

<b>Document Reference #</b>	IHRI-STU-POL-092
<b>Document Title</b>	Tuition Fees Policy and Procedure
<b>Owner</b>	IHRI Administration
<b>Version</b>	1.1
<b>Issue Date</b>	01/06/2025
<b>Next Review Date</b>	01/05/2026

## Contents

<b>INTRODUCTION</b>	<b>2</b>
PURPOSE	2
OBJECTIVES	2
DEFINITIONS	2
<b>1.0 Principles</b>	<b>2</b>
<b>2.0 Fee Structure</b>	<b>3</b>
2.1. Base Tuition Fees	3
2.2. Administration Fee	3
2.3. Payment Plan Setup Fee	3
2.4. Annual Extension Fee (Doctorate Programme)	4
2.5. Other Potential Fees	4
<b>3.0 Discounts and Scholarships</b>	<b>4</b>
3.1. Low and Middle-Income Country (LMIC) Discount	4
3.2. Faculty Continuing Professional Development (CPD) Discount	4
<b>4.0 Payment Procedures</b>	<b>5</b>
4.1. Offer and Acceptance	5
4.2. Payment Options	5
<b>5.0 Enrolment and First Payment</b>	<b>5</b>
<b>6.0 Instalment Schedules</b>	<b>5</b>
<b>7.0 Payment Methods</b>	<b>6</b>
<b>8.0 Late Payments and Penalties</b>	<b>6</b>
<b>9.0 Refunds</b>	<b>6</b>
<b>10.0 Financial Hardship</b>	<b>6</b>
<b>11.0 Responsibilities</b>	<b>7</b>
11.1. Student Responsibilities	7
11.2. Institute Responsibilities	7
<b>12.0 Communication</b>	<b>7</b>
<b>13.0 Policy Review</b>	<b>7</b>
<b>Addendum 1 - Indicative Payment Plan Schedules</b>	<b>1</b>

## INTRODUCTION

### PURPOSE

The purpose of this policy is to provide a transparent, fair, and consistent framework for setting, communicating, paying, and administering all student fees at IHRI. It aims to ensure that prospective and current students clearly understand their financial obligations to the Institute.

### OBJECTIVES

- To clearly define the fee structure for all postgraduate programmes.
- To outline the various payment options and procedures available to students.
- To detail the policies regarding discounts, late payments, and refunds.
- To establish clear responsibilities for both students and the Institute regarding fee management.
- To ensure compliance with relevant financial regulations and best practices.

### DEFINITIONS

TERM OR ABBREVIATION	DEFINITION
Tuition Fee	The core cost associated with academic instruction, supervision, and access to learning resources for a specific postgraduate programme.
Administration Fee	A fee is charged to cover costs related to student registration, enrolment processing, student support services, examinations, and general administrative overheads
Payment Plan Setup Fee	A one-time, non-refundable fee is charged to students who pay their programme fees in instalments to cover the additional administrative processing required.
Total Programme Fee	The sum of the Base Tuition Fee and all applicable Administration Fees for the full duration of the programme
Enrolment	The formal process by which a student accepts an offer of admission and registers for a programme.
Academic Year	12 months for the purpose of fee calculation and programme structuring.
EU Resident	A student who is a national of a European Union member state and/or meets specific residency criteria as defined by IHRI for fee purposes.
Non-EU Resident	A student who is not classified as an EU Resident for fee purposes.
LMIC	Low and Middle-Income Countries as classified by the World Bank
Faculty	Any member of the teaching team (Lecturer, Tutor, Subject Matter Expert, Contract Faculty) at IHRI

## 1.0 Principles

**Transparency:** Fee structures, payment deadlines, and associated charges will be communicated to students before and upon enrolment.

**Fairness:** The fee structure is applied consistently across programme types and residency statuses.

**Accessibility:** The Institute offers instalment plans to provide students with flexibility in managing their financial commitments.

**Accountability:** Students are responsible for meeting their financial obligations to the Institute on time, and the Institute is responsible for the accurate administration of fees.

