


**REGULATION
ON THE ESTABLISHMENT OF INDIVIDUAL
TUITION FEES
FOR APPLICANTS AND STUDENTS AT
M.S. NARIKBAYEV KAZGUU UNIVERSITY**

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Astana, 2025

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PREFACE

1 DRAFTED BY the working group:

Head of the working group – A. Abildayeva, Head of the Department for Student Financial Support and Alumni Relations

Drafters:

1. A. Abildayeva, Head of the Department for Student Financial Support and Alumni Relations
2. M. Krushinsky, Head of the Legal Support Department
3. R. Idrissov, Deputy Head of the Legal Support Department

2 SUBMITTED for consideration by the Management Board on July 04, 2025, again with amendments and additions from _____, 2025

3 APPROVED BY the decision of the Management Board dated July 04, 2025, Minutes No. 18, as amended and supplemented from, 2025, Minutes No. _____


ENTERED INTO FORCE ON July 04, 2025, as amended and supplemented on _____, 2025

4 EXPERT PANEL:

- G. Kudaibergenov, First Deputy Chairman of the Management Board
- B. Uvaliyeva, Chief Accountant
- M. Krushinsky, Head of the Legal Support Department
- B. Amirzhanova, Head of the Financial Development and Control Department
- N. Zhekshenova, Head of Marketing and Sales Department

5 REVIEW CYCLE: 1 year

6 INTRODUCED instead of the Regulation on the Establishment and Assignment of Individual Tuition Fees for Applicants and Students at the M.S. Narikbayev KAZGUU University JSC, approved by the decision of the Management Board of M.S. Narikbayev KAZGUU University JSC dated April 04, 2022, Minutes No. 06, as amended and supplemented, dated July 04, 2025, Minutes No. 18.

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This Regulation cannot be fully or partially reproduced, replicated and distributed without the permission of the Chairman of the Board of M.S. Narikbayev KAZGUU University JSC.

1. Application

1.1. This Regulation on the establishment of individual tuition fees for applicants and students at M.S. Narikbayev KAZGUU University (hereinafter referred to as the Regulation) is developed in order to support gifted, motivated applicants and students as part of social responsibility of the University.

1.2. This Regulation is mandatory for all divisions of M.S. Narikbayev KAZGUU University JSC (hereinafter referred to as the University).

1.3. This Regulation is intended for internal use at the University and its structural units in order to determine the procedure and procedure for establishing individual cost for students at the University.

2. Regulatory references

2.1. This Regulation was developed in accordance with the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", other regulatory legal acts of the Republic of Kazakhstan, including the regulatory and instructional documents of the Ministry of Education and Science of the Republic of Kazakhstan, the Charter of the University, the decisions of the executive body (Board) of the University, the Academic Council, as well as the orders of the Chairman of the Board of the University.

3. Symbols and abbreviations

3.1. The following abbreviations are used in this Regulation:

HEI – Higher Education Institution

LSD – Legal Support Department; AD –Accounting Department;

FDCD – Financial Development and Control Department;

DSHR – Department of Strategic Planning and HR;


KAZGUU BS – KAZGUU Business School;

DSFSAR – Department for Student Financial Support and Alumni Relations;

AMP – Administrative and Management Personnel;

Faculty – Faculty;

LC RK – Labor Code of the Republic of Kazakhstan.

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4. Responsibility and authority

4.1. This Regulation is approved by the decision of the Board.

4.2. The head of DSFSAR is responsible for the implementation and fulfillment of the requirements specified in this Regulation, organization, and coordination of activities for the implementation of specific stages of the provision.

4.3. Responsibility for the safety and unauthorized copying of documents located in the subdivision and the leakage of official information is borne by the heads of the structural units of the University.

5. General Provisions

5.1. This Regulation determines the procedure for establishing individual tuition fees for students of the University, their size, conditions, and validity period.

5.2. This Regulation applies to students of the University in higher and postgraduate education programs (bachelor's, master's, doctoral, KAZGUU Business School (MBA, DBA).

5.3. The individual cost of studying at the University is established by the student for the terms specified in this Regulation for various categories of students.


5.4. The total amount of financial support allocated for the academic year is determined by the executive body (Board), in accordance with the budget and based on the results of the financial statements for the corresponding financial year in accordance with the proposal of DSFSAR.

5.5. In the event that the student applies for the establishment of an individual tuition fee on several grounds, they will be assigned one at their request and submission of an application to the DSFSAR.

5.6. Applications for individual tuition fees are submitted from August 25 to September 15 and from January 15 to February 5 of each academic year. Submission of applications is carried out in DSFSAR.

5.7. In case of payment of tuition fees by students exceeding the established individual cost, the resulting difference in payment shall be transferred to subsequent academic periods. The overpayment by the students on the graduation year is subject to return upon completion of the training.

5.8. The basis for consideration of the student's application to establish the individual tuition fee is one of the events specified in sections 6 and 7 of this Regulation when submitting the relevant documents specified for each category.

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6. Types of categories for establishing individual tuition fees

6.1. Family Category

The individual cost of training is established for students and non-degree students from the same family (siblings, husband, wife, children) for training in higher and postgraduate education programs, according to the *Register of individual cost of services for the corresponding year of admission/re-admittance of the student*.

This individual tuition fee is provided in order to encourage an increase in the one family contingent.

