

<b>Policy name</b>	Payment for Repeating Failed Students.		
<b>Policy number</b>	AC0003		
<b>Contact Person</b>	Director Admissions & Registration		
<b>Approval Authority</b>	Board of Directors		
<b>Date first approved</b>	23/8/2015	<b>Last substantive review</b>	
<b>Policy Review Cycle</b>	3 years	<b>Next review</b>	

## 1. Definitions

In this policy,

Terms / Abbreviations	Definition
The University or ASU	A' Sharqiyah University.
A course	is a discrete component of study which normally has a value of four credit points.
A program	means a plan of study necessary to qualify for a degree, diploma, certificate or other qualification approved by the University Academic Board.
The Foundation Program	includes English language, Math and IT.

## 2. Purpose

This Policy aims to support students who are repeating a course (s) at ASU. ASU is ready to provide financial help by giving discount to those students who have the capacity and capability to complete their higher education and serve the nation. This will in-turn help in Oman's economic and social development.

### 3. **Scope**

This policy provides financial support for ASU Students who are Sponsored & Private and who are repeating their courses. The Objective of the Policy is to encourage them to complete their studies.

This policy covers

1. GFP Students
  - 1.1. Pre Intermediate Level
  - 1.2. Intermediate Level
  - 1.3. Advance Level
2. College Students
  - 2.1. College of Business Administration
  - 2.2. College of Applied Science
  - 2.3. College of Engineering

### 4. **Policy Statement**

- 4.1 Students eligible for discount for repeat courses as per following table.

Program Level	Program Type	Type of Sponsor	Type of repetition	Tuition fees suggestion
<b>Foundation Program</b>	<b>English language</b> (Foundation program consist of 80% of English language which cost OMR 735) and may be it can reach 100% in the first level	<b>Scholarship</b>	1. Repeated level for the second time (study level for 3 times) 2. Study the level for the first, second or third time after scholarship is over for the foundation program.	1. During the Scholarship: any repetition for second time 50% then 100% 2. After the scholarship is over: 50% for any level than 100% if he/she repeats it again.
		<b>Private</b>	3. Repeat level in foundation program.	For the first repetition 50% then 100%
	<b>Math and IT program</b> 1. Total Cost of Math subject is OMR 165/- 2. Total cost of IT Subject is OMR 80	<b>Scholarship</b>	1. Study the subject for the first time after completing foundation program (English component). 2. Repeat the subject after completing foundation program (English component) and during his/her joining the college for the first, second or third time.	As per MOHE Students whom have scholarship, they eligible to repeat courses for the first and second time for any program in GFP or College. After that if student repeat any courses ASU will charge 50% for the first time then 100%
		<b>Private</b>	Repeat Subjects	For the first repetition 50% then 100%

		Students who transfer from other institutions.	If Student doesn't study Math and IT or he/she study one of them.	Students eligible to repeat courses for the first and second time without paying any fees. After that if student repeat any courses ASU will charge 50% for the first time then 100% if student doesn't got (F) grade
<b>Academic Program</b>	Cost of One Credit Hour = OMR 70/- for CAS & COBA. OMR 80/- for COE	<b>Scholarship</b>	Repeat courses for more than 2 times	50% for the second time then 100%
	Cost of One Credit Hour = OMR 80/- for CAS & COBA. OMR 90/- for COE	<b>Private</b>	Repeat courses for the 1st time	50% for the second time then 100%

