



Islamabad Medical & Dental College

Students Financial Support Policy

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Approved by the Islamabad Medical & Dental College Management Committee on 1st August 2016. The members of the Committee will be Principals, Chief Financial Officer, Managing Director and Chairman.

This policy is applicable to all the students of the MBBS, BDS and Allied programs of Islamabad Medical & Dental College from the date of approval by the Islamabad Medical & Dental College Management Committee.

1. Fee Installment.

Rule

After receiving 50 % Fee the remaining fee is extendable to the needy students in one or two Installments (Maximum) in the shape of post-dated instruments in the name of “Islamabad Medical & Dental College” till start of new session i.e. 1st January of every year.

Policy

- No fee and other dues of previous academic years should be outstanding. Fee installment is allowed in special circumstances to the students with proven need due to financial hardships (Supporting Documents will be required);
- These applications will be accepted up till the fee payment due date only (Once Every Year);
- In case the Installment Cheques will be dishonored Rs. 10,000/- will be imposed as fine and if any plausible reason for dishonor of Cheque is confirmed the charges may be waived off.

Procedure

Appropriate application Form-VII (attached Annex-1) from Student Affairs Departments should be submitted to Finance Department, with complete details, duly signed by students, parents, HOD-Student Affairs and CFO for Final Approval from Principal/MD/Chairman with documentary evidence of financial hardship with post dated cheques in the name of “Islamabad Medical & Dental College”. After approval from competent authority the finance department will inform the parents / student accordingly.

An interview regarding installments can be conducted by Management Committee and its decision stand final.

These rules, policies and procedures can be amended, changed or reassessed as and when required with the approval of competent authority of college.

2. Fee Discount

Rule

Fee concession / discount will be determined on the same formula reflecting in financial hardship. Normally the concession is allowed from 10% to 25 % of Tuition Fee. No fee shall be charged to 1% of the total no. of students every year who fulfill the academic criteria of getting more than 85% marks internally and annually with more than 90% attendance.

Policy

With reference to financial undertaking submitted at the time of admission, students are not allowed to apply for any financial assistance.

Such concession is applicable on tuition fee only and is for one session only and may be subject to other sessions with the approval of management committee.

Procedure

Appropriate application Form-VII (attached Annex-1) from Student Affairs Departments should be submitted to Finance Department, with complete details, duly signed by students, parents, HOD-Student Affairs and CFO for Final Approval from Principal/MD/Chairman with documentary evidence of financial hardship with post dated cheques in the name of "Islamabad Medical & Dental College". After approval from competent authority the finance department will inform the parents / student accordingly.

An interview regarding installments can be conducted by Management Committee and its decision stand final.

These rules, policies and procedures can be amended, changed or reassessed as and when required with the approval of competent authority of college.

3. Sibling Discount

Rule

10 % Discount in Tuition Fee (T/F) on One (1) Sibling &
15 % Discount is Tuition Fee (T/F) on Three (3) Siblings
20 % Discount is Tuition Fee (T/F) on Four (4) Siblings.

Policy

- The effect of Discount will be given to the latest sibling admitted / enrolled in the college. The said siblings must be the current students of the college.
- If all the siblings are admitted in the same session 10 % Discount in Tuition Fee (T/F) will be allowed to each sibling or policy 1 should be adopted.

Procedure

Appropriate application Form-VII (attached Annex-1) from Student Affairs Departments should be submitted to Finance Department, with complete details, duly signed by students, parents, HOD-Student Affairs and CFO for Final Approval from Principal/MD/Chairman with documentary evidence of financial hardship with post dated cheques in the name of "Islamabad Medical & Dental College". After approval from competent authority the finance department will inform the parents / student accordingly.

The decision of the committee shall stand final.

These rules, policies and procedures can be amended, changed or reassessed as and when required with the approval of competent authority of college.

4. Guardian Death

Rule

The fee can be waived off up to 50% in case of death of guardian.

Policy

- NADRA Death certificate of the guardian.

Procedure

Appropriate application Form-VII (attached Annex-1) from Student Affairs Departments should be submitted to Finance Department, with complete details, duly signed by students, parents, HOD-Student Affairs and CFO for Final Approval from Principal/MD/Chairman with documentary evidence of financial hardship with post dated cheques in the name of "Islamabad Medical & Dental College". After approval from competent authority the finance department will inform the parents / student accordingly.

The decision of the committee shall stand final.

These rules, policies and procedures can be amended, changed or reassessed as and when required with the approval of competent authority of college.

5. Scholarships

Rule

Up to 25% Tuition Fee waive off will be allowed on Tuition Fee for 1 session only.

Policy

The students obtaining more than 80 % Marks in any session to the maximum of 3 in each year will be allowed scholarship

The student with outstanding balances will not be allowed any scholarship.

Such scholarship is for the students who have passed the final exam in first attempt.

Procedure

Appropriate application Form-VII (attached Annex-1) from Student Affairs Departments should be submitted to Finance Department, with complete details, duly signed by students, parents, HOD-Student Affairs and CFO for Final Approval from Principal/MD/Chairman with documentary evidence of financial hardship with post dated cheques in the name of "Islamabad Medical & Dental College". After approval from competent authority the finance department will inform the parents / student accordingly.

The decision of the committee shall stand final.

These rules, policies and procedures can be amended, changed or reassessed as and when required with the approval of competent authority of college.