



PAYMENT RULES
for educational and other services at
"M.S. Narikbayev KAZGUU University" JSC

Reg. No. _____

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ASTANA, 2024

PREFACE

- 1. INTRODUCED BY:** Department of Legal Support
- 2. APPROVED:** by the decision of the Executive Body – the Board of "M.S. Narikbayev KAZGUU University" JSC (Protocol No. 13 dated May 20, 2024).
- 3. DRAFTER:** Head of the Legal Support Department M.A. Krushinsky
- 4. INTRODUCED INSTEAD OF:** The rules of payment for educational services of "M.S. Narikbayev KAZGUU University" JSC, approved by the decision of the Executive Body – the Board (Protocol No. 13 dated May 05, 2021).
- 5. REVIEW CYCLE:** 1 year

These Rules may not be reproduced, replicated or distributed as a whole or partially without the permission of the Chairman of the Board.

1. General provisions

1.1. These rules establish the terms, procedure and conditions of payment for educational services of M.S. Narikbayev KAZGUU University (hereinafter referred to as the University/MNU).

1.2. The requirements of these rules are mandatory for Students to pay for educational services of the University, as well as to guide all MNU employees in their activities.

1.3. These Rules are included in the list of internal regulatory documents of the University.

2. The procedure for paying a one-time lump sum fee

2.1. The amount of a one-time lump-sum fee is set in the Register of the cost of educational services, approved by the Executive Body - the Board, separately for each year of admission.

2.2. An applicant of a fee-paying department, including those enrolled under a state educational grant (if they did not reach the legal age of majority), by signing an Application for joining an educational services agreement based on an educational grant (full-time education), undertakes obligations to pay a one-time lump sum fee.

2.3. Payment of a one-time lump sum fee is made by the Student or his Representative, by transfer to the University's current account no later than 10 (Ten) banking days from the date of signing this Application for joining.

For applicants participating in the Early Admission program, in accordance with the Admission Policy, Fee Schedule, an individual cost of a one-time lump sum fee is prescribed.

2.4. Upon revocation of the "Application for joining" and termination of the Agreement for the provision of paid services, prior to the inclusion of the applicant in the order for enrollment, 50% of the one-time lump sum fee will be refunded within 30 (Thirty) banking days to the settlement account from which the payment was received.

When requesting a refund of a part of a one-time lump sum fee, to another account and/or in favor of third parties, a notarized power of attorney from the Student is provided to the University or, if he has not reached the age of majority, from his legal Representative.

***Note:** for applicants participating in the Early Admission program, the **refund** of a part of the one-time lump sum fee is carried out in the amount of 37.5%, within the time limits established by this paragraph of the Rules.

3. Terms of payment for educational services of the University

3.1. Payment of the cost of academic credits selected/registered by Students is formed from the product of the cost of 1 (One) academic credit to the number of credits registered by the Student in disciplines defined by the Individual Curriculum (IC) for the corresponding academic period (semester).

***Note:** the cost of the 1 academic credit is set in the Fee Schedule approved by the Executive Body - the Board, separately for each year of admission.

3.2. For non-residents of the Republic of Kazakhstan studying within the framework of double, three-degree education, payment can be made in US dollars, according to the invoice for payment.

3.3. Tuition fees in the amount of the cost of selected academic credits are paid by the Student or his legal Representative:

➤ for students applying for the 1st year of the University, no later than August 25 of the current year, the full amount of the cost of selected academic credits for the first academic period.

For 1st year students (applicants) for the first academic period, it is necessary to pay before the start of registration for disciplines in the amount of the cost of selected academic credits (at least 20 academic credits in one academic period (semester)).

➤ For subsequent academic periods, payment must be made in full 10 (Ten) business days before the start of registration according to the academic calendar.

3.4. The academic year consists of academic periods (semesters, trimesters), as well as summer and winter school

3.5. The standard recommended period of study for educational programs is:

- Bachelor's degree – 3 or 4 years;
- Master's degree – 1 or 1.5 or 2 years;
- Master's degree (MBA) – 1 or 2 years;
- Doctoral studies and DBA – 3 years.

3.6. The minimum number of credits for undergraduate Students, according to the internal policy of the University, is 20 academic credits per academic period (semester), including for newly enrolled students and/or accepted by transfer, not including credits in the discipline "Physical Education".

3.7. The recommended number of academic credits for students to complete 240 academic credits over 4 academic years is 30 academic credits per academic period (semester), not including credits in the discipline "Physical Education".

3.8. The School's advisor may recommend a student from 30 to 35 academic credits in one academic period, not including credits in the discipline "Physical Education".

3.9. In agreement with the Academic Quality Committee (hereinafter referred to as AQC) of the school, on the basis of an application, a student can register for the completion of 36 to 40 academic credits in one academic period (semester), not including credits in the discipline "Physical Education".

3.10. Additional academic, administrative and other tariffs, according to the Fee Schedule of the University, apply to all students, regardless of the year of admission.

3.11. In exceptional cases, for students of courses 1-4, payment for selected credits can be made through a Tuition fee schedule, based on the corresponding application of the student.

3.12. For a positive approval of the tuition fee schedule, the Student or his legal Representative must:

- submit an application for a Tuition fee schedule to the Accounting Department (the application is submitted in writing with a personal signature or through the University's mobile application, which allows user verification);
- make a one-time lump sum fee payment and have no financial debt for educational and other types of services at the University.

****Note:*** *The Parties agreed that submitting an application and receiving a schedule through a mobile application or through the University's corporate mail is equivalent to writing an application and agreeing to a tuition fee schedule (no personal signature of the Parties is required).*

3.13. The payment schedule is provided for 4 months in case of application in the fall semester through August 31, in the spring semester through January 31. The amount of the initial payment must be at least 25% of the total debt for the semester.