- 4.2 Discount committee has to critically evaluate each student based on eligibility criteria in awarding ASU Discount. This committee sits 3 times annually at the beginning of each semester.  
 Discount Committee members comprise of;
- 4.1.a Deputy Vice Chancellor - Chairperson
  - 4.1.b Director of Finance- Member
  - 4.1.c Director of Admission and Registration- Member
  - 4.1.d Director of Student affairs- Member
  - 4.1.e Representatives from College & GFP (Deans/ Director of GFP)- Member
- 4.3 Criteria for Students eligible for Discount
- a) Students are eligible for ASU Discount **once** for the same course.
  - b) Discount approved for **failed course only**. Not to increase the GPA.
  - c) Maximum number of Discount approved would be;
    - i. GFP student: English course once regardless of the level. For It & Math, once for each level.
    - ii. College student: repeat the failed courses for maximum of 15/16 credit hours during the diploma stage only.
- 4.4 Maximum Discount amount could grant per semester would be RO 30,000/- and RO 10,000/-for the summer.
- 4.5 Award of Discount has to completed within 2nd week of drop out is finalized by Admission and registration division.
- 4.6 Approved list submitted to Vice Chancellor for Final approval.
- 4.7 ASU Employees and their family members are not eligible for ASU Discount on repeat subjects. Since ASU has already granted 50% discount from total tuition fee.
- 4.8 Refund to student will be made in the name of Guardian / Sponsor through cross cheque only.

## 4.4 The Application Process

- Students register with A&R Division for semester. Student who are applied for ASU discount and approved by ASU Discount committee. ASU will refund the discounted amount to student through finance department.
- To apply for ASU Discount A& R Division has to submit following ASU Discount application form.

<b>ASU Discount application form</b>	
Student Name	<input style="width: 90%;" type="text"/>
Student Registration Number	<input style="width: 60%;" type="text"/>
College	<input style="width: 80%;" type="text"/>
Repeat Subject	<input style="width: 80%;" type="text"/>
<div style="border-top: 1px dotted black; height: 10px; margin-top: 10px;"></div>	
<b>Prepared by (A&amp;R Officer)</b> <b>(A&amp;R )</b>	<b>Director</b>
*Attach Transcript of Student	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

- Discount Committee members approve each student by critical evaluation of each student based on eligibility criteria set in policy.
- A&R Division submit approved discount list to Finance

## 5. Key Stakeholders

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## 6. Procedures and Guidance

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## 7. References

## 8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date
1	Deputy Vice Chancellor	Annual review – No changes.	2016/17
2	Deputy Vice Chancellor	Annual review – No changes.	17 July 2018
3	Deputy Vice Chancellor	<p>To eliminate the discount policy to the students from the Colleges. It was also recommended that for the GFP students, it is applicable only once and for the English course only.</p> <p>Approved the proposal to withdraw the discount in the Colleges effective next Academic Year. For the GFP students, they will be given a 50% discount for one level only and relevant for English course only.</p>	10 March 2019
4	Deputy Vice Chancellor	Planned to be withdrawn.	8 June 2020

# 1. APPENDIX

## Student Fees Structure

### • Foundation

#### Stages in Foundation and Fees Structure

Stages	Subjects	Scholarship	Private
Pre Intermediate	English	RO 1,000/-	RO 730/-
Intermediate	English/ Mathematics/ IT-01	RO1,000/-	RO 980/-
Advance	English/ Pure mats / IT- 02	RO1,000/-	RO 980/-

#### ASU Discount:

#### For scholarship student- Registered only for English

Foundation	1 <sup>st</sup> time sitting to Exam	2 <sup>nd</sup> time sitting to Exam	3 <sup>rd</sup> time sitting to Exam	4 <sup>th</sup> time sitting to Exam
<b>Fees</b>	Scholarship RO1,000/-  If Student not study IT & Mathematics MOHE made advance payment to ASU RO 245/-	Scholarship RO1,000/-  If Student not study IT & Mathematics MOHE made advance payment to ASU RO 245/-	Student has to pay 50% on Private student fee breakup for repeat subjects. • English RO 735* 50%	Student has to pay 100% for repeat subjects on private student fee breakup. • English RO 735
<b>ASU Discount</b>	Advance Payment Received from MOHE RO 245/-	Advance Payment Received from MOHE RO 245/-	<b>**ASU Discount Apply for balance 50%</b>	

