

UNNC Policy on Fee Collection and Non-payment of Student Fees

Student should pay fees at the beginning of each academic year in the amounts specified in fee table. The fee should be paid with RMB. The University will not accept liability for any differences or charges arising from foreign currency payments.

The University will tell you when and how much you must pay your fees and how you should do so when you get the offer from admission office. Full details are available from the finance office.

1. Along with their Admission notice, new students are provided with the University's bank account and online payment information for payments. (The bank account can accept RMB and foreign currencies, foreign currency transferred in will be automatically exchanged into RMB, because exchange rates fluctuate, any surplus will be refunded to the student and any shortfall will be sort from the student.)
2. International Office will coordinate with our partner universities for the payment of exchange student fees.
3. The University via its Finance, Admission and International offices should inform students about financial matters as early as possible.
4. Normally students are required to make full payment of fees on registration day. If

international students have difficulties in getting Chinese currency, they can pay fee through online payment system, or seek advice and assistance from the Finance Office. They will be offered accommodation while the financial arrangements are being resolved. For returned students, in special circumstances, when the student has a problem with the fee payment on the registration day, he/she should submit a completed “delayed payment application” through Student Affairs to the Finance Office together with a written commitment of his/her payment plans (normally within 10 weeks). These arrangements shall be reported to the University Management Board. Only with approval from the MBM will the student be allowed to remain as a registered student of the University and remain in University Accommodation without the full payment of the fees.

5. For those students who are approved to make payments by instalment on designated dates, the Finance Office will inform them via email one week before the deadline when they have to make payments.
6. If a student fails to make full payment by the agreed deadline, the Finance Office will contact the student a minimum 3 times. First, by sending proforma invoice; second by reminder letters/emails, and third by another email reminder or sometimes phone calling or personal interview.

After the above attempts to contact the student, the Finance Office will write one further letter to the student informing them that their IT and Library access has been revoked and that if they do not pay within

three weeks they will have their registration with the University Suspended. (Finance office to deactivate IT and library accounts: inform staff in IT-service with full names & ID number, email to the tutors in student affairs office and the staff in academic office about the suspend arrangement).

If the student has not paid within the three weeks (date to be specified in the letter) the Finance Office will contact staff in academic service office to suspend the student. Academic service office will follow up by emailing this student and also send a letter to his/her home address about the decision of suspension. ASO will also send an email to relevant offices about the student status change. This suspension procedure is normally the last means of contact. It is upon the student to update their address information and/or respond to these correspondences per the agreement they sign when they are registered at the beginning of the year. In the case of International students this could have implications regarding their right to stay in China.

This policy shall become effective upon approved by the management board meeting of the University. The right of interpreting this policy rests with the Finance office of UNNC.

6th May, 2013