



# UNNC Student Financial Aid Fact Sheet

## Introduction

The UNNC Student Financial Aid was established by the University to students who are experiencing financial difficulties because of a substantial change in their circumstances after admission to the University. Aids are discretionary and made on an individual basis.

Tuition fees quoted by academic year, are payable on commencement of a program of study. However, certain circumstances such as natural disasters, foreign currency exchange problems, or other unexpected situations may give students an opportunity to pay their tuition through other means. Students may have the option to pay their tuition balance through instalments or late payment. Besides, there is Crisis Fund which aims to provide small, non-repayable grants to students to cover their basic expenditures for a temporary period.

## Eligibility and Restrictions

- A full-time UNNC registered and attending a course student.
- Tuition Fee Payment Plan application is not eligible for newly enrolled UG/PGT/PGR students.
- Student has no outstanding balance or fees and has not defaulted on instalment/payment agreements made in previous academic year.
- Students who are currently in financial debt to the University would not be eligible for new application if current instalment/late payment agreement has not been settled.
- Crisis Fund aims to provide small, non-repayable grants to students to cover their basic expenditures for a temporary period.
- Tuition Fee Payment Plan supports students who suffer from ongoing severe financial difficulties because of substantial changes in their circumstances after admission to the University.

## Types of Financial Aid

### Crisis Fund

- A grant of 1500 RMB per month is allocated to students' bank account. Applications of no more than 3 months will be accepted at once.

### Tuition Fee Instalment Plan

- Payment need to be made in two instalments. 50% of tuition and full miscellaneous fees need to be paid within 7 days of application approval .The rest need to be paid before registration date of second semester.

### Tuition Fee Late Payment Plan

- Students are able to choose appropriate solutions of late payment: late payment for one month /two months / three months.



- 20% of tuition and full miscellaneous fees need to be paid within 7 days of application approval. The rest need to be paid within one/two/three months of the semester registration date.

## Workflow of Applying for Financial Aid

- **Step 1:** Students send application form and supporting documents to Financial Aid Team by [Financial.Aid@nottingham.edu.cn](mailto:Financial.Aid@nottingham.edu.cn).
- **Step 2:** Financial Aid Team sends email acknowledgement to students within 3 working days of receiving the application.
- **Step 3:** Assessments will be arranged by Financial Aid Committee within 10 working days of receiving accurately completed application form with appropriate documentary evidence. In some instances, you may be asked to attend an interview in connection with your application and/or to provide further written information and documentary evidence.
- **Step 4:** Confirmation emails will be sent to students notifying the outcomes and following actions within 10 working days of successful submission.

## Terms and Conditions

- Any full-time registered student experiencing difficulty in making a payment (except accommodation fee) may contact the Financial Aid of Department of Campus Life.  
Email : [Financial.Aid@nottingham.edu.cn](mailto:Financial.Aid@nottingham.edu.cn).
- It is essential that all relevant supporting documents are enclosed with your application form. We cannot usually accept original documents (as all documents must be kept for audit purposes) so please supply clear and legible scanned documents or photocopies. In certain circumstances you may be contacted separately by an administrator and asked to supply relevant original documents. Applications that do not have supporting documents are incomplete and cannot be processed.
- All applications to support funds are assessed according to agreed guidelines and all assessments are checked prior to notifying the applicant of the outcome. If you are unsatisfied with the outcome of an application to a fund you should initially contact the Financial Aid team to discuss your concerns.
- Any student with a change of status during application must notify the Financial Aid immediately.
- Student who is unable to make payment by the revised due date, will be disqualified to apply for any financial aid for following 1 year.
- Student who does not make a payment by the due date, will be informed of suspension consequently.