## 2.0 Fee Structure

Programme fees are determined by the programme type, duration, and the student's residency status. All fees are quoted in Euros (€).

### 2.1. Base Tuition Fees

The following are the Base Tuition Fees for IHRI postgraduate programmes (based on Full-Time study):

- **DOCTORATE (48 months):**
  - Global Access Initiative: €14,900
  - EU Fee: €15,000
  - Non-EU Fee: 23,500

### 2.2. Administration Fee

A non-refundable Administration Fee is payable per application:

- Fixed Fee: €30

### 2.3. Payment Plan Setup Fee

A one-time, non-refundable Payment Plan Setup Fee applies only to students who choose to pay their fees via an instalment plan:

- Fixed Fee: €50

### 2.4. Annual Extension Fee (Doctorate Programme)

Doctoral students who have not completed their programme within the standard 48-month (or equivalent part-time) duration and who are granted an extension of registration will be liable for an Annual Extension Fee to cover continued supervision and access to Institute resources.

- Fixed Fee: €3,750 per year

Conditions: Fees are due at the beginning of each additional year of study. For partial years, the fee will be calculated on a pro rata basis. All standard payment terms and conditions apply.

### 2.5. Other Potential Fees

Other fees may apply in specific circumstances, such as:

- Transcript or certificate re-issuance fees.
- Re-purchase of a failed module.

- Annual fee for students enrolled past the time limit.
- Fees for specific optional services or resources. Details of such fees will be communicated as applicable.

## 3.0 Scholarships

IHRI offers the following discounts, which are generally not cumulative unless explicitly stated.

### 3.1 Faculty Continuing Professional Development (CPD) Discount

- **Eligibility:** IHRI faculty members undertaking programmes.
- **Discount:** Eligible faculty members will receive a **70% discount** on the applicable Base Tuition Fee (EU Fee Structure).
- **Application:** Faculty members should apply through the internal application process.

**Reference:** DOC018 Faculty – Staff Professional Development

### 3.2. Other Scholarships and Bursaries

IHRI may occasionally offer additional scholarships or bursaries. Details, eligibility criteria, and application processes for such awards will be published on the IHRI website and communicated to prospective students.

## 4.0 Payment Procedures

### 4.1. Offer and Acceptance

- Upon receiving an offer of admission, students will also receive a Fee Statement detailing the Total Programme Fee (including the applicable Administration Fee), available payment options, and any provisional discounts based on the information provided in their application.
- Acceptance of the offer of admission implies acceptance of the financial obligations outlined in the Fee Statement and this policy.

### 4.2. Payment Options

Students may choose one of the following payment options:

- **Option 1: Full Upfront Payment:** The Total Programme Fee (Base Tuition + Administration Fee, less any confirmed discounts) is paid in full by the due date specified in the offer letter (14 days from acceptance, following a cooling-off period). No Payment Plan Setup Fee applies.
- **Option 2: Instalment Plan:** The Total Programme Fee (Base Tuition + Administration Fee, less any confirmed discounts) plus the one-time Payment Plan Setup Fee is paid in a series of scheduled instalments. Available instalment plans vary by programme duration (see Addendum 1 for indicative schedules).
- **Option 3: Instalment Plan - Monthly.** The Total Programme Fee (Base Tuition + Administration Fee, less any confirmed discounts) plus the one-time Payment Plan Setup Fee is paid in a series of scheduled monthly instalments over 3 years.

## 5.0 Enrolment and First Payment

- Students have the right to a 14-day cooling-off period from the date of accepting their offer before financial obligations become binding.
- To secure enrolment after the cooling-off period:
  - If choosing **Full Upfront Payment**, the full invoiced amount must be paid by the due date.
  - If choosing an **Instalment Plan**: The first instalment (which will include the Payment Plan Setup Fee as part of the calculated instalment or as a separate item on the first invoice) must be paid by the due date.
- Payment must be received by the specified due date stated in the offer letter or invoice to confirm enrolment. Failure to make the initial payment by the deadline may result in the offer being withdrawn.