#### GFP Student Register for College & Study IT and Mathematics

1 <sup>st</sup> time sitting to Exam	2 <sup>nd</sup> time sitting to Exam	3 <sup>rd</sup> time sitting to Exam	4 <sup>th</sup> time sitting to Exam
<b>IT &amp; Mathematics</b>	IT & Mathematics	Student has to pay 50% on Private student fee breakup for repeat subjects	Student has to pay 100% for repeat subjects on private student fee breakup.
<b>ASU Not charges, since MOHE has paid advance in 1<sup>st</sup> semester</b>	ASU Not charges, since MOHE has paid advance in 2 <sup>nd</sup> semester	IT RO. 80/-*50% Mathematics RO. 165*50%	IT RO. 80/- Mathematics RO. 165
<b>Not Invoicing-Use of Advance Payment</b>	Not Invoicing-Use of Advance Payment	<b>**ASU Discount Apply for balance 50%</b>	

### For Private Student

#### For Pre Intermediate stage:

Foundation	1 <sup>st</sup> time sitting to Exam	2 <sup>nd</sup> time sitting to Exam	3 <sup>rd</sup> time sitting to Exam
<b>Fees</b>	<ul style="list-style-type: none"> <li>English RO 735</li> </ul>	1.English RO 730* 50%	Student has to pay 100% for repeat subject. <ul style="list-style-type: none"> <li>English RO 735</li> </ul>
<b>ASU Discount</b>	<b>**ASU Discount Apply for balance 50%</b>		

#### Intermediate & Advance stage:

Foundation	1 <sup>st</sup> time sitting to Exam	2 <sup>nd</sup> time sitting to Exam	3 <sup>rd</sup> time sitting to Exam
<b>Fees</b>	<ul style="list-style-type: none"> <li>English RO 735</li> <li>Mathematics RO 165</li> <li>IT RO 80</li> </ul>	<ul style="list-style-type: none"> <li>English RO 735*50%</li> <li>Mathematics RO 165*50%</li> <li>IT RO 80*50%</li> </ul>	Student has to pay 100% for repeat subjects <ul style="list-style-type: none"> <li>English RO 735</li> <li>Mathematics RO 165</li> <li>IT RO 80</li> </ul>
<b>ASU Discount</b>	<b>**ASU Discount Apply for balance 50%</b>		

## • College fees Structure

### For Scholarship Student

College	Fees/Credit Hrs.	1 <sup>st</sup> time sitting to Exam-	2 <sup>nd</sup> time sitting to Exam	3 <sup>rd</sup> time sitting to Exam	4 <sup>th</sup> time sitting to Exam
<b>Applied Science</b>	RO.70	RO.70	RO.70	RO.35	RO.70
<b>Business Administration</b>	RO.70	RO.70	RO.70	RO.35	RO.70
<b>Engineering</b>	RO.80	RO.80	RO.80	RO.40	RO.80
<b>Payment by student</b>		NIL	NIL	Student has to Pay.	Student has to Pay.
<b>ASU Discount</b>	<b>**ASU Discount Apply for balance 50%</b>				

## A' Sharqiyah University Policy PAYMENT FOR REPEATING FAILED STUDENTS

### *For Private Student*

College	Fees/Credit Hrs.	1 <sup>st</sup> time sitting to Exam-	2 <sup>nd</sup> time sitting to Exam	3 <sup>rd</sup> time sitting to Exam
Applied Science	RO.80	RO.80	RO.40	RO.80
Business Administration	RO.80	RO.80	RO.40	RO.80
Engineering	RO.90	RO.90	RO.45	RO.90
ASU Discount			**ASU Discount Apply for balance 50%	

### Roles and Responsibility

	Responsibility
Discount Committee Members	<ul style="list-style-type: none"> <li>Approval of each student after critical evaluation of his/her achievements in GP.</li> </ul>
A&R Division	<ul style="list-style-type: none"> <li>Submission of student list who are entitle for ASU Discount to each Head of College and GFP</li> <li>Registering Approved students by Discount Committee.</li> <li>Providing Information to Finance to Compute the Value of Discount for semester</li> </ul>
Finance	<ul style="list-style-type: none"> <li>Finance has to value the discount and Record in Profit 5RM.</li> <li>Refunding discounted course fees for approved students.</li> </ul>

### Exceptional Clauses

- Any exception to this policy will be approved by Board of Directors.
- Board of Directors reserve the right to decide any situation/ circumstances outside the conditions stated in this policy and procedure.
- Vice Chancellor has right to Amend/ alter the process and procedure of this discount policy.