



PRICING POLICY

(The policy outlines the pricing procedures, e.g. the cost, the payment and so forth at Sampoerna University)

Policy Number:	1.7.920	Date Approved:	August 26, 2021
Approving Authority:	President/Rector	Effective Date:	September 1, 2021
Responsible Executive:	Vice Rector of Administrative Affairs	Next Review:	August 26, 2024

Revision History

Revision Number:	Description of changes made*:	Date:
Initial version	-	

A. Purpose

The purpose of this policy is to outline the process for the pricing procedures at Sampoerna University. All other procedures or decrees related to pricing must comply with this policy.

B. Scope

This policy replaces Decree of the Rector of Universitas Sampoerna No. 065/R/SK/ACD-RO/IX-2018 concerning Sampoerna University Pricing Policy. This policy outlines the various tuition and non-tuition related fees and other charges established by Sampoerna University. It also sets forth the requirements, rules, and practices governing the development and implementation of such charges.

This policy does not regulate the specific amount of fees. The specific amount is regulated in a separate decree.

C. Definitions

Semester	A period of attendance in which the school year is customarily divided in two equal sessions, which are Fall and Spring. In some cases, optional third and fourth semesters, i.e. summer and winter are available.
Tuition Fee	The price of courses charged to students of Sampoerna University.
Enrollment Fee	The price charged to prospective students to confirm the acceptance issued by Sampoerna University.
Academic Leave Fee	The price charged to students who take at least a semester to be released from the obligation to undertake study.

English for Academic Purposes Program Fee The fee charged to students who take the English for academic program

E. Policy Statement
I. Types of Fees
1. Enrollment Fee

- a. Enrollment fee should be paid in 30 calendar days after the Letter of Acceptance (LOA) is received.
- b. The enrollment fee is not refundable.

2. Tuition Fees

- a. The tuition fee must be paid by students prior to the beginning of the semester.
- b. The tuition fee paid by students in each semester depends on the number of credits taken in each semester. Sampoerna University has a flat-rate tuition fee for full-time students (enrolled in 18 credits or more per semester) as shown below:

Number of Credits	Tuition Fee	Remarks
a. ≥ 18 credits	Flat-rate tuition	The lump sum amount is determined in a separate decree
b. < 18 credits	a. Year 1 & 2 students $\frac{\text{Number of credits}}{18} \times \text{Lower Division Amount}$	The lower division amount is determined in a separate decree
	b. Year 3 & 4 students $\frac{\text{Number of credits}}{18} \times \text{Upper Division Amount}$	The upper division amount is determined in a separate decree

3. Academic Leave Fee

- a. Academic leave fee must be paid at the end of Add/Drop period at the latest.
- b. The amount of academic leave fee is regulated in separate decree.

4. English for Academic Purposes (EAP) Fee

- a. The EAP Fee is for students who take a separate English for Academic Purposes program, usually as a result of not placing into English Composition 1 on their placement tests. Those students are enrolled in the program for at least one semester to improve their English skill. Students taking EAP and other courses (with total enrollment of 18 credits or more) will pay flat-rate tuition for full-time enrollment.
- b. The EAP fee must be paid before the beginning of the semester.
- c. The EAP fee is regulated separate decree.

II. Installment Payment



- a. Installment payment is applied to students who could not pay tuition fees on time.
- b. The decision to give installment payment facility to a student must be collectively approved by:
 - i. Bursary
 - ii. Chief Financial Officer

The decision must also be acknowledged by Vice Rector of Administrative, Resources, and Operations.

- c. The request of installment must be received by Bursary maximum 7 working days after the invoice is sent.
- d. The maximum installment payment is 4 times within one semester. The last installment payment must be collected one week before the semester grades are published. Failure to complete payment may result in grades being withheld.

III. Sanctions

1. Failure to pay tuition fee

If the student fails to pay the tuition fees, the students will be notified by the University that they are:

- a. excluded from services provided, and/or
- b. not eligible to join any class in until the University receives the payment, and/or
- c. not eligible to receive any exam or other assessment results

2. Failure to pay academic leave fee

If the student fails to pay the academic leave, the student will be notified by the University that they will not be able to register in the following semester after they take academic leave. Re-enrollment will only be possible after paying the academic leave fee and any associated penalties.

3. Failure to pay English for Academic Purposes (EAP) Fee

If the student fails to pay the EAP fee, the student will be notified by the University that they will not be able to join the program.

IV. Authority

Any issued decree related to fees charged to students must be approved by the University Council

V. Miscellaneous



- a. This policy is applied to Cohort 2021 onwards.
- b. Any requests that are not addressed in this policy may be evaluated on an ad hoc basis.

F. Related Policies and Procedures

- a. Universitas Sampoerna Statute
- b. University Senate By-Laws