## 6.0 Instalment Schedules

- For students on an Instalment Plan, subsequent instalment due dates and amounts will be communicated in their enrolment confirmation and official payment schedule.
- Indicative instalment schedules are provided in Addendum 1. The exact schedule will be confirmed upon enrolment.

## 7.0 Payment Methods

- The Institute accepts payments via:
  - Bank Transfer (details provided on invoice/offer letter)
  - Online Payment Portal (link provided on invoice/offer letter)
  - Credit/Debit Card (via Online Payment Portal or by contacting Student Services)
- Student Services will provide detailed instructions for each payment method.
- Students are responsible for any bank charges or transaction fees associated with their chosen payment method. IHRI must receive the full invoiced amount in Euros (€).

## 8.0 Late Payments and Penalties

- It is the student's responsibility to ensure all payments are made by the due dates.
- Failure to meet payment deadlines may result in:
  - A late payment fee of €50 per overdue instalment.
  - Suspension of access to Institute facilities, resources (including library and online learning platforms), and services.
  - Withholding of academic transcripts and award certificates.
  - Potential de-registration from the programme for persistent non-payment, following due warning.
- The Institute will issue reminders for upcoming payments. However, non-receipt of a reminder does not exempt students from their payment obligations.

## 9.0 Refunds

- Tuition fee refunds are subject to the Institute's Refund Policy, which will be provided to students upon offer and is available on the IHRI website.
- Administration Fees and Payment Plan Setup Fees are non-refundable once a student has completed the enrolment process (i.e., after the 14-day cooling-off period and initial payment).
- Refunds, where applicable, will be processed in accordance with the timelines outlined in the Refund Policy.

## 10.0 Financial Hardship

- Students experiencing unforeseen and genuine financial hardship that impacts their ability to meet payment deadlines should contact Student Services ([education@ihri.edu.eu](mailto:education@ihri.edu.eu)) as soon as possible to discuss their situation confidentially.
- While the Institute cannot waive fees, alternative payment arrangements or extensions may be considered on a case-by-case basis, at the Institute's sole discretion, and subject to documented evidence of hardship. Early communication is crucial.

## 11.0 Responsibilities

### 11.1. Student Responsibilities

- To read, understand, and adhere to this Tuition Policy and Procedure and the Institute's Refund Policy.
- To ensure timely payment of all due fees by the specified deadlines.
- To select a payment option upon acceptance of an offer.
- To maintain up-to-date contact information (especially email address) with the Institute to receive critical financial communications.
- To promptly inform Student Services of any discrepancies or issues related to their fee account or invoices.
- To proactively contact Student Services if you anticipate difficulties in meeting payment obligations.
- To provide accurate information and documentation for any discount applications.

### 11.2. Institute Responsibilities

- To provide students with clear, accurate, and timely information regarding fees, payment plans, discounts, and deadlines.
- To process applications for discounts in a timely and fair manner.
- To issue accurate invoices and Fee Statements.
- To process payments accurately and issue receipts or confirmations of payment.
- To maintain accurate student financial records.
- To administer the late payment and penalty process fairly and consistently, with appropriate warnings.
- To provide guidance and support to students regarding their fee payments and available options.

- To manage refund requests following the Institute's Refund Policy.

## 12.0 Communication

- All official communication regarding fees, payments, invoices, and deadlines will be sent to the student's registered Institute email address and/or made available through the student portal.
- It is the student's responsibility to check their IHRI email account and the student portal regularly.
- Any changes to this policy or fee structures will be communicated to prospective and current students with reasonable notice, typically before the start of a new academic year.

## 13.0 Policy Review

- The Academic Council and/or designated governance body will review this policy and its associated procedures annually, or as needed, in consultation with Student Services and relevant academic heads.
- Any amendments will require approval from the appropriate IHRI governing body.
- The review will consider feedback from students and staff, changes in regulatory requirements, market conditions, and the policy's operational effectiveness.

