



Beaconhouse National University

Main Campus, Tarogil Road, 13 Km, Off Thokar Niazbeg,
Raiwind Road, Lahore-53700, Pakistan.

Tel: +92-42-38100156

Email: accounts.finance@bnu.edu.pk | Web: www.bnu.edu.pk

Fee Policy

1) PURPOSE

The purpose of this document is to establish general policies and procedures for collection of student fees at Beaconhouse National University. At the same time we are committed that no student should be deterred from studying in BNU because of financial constraints.

2) FEE STRUCTURE AND TYPES

The students will be charged following types of fees at rates prescribed from time to time by the Management Committee.

2.1. Admission Fee

Admission fee will be charged only from newly admitted students. This fee will be paid only once during the study in an academic program and is non-refundable.

2.2. Tuition Fee

Tuition fee will be paid in advance or at least first installment will be paid at the beginning of each semester. Tuition Fee will be charged as follows:

2.2.1. No Fee for Non-Enrolled Students:

Students who are not enrolled for the semester will not incur any fees.

2.2.2. Enrolled Students:

BA (Hons) / BSc (Hons) Degree Programmes:

From 1st to 8th semester:

Up to 9 Credit Hours:

The fee for students with a course load of up to 9 credit hours will be charged on the per credit hour fee structure.

9.5 to 18 Credit Hours:

A full semester fee will be charged for course load between 9.5 and 18 credit hours.

Exceeding 18 Credit Hours:

Credit hours exceeding 18 will be charged based on the per credit hour fee structure.

From 9th semester Onwards:

From 9th semester onward the per credit hour fee structure will be applied on enrolled credit hours only if the student enrolled for all remaining Credit Hours required for degree completion otherwise same rule from 1st to 8th semester will be applied.



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MS/M.Phil Degree Programmes:

From 1st to 4th semester:

A full semester fee as per fee structure will be charged irrespective of the workload.

From 5th Semester onwards:

From 5th semester onward the per credit hour fee structure will be applied on enrolled credit hours only if the student enrolled for all remaining Credit Hours required for degree completion otherwise full semester fee will be charged.

Ph.D. Degree Programmes:

This will be announced at the time of enrollment.

2.3. Hostel Fee

Hostel fee will be charged from the students availing the boarding and lodging facility. This fee will be charged in advance before the start of each semester.

2.4. Security Deposit

Security Deposit will be paid at the time of admission. Security is refundable only at the time of withdrawal/passing out of the student. Any amount recoverable from the student will be adjusted against the security at the end of his/her academic program.

2.5. Medical Insurance Fee

A medical insurance fee will be charged at the beginning of each semester. There is no exception even for students who are only taking short courses, Cr. Hrs., Summer Program. Students who will pay fee in installments, insurance fee will be charged in 'First Installment'.

2.6. Other Types of Fee

In addition to the above mentioned types of fee other types of fee will be charged as determined and approved by the management committee. Procedure for collection will be mentioned from time to time.

No fees other than described above will be collected unless it is approved by the MCM.



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3) PAYMENT OF DUES

- 3.1. A student's registration for a semester is not complete until all dues are paid or acceptable payment arrangements are made with the Accounts & Finance Department.
- 3.2. Complete fee or at least one installment must be paid one week before the start of the semester.
- 3.3. A fine of Rs. 100 per day will be charged in case of non-payment of fee after due date.
- 3.4. Name of the student is automatically terminated from the program of study after two weeks of start of semester in case of non-payment of dues.
- 3.5. Re-admission will only be permitted at the discretion of Dean/Head of the Department and on the payment of re-admission fee in addition to the dues and fine.

4) PAYMENT OF DUES BY NEWLY ADMITTED STUDENTS

Applicants who receive an offer of admission are required to pay their dues prior to commencement of studies in order to secure their admission. The applicant who does not pay his/her dues within due date will forfeit his right of admission.

5) MODE OF PAYMENT

Fee Challans are available in student's self-service portal of CMS. Student must pay this fee bill only through following mode of payments:

- a) Online payment via CMS portal
- b) Cash along with fee challan at the counter of any branch of UBL \ Askari Bank
- c) Cash along with fee challan at UBL Counter at first floor of Sartaj Aziz admin block at BNU Campus
- d) Pay order or demand draft in favor of Beaconhouse National University at Accounts & Finance Department at least seven days prior to valid date along with your fee challan.
- e) Fee can also be paid through Visa/Master Cards at Accounts & Finance Department BNU (bank charges apply).

Please be aware that directly transferring funds to any BNU bank account is not a valid mode of payment since it can be difficult to trace, as bank statements typically do not display the sender's details. Please refrain from using this method. However, if you have already made such a transfer, it is necessary for you to submit proof of payment through the CMS e-portal for reconciliation with our bank records and timely updating of your fee



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status in CMS. The university cannot provide any timeframe for this process to be completed and does not bear liability for any academic implications for delays in identifying your payment.

If you have any queries regarding your fee challan, please submit them through the CMS e-portal by selecting the 'Fee Bill Queries' tab.

6) WITHDRAWAL FROM ACADEMIC PROGRAM

Student withdrawing or taking break from his/her program of study is required to submit the completed Student's Clearance Form to Registrar's Office. The effective withdrawal date will be the date of submission of completed Clearance Form in the Registrar's Office. Students who do not follow the process will not be eligible for any refund of fee or security.

7) REFUND POLICY

Fees are not refundable. However, if a student withdraws from the academic program because of extenuating circumstances which were beyond his/her control he/she may be refunded part of fee according to the following:

Application Date (within)	Amount to be refunded
First week of the semester	100% Tuition fee
Second & third week of the semester	50% Tuition fee
After third week	Non-refundable

Fee refund will be based on the date of submission of withdrawal application to Registrar's Office.

Only Tuition, student security and medical insurance fee are refundable.

Admission fee and Activity Charges are non-refundable.

Fee will not be refunded if student is expelled / suspended due to disciplinary reason(s) or reason(s) other than academic.

In case an applicant is rendered ineligible upon declaration of results, 80% tuition fee refund will be applicable if applied within 10 days of declaration of result along with proof of ineligibility.



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8) FEE INSTALLMENTS

- 8.1. You can choose to pay your fee in installments.
- 8.2. Only tuition fee can be paid in installments. The maximum number of installments can be three (3). However, in very exceptional circumstances the number of installments may be increased by the Vice Chancellor.
- 8.3. Students have options in their logins to choose installment plans as per University Policy.
- 8.4. The attendance of the student will be automatically blocked from the rolls of the university in case of non-payment of installment on valid date.

9) CHANGE OF PROGRAM OF STUDY

If the student changes his / her academic program to another program, the student will pay for the tuition fees related to the new program.