.
- (ii) Students who are allowed to change course during the academic year are to inform the Finance Office, by completing and handing in the "Notification of Changes" Form. Forms may be obtained from the relevant faculty or the Admissions & Records Office.
- (iii) Students who resign are required to complete the appropriate "Notification of Resignation" Form and submit it to the Admissions & Records Office or the Finance Office within 7 days from the date of resignation. Forms may be obtained from the Admissions & Records Office.

5. 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:
 - When a student has overpaid his/her course fee; and
 - When a student has resigned as a University of Malta student by complying with paragraph 4 (iii), as long as the student resigns by not later than the end of the 1st semester. In such cases, the student shall be refunded 50% of the annual fee, if fully paid, less an administration charge of Lm10/€23.29.
- (iii) The Director of Finance will treat each claim on a case by case basis.
- (iv) 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.
- (v) Application fees, including late application fees, are only refundable if a course which a student has applied for does not subsequently commence.
- (vi) In all refund instances, other than when the University decides not to run a course after applications have been received, the University will deduct a Lm10/€23.29 administration charge.

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. Students are required to follow the same procedures in paragraph 3 (vi) if they have not received and communications regarding their fees by the end of October.