## 14.0 Contact Information

For all queries regarding this policy, fee payments, invoices, discounts, or other financial matters, students should contact:

**Student Services** - [education@ihri.edu.eu](mailto:education@ihri.edu.eu)

## Addendum 1 - Indicative Payment Plan Schedules

**Basis for Fees in Instalment Plans:** The total amount payable under an instalment plan includes:

1. The applicable Base Tuition Fee.
2. The applicable Administration Fee.
3. The applicable Payment Plan Setup Fee.
4. Less any confirmed discounts.

### General Notes for Students on Instalment Plans:

- All fees are quoted and payable in Euros (€).
- The Administration Fee and Payment Plan Setup Fee are non-refundable after enrolment.
- The first instalment is due by the date specified in your offer letter (14 days after acceptance, following the cooling-off period) to secure your place.
- Subsequent instalment due dates are indicated below and will be confirmed precisely in your official offer letter, enrolment documents, and payment schedule.
- It is the student's responsibility to ensure the timely payment of all instalments. Failure to meet payment deadlines may result in penalties as outlined in Section 8 of this policy.
- The International Health Research Institute reserves the right to review and adjust fees annually for new intakes. Fees quoted at the time of offer and enrolment will generally apply for the duration of that specific intake's programme.

**Indicative Full-Time Programme Instalment Schedules:** *(These are examples. The exact number of instalments and amounts will be confirmed in the offer letter and may vary slightly due to rounding or specific programme structures. Discounts are not applied in these raw examples, but would reduce the tuition component before calculation.)*

**Example Calculation Logic (before discounts):** Total Payable = Base Tuition + Admin Fee + Payment Plan Setup Fee  
Instalment Amount = Total Payable / Number of Instalments



### FULL TIME

Programme	Duration	Base Tuition Fee	Administration Fee	Total Programme Fee	Payment Option 1: Upfront	Payment Option 2: Instalment Plan	Instalment Plan Details	Instalment Plan Details Monthly (3 Years)
Doctorate (EU)	48 months	€14,900	€30	€14,930	€14,930	€14,980 (€50 fee)	<b>3 Instalments</b> <ul style="list-style-type: none"> <li>Instalment 1 €4,993 (14 days after acceptance)</li> <li>Instalment 2 €4,993 (Due end of month 13)</li> <li>Instalment 3 €4,993 (Due end of month 25)</li> </ul>	<b>Monthly Instalments over 3 years</b> (36 months) €416.10 per month
Doctorate (Non-EU)	48 months	€23,500	€30	€23,530	€23,530	€23,580 (€50 fee)	<b>3 Instalments</b> <ul style="list-style-type: none"> <li>Instalment 1 €7,860 (14 days after acceptance)</li> <li>Instalment 2 €7,860 (Due end of month 13)</li> <li>Instalment 3 €7,860 (Due end of month 25)</li> </ul>	<b>Monthly Instalments over 3 years</b> (36 months) €655 per month

### PART TIME

Programme	Duration	Base Tuition Fee	Administration Fee	Total Programme Fee	Payment Option 1: Upfront	Payment Option 2: Instalment Plan	Instalment Plan Details Yearly	Instalment Plan Details Monthly (4 Years)
Doctorate (EU)	60 months	€14,900	€30	€14,930	€14,930	€14,980 (€50 fee)	<b>5 Instalments</b> <ul style="list-style-type: none"> <li>Instalment 1 €2996.00 (14 days after acceptance)</li> <li>Instalment 2 €2996.00</li> </ul>	<b>Monthly Instalments over 4 years</b> (48 months) €312.10 per month



							(Due end of month 12) • Instalment 3 €2996.00 (Due end of month 24) • Instalment 4 €2996.00 (Due end of month 36) • Instalment 5 €2996.00 (Due end of month 48)	
Doctorate (Non-EU)	60 months	€23,500	€30	€23,530	€23,530	€23,580 (€50 fee)	<b>5 Instalments</b> • Instalment 1 €4716 (14 days after acceptance) • Instalment 2 €4716 (Due end of month 12) • Instalment 3 €4716 (Due end of month 24) • Instalment 4 €4716 (Due end of month 36) • Instalment 5 €4716 (Due end of month 48)	<b>Monthly Instalments          over 4 years          (48 months)</b>  €491.25 per month