INSTITUTE OF
HIGHER EDUCATION

Student Fee and Scholarship Policy and Procedure

Academic Board Approved Policy

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Review	Richmond Institute of Higher Education (RIHE) Academic Board will review this Policy in accordance with the RIHE Policy Review Schedule
Approving Body	RIHE Academic Board
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Policy Custodian	Principal
Policy Contact	Principal
Related Documents	Admissions Policy and Procedure, Refund Policy, Student Grievance Management Policy and Procedure.
Related Legislations	HEC Financial Guidelines for Higher Education Institutions Income Tax Ordinance, 2001 (Section 39 & Section 16 – Tax Exemption on Educational Scholarships and Student Grants) HEC Need-Based & Merit Scholarship Program Regulations
Policy Benchmarking	University of Agriculture Faisalabad (UAF) Southern Cross Institute (SCI) University of New England Canterbury Institute of Management (CIOM)

1. Preamble

a. Purpose

The purpose of the Student Fee and Scholarship Policy is to ensure that Richmond Institute of Higher Education provides a transparent, consistent and clearly documented framework for student fees, fee payment arrangements, scholarships and financial assistance.

b. Definitions

For definitions, please refer to the 'Glossary of Terms'.

2. Scope

This Policy applies to current and prospective RIHE students responsible for tuition and associated fees, including those considered for scholarships and/or financial aids.

3. Policy Statement

RIHE aims to administer student fees and scholarships fairly, transparently and consistently. The Institute will publish applicable fees and scholarship conditions and will communicate any changes to students through official RIHE channels.

4. Principles

The key principles of RIHE's Student Fee and Scholarship Policy are:

a. Fee information and applicable scholarship conditions are communicated clearly to current and prospective students.
b. Fees are structured to distinguish between one-time charges and charges applicable every semester.
c. Students may pay the applicable fee at once or in three installments, as provided in the approved fee structure.
d. Scholarship awards are conditional where stated in this Policy and are subject to the applicable eligibility requirements.
e. Merit scholarship awards are assessed based on the stated academic criteria and are applied on a per-semester basis.
f. Students are informed of scholarship outcomes and applicable fee adjustments through official Institute communication.
g. Any appeal or request for reconsideration will be handled through the Institute's established student support and grievance processes as outlined in the *Student Grievance Management Policy and Procedure*.

5. Fee Structure

The approved RIHE fee structure is as follows:

Sr. No.	Fee Details	Amount (Rs.)
1.	Admission Fee	15,000
2.	University Registration Fee	5,000
3.	Security (Refundable Fee)	10,000
4.	Tuition Fee	70,000
5.	Examination Fee	6,000

6.	Laboratory / Studio Fee	10,000
7.	Library Fee	4,000
8.	Student Activity Fee	5,000
9.	ID Card Fee	500
10.	Miscellaneous Charges	2,000

a. No. 4 to 8 are applicable every semester, which makes a total of Rs. 95,000 per semester.
b. The remaining charges (Sr. No. 1 to 3 and 9 to 10) are one-time charges and apply only to the first semester.
c. The fee can be paid at once or in 3 installments.
d. The approved fee structure may include a Scholarship / Financial Aid adjustment where a student has been formally awarded assistance under this Policy.

6. Fee Payment

a. Students are responsible for paying the applicable fees by the deadlines communicated by RIHE.
b. The approved fee may be paid in full or in three installments, subject to the Institute's payment schedule.
c. One-time charges are payable in the first semester and are not repeated in subsequent semesters unless otherwise approved and communicated by RIHE.
d. Scholarship awards do not remove the student's responsibility to meet applicable payment requirements until the scholarship is formally approved and adjusted or reimbursed.

7. Scholarship and Financial Aid

RIHE provides scholarships and financial-aid opportunities to support students in meeting their educational costs. The scholarship arrangements currently identified in the approved fee structure include Merit Scholarships and Need-Based Scholarships.

8. Merit Scholarships

a. Eligibility Based on Intermediate Results

RIHE offers the following merit scholarship amounts based on Intermediate results:

i. Rs. 30,000 stipend for students achieving 65% and above.
ii. Rs. 50,000 stipend for students achieving 80% and above.

b. Per-Semester Scholarship Stipend

The scholarship amount is a per-semester scholarship stipend/award. It is not a monthly or annual amount. Where the student meets the applicable conditions, the approved scholarship amount is considered for the relevant semester.

9. Need-Based Scholarships

Need-based scholarships are also available at RIHE. The fee structure confirms the availability of need-based scholarships; however, specific financial-need thresholds or fixed award amounts are not stated in the approved fee structure. Accordingly, eligibility, amount and continuation of need-based assistance will be determined through RIHE's assessment and approval process.

10. Scholarship Conditions and Continuation

The following conditions apply to the merit scholarship:

a. The scholarship is conditional.
b. Initially, students are required to pay the full fee for the semester.
c. After the semester results are announced, if the student obtains a CGPA of 3.0 or higher, the scholarship amount will be reimbursed from the initially paid fee.
d. Scholarship eligibility is assessed on a per-semester basis. A scholarship awarded for one semester should not be treated as an automatic award for all subsequent semesters.
e. The student must continue to meet any applicable academic and administrative requirements communicated by RIHE.

11. Scholarship Application and Assessment

a. Students seeking need-based financial assistance should submit the information and supporting documents requested by RIHE.
b. RIHE will assess scholarship applications against the applicable scholarship criteria and available financial-aid arrangements.
c. For merit scholarships, the relevant Intermediate result will be used to determine the applicable initial scholarship category.
d. Scholarship outcomes and any conditions attached to an award will be communicated to the student through official RIHE communication.
e. Where additional information is required, RIHE may request supporting documentation before finalising a scholarship decision.

12. Scholarship Adjustment / Stipend Payment

a. Students receiving a merit scholarship are initially required to pay the full applicable semester fee.
b. Following release of the semester results, the scholarship condition will be checked against the required CGPA of 3.0 or higher.
c. Where the condition is satisfied, the approved scholarship amount will be reimbursed/adjusted against the student's initially paid fee for that semester.
d. The scholarship amount is treated as a per-semester stipend/award and is not automatically carried forward as an annual scholarship.
e. The exact method and timing of adjustment or reimbursement will be communicated by RIHE after the relevant semester results are available.

13. Appeals

A student who wishes to seek reconsideration of a scholarship or financial-aid decision may submit an appeal through the Institute's established student grievance handling process. The appeal should include the reasons for reconsideration and any relevant supporting information.

14. Responsibilities

a) Students
   i. Provide accurate information and supporting documents where required.
   ii. Pay fees by the applicable deadlines.
   iii. Review scholarship conditions and academic requirements.
   iv. Inform RIHE promptly of any change that may affect scholarship eligibility.

b) RIHE

i. Publish and communicate approved fee and scholarship information.
ii. Apply scholarship conditions consistently and transparently.
iii. Maintain appropriate records of fee payments and scholarship adjustments.
iv. Communicate decisions and relevant changes through official channels.

15. Review and Approval

This Policy will be reviewed by the RIHE Academic Board in accordance with the RIHE Policy Review Schedule. Any changes approved will be communicated to students through official Institute channels.