3.14. The payment schedule is provided for 3 months in case of application in the autumn semester from September 1 through September 20, in the spring semester from February 1 through February 20. The amount of the initial payment must be at least 33% of the total debt for the semester.

3.15. Applications for the tuition fee schedule will not be accepted after September 20 in the fall semester, after February 20 in the spring semester.

3.16. Monthly fee payments must be made strictly before the 20th of each month. In case of late payment, the University has the right to charge a penalty in the amount of 5 MCI.

3.17. Payment is made in full and the tuition fee schedule does not apply to summer/winter school and additional credits during the semester.

3.18. If a Student registers for a larger number of academic credits than is specified in the tuition fee schedule, the accounting department automatically recalculates monthly payments according to the schedule upward.

3.19. If a Student registers for a smaller number of academic credits than is specified in the tuition fee schedule, the accounting department automatically recalculates monthly payments according to the schedule downward.

3.20. As part of the implementation of paragraphs 3.11 - 3.19 of these Rules, the Student gives his unconditional and irrevocable consent that an application for a tuition fee schedule, including an adjusted schedule is submitted/received through a mobile application or corporate mail of the University, allowing identity verification (login, password). A personal signature on familiarization and agreement with the schedule is not required.

3.21. Students who have financial debts for the previous period (both for educational services, and for living in a dormitory and for other services) will not be able to register the disciplines in the subsequent academic period (semester).

3.22. If there is a financial debt for educational services, the University blocks automated information systems, and the Student is not allowed to pass all types of examinations (current, midterm and final) and is subject to expulsion from the University.

3.23. Registration for the selected disciplines is not possible without payment in advance.

3.24. The student pays for educational services only for the relevant academic period, within the limits of the number of credits established by the academic policy of the University in accordance with these Rules.

3.25. In case of non-compliance with paragraph 3.24 of these Rules, upon termination of the agreement for the provision of paid educational services, both on the initiative of the student and on the initiative of the University, the funds deposited for the corresponding number of credits registered by the student will not be refunded, regardless of the Student's participation in the classroom afterwards.

3.26. Before the Student leaves for the Partner University under the academic mobility program, the Student or his legal representative must prepay for an individual plan or the cost of 30 (Thirty) academic credits in accordance with the Fee Schedule.

3.27. Payment according to an individual plan or for 30 (Thirty) academic credits, including a one-time lump sum fee of at least 25% when making a payment schedule, must be made no later than 10 (Ten) business days before registration.

3.28. The basis for charging tuition fees for the academic mobility program is the "Learning agreement" for the corresponding semester, which includes the disciplines studied at the partner University. The "Learning agreement" is approved by the Dean

(director) of the School within a month after the Student's arrival at the Partner University and is provided to the accounting department by the Advisor.

3.29. When registering for more than thirty academic credits and there is a difference between the prepaid amount for 30 (Thirty) academic credits and the amount accrued for tuition in accordance with the "Learning agreement", the Student is obliged to pay the difference no later than ten working days before the start of registration for the next academic period.

3.30. When registering for less than 30 (Thirty) academic credits with a difference between the prepaid amount for thirty academic credits and the amount accrued for tuition in accordance with the "Learning agreement", the accounting department makes an adjustment to the accrual of tuition fees and the amount of the overpayment will be transferred to the Student's total balance.

The Student can use the amount of the overpayment to pay for other types of services. The refund of the overpaid amount is possible only upon graduation, expulsion or transfer of the Student to another educational institution.

3.31. In case of failing to pass the exam in a discipline at the hosting partner University, the Student participating in the academic mobility program assumes responsibility for covering the costs of re-passing disciplines at the University, according to the current Fee Schedule for the year of admission, taking into account the application of the inflation coefficient.

3.32. If the Student has additionally studied disciplines not included in the approved "Learning agreement" and wants academic credits in these disciplines to be credited, then he applies to the Academic Quality Committee of the School with an application for credit transfer. In the case of a positive decision of the Academic Quality Committee, the accounting department, based on the decision of the Academic Quality Committee, calculates the payment, and the Student assumes the obligation/obligation to pay the transferred credits.

3.33. In the case of parallel study of disciplines at the University, the Student must complete online registration for the disciplines within the time limits specified in the Academic Calendar. At the same time, payment is made in accordance with these Rules.

3.34. The rules for paying for academic mobility, except for paragraphs 3.31, 3.33, do not apply to students traveling to a partner university under the Erasmus+ program.

3.35. A participant in academic mobility studying on a State educational grant, in case of unsuccessfully passing the exam in a discipline at the hosting partner University, also assumes responsibility for covering the costs of re-passing disciplines at the University according to the current Fee schedule for the year of admission, taking into account the application of the inflation coefficient.

3.36. When transferring a Student from one educational program to another during the vacation period, a new cost for 1 academic credit is set according to the cost of credits of the educational program to which the Student is transferred according to the Fee schedule approved for the year of transfer.

3.37. When transferring a Student from one educational program to another, payment for the study of the discipline is made in accordance with the procedure and on the terms established by the Rules for Payment for educational and other services, at the cost of credits of the educational program to which the Student is transferred, established by the Fee schedule for the year of transfer.

3.38. In case when the Applicant wishes to retrieve the documents before enrollment, with a pre-made payment, upon refund of funds, the University has the right to

charge in its favor a penalty in the amount of 15,000 (Fifteen thousand) tenge for expenses incurred on bank commissions and staff work.

3.39. When applying for a refund of overpaid amounts, payment is made at the end of the academic year, i.e. in the month of August.