Requirements/ Criteria:

1. The originals and copies of the following documents shall be provided:
 - 1.1. documents confirming kinship (birth certificate and identity card of students/listeners);
 - 1.2. marriage certificate (for spouses).
2. The individual tuition fee in the Family category is valid until the expulsion or completion of the educational process of one of the family members. The individual tuition fee is established individually.
3. The individual tuition fee is valid if the second family member has transferred from another university for the period of joint training of members from the same family at the University.
4. Applicants and students/listeners submit documents and an application for the individual tuition fee in the Family category to the DSFSAR in the period specified in paragraph 5.6 of this Regulation.


6.2. Proud of Our Own Category

The individual cost of training is established for graduates of the higher education program (bachelor's degree) of the University entering postgraduate education programs (master's, doctoral, KAZGUU BS) as students, as well as non-degree students entering the postgraduate education program (master's degree).

The individual cost of training is established, according to the *Register of individual cost of services for the corresponding year of admission/re-admittance of the student*.

Requirements/ Criteria:

1. It is necessary to provide the original and a copy of the diploma of graduation from the University.

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2. The validity period of the individual tuition fee is set for the entire period of study, subject to timely payment of tuition fees in accordance with the concluded agreement on the paid provision of educational services.

6.3. Corporate Category

The individual tuition fee is established for BS students who are partner organizations of the Business School, sending at least 3 (three) students to the Business School programs.

Requirements:

1. The individual tuition fee is established before the end of the period of study at the Business School.

2. The individual cost for each student will be established according to the *Register of individual cost of services for the academic year of admission/ re-admittance of the student*.

Special condition: The individual cost is set only for one educational program.

3. In case of dismissal/termination of the employment contract with the financed company on any grounds provided for by the LC RK, the established individual cost is canceled from the moment of termination of the contract.


4. When a student is expelled from the University, regardless of the basis, the established individual tuition fee is canceled from the moment of issuing an order of expulsion. At the same time, the remaining (less than 3) students undertake to pay for the full cost of training, fixed in the Register of the cost of services from the moment of the order of expulsion/notification of termination of the employment contract.

6.4 Generational Continuity Category

The individual cost of training is established for children (students and non-degree students) of the University graduates entering the programs of higher and postgraduate education, according to the *Register of individual cost of services for the corresponding year of admission/re-admittance of the student/auditor*.

Requirements/ Criteria:

1. The originals and copies of the following documents shall be provided:

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1.1. documents confirming kinship (birth certificate and identity card of students/auditors);

1.2. a parent's diploma of graduation from the University.

2. The validity period of the individual tuition fee is extended by one academic period (semester), subject to timely payment of tuition fees in accordance with the concluded agreement on the paid provision of educational services and provided that the student has an average GPA of at least 2.67 based on the results of the corresponding final exams.

3. Applicants and students/listeners submit documents and applications for individual determination of the tuition fee in the DSFSAR in the period specified in paragraph 5.6 of this Regulation.

6.5. KAZGUU School Graduate Category

The individual cost of training is established for graduates of the KAZGUU School entering the programs of higher education (full-time training), according to the *Register of individual cost of services for the corresponding year of admission/re-admittance of the student*.

Requirements/ Criteria:

1. It is necessary to provide the original and a copy of the certificate of graduation from the KAZGUU School.

2. The validity period of the individual tuition fee is extended by one academic period (semester), subject to timely payment of tuition fees in accordance with the concluded agreement on the paid provision of educational services and provided that the student has an average GPA of at least 2.67 based on the results of the corresponding final exams.

3. Applicants and students/auditors submit documents and applications for individual determination of the tuition fee in the DSFSAR in the period specified in paragraph 5.6 of this Regulation.

6.6. KAZGUU – Our Home Category

The individual tuition fee is established for the University employees, their children, and spouses entering the programs of higher and postgraduate education, according to the *Register of individual cost of services for the corresponding year of admission/re-admittance of the student/auditor*.

This individual tuition fee is provided in order to support the University staff.

Requirements/ Criteria:

1. The originals and copies of the following documents shall be provided:

Employees (administrative and management units, faculty):

- certificate from the DSHR;

Children of employees:

- birth certificate/court decision on adoption, decision of
tutorship/guardianship authorities;

Spouses of employees:

- Marriage certificate.

2. To establish the individual tuition fee in this category, the University employee must have a work experience of 1 or more calendar years.

3. **Special condition:** The individual cost of training can be set when forming a profitable academic cohort.

4. The validity period of the individual tuition fee, subject to all conditions, is provided for the following periods:

- bachelor's degree – 4 academic years;
- profile master's degree – 1 academic year;
- scientific and pedagogical master's degree – 2 academic years;
- doctoral studies – 3 academic years;
- KAZGUU Business School:
 - EMBA – 1 academic year;
 - MBA – 2 academic years;
 - DBA – 3 academic years.


5. In case of dismissal/termination of the employment contract with the financed company on any grounds provided for by the LC RK, the established individual cost is canceled from the moment of termination of the contract.

7. Types of categories under the M. Narikbayev Scholarship program

The program for attracting gifted applicants of M.S. Narikbayev KAZGUU University Scholarship "M. Narikbayev Scholarship" was developed to attract and support gifted applicants of the Republic of Kazakhstan, as well as from the CIS for admission to higher education programs (bachelor's degree) and applicants entering the master's program of M.S. Narikbayev KAZGUU University.

The requirements, selection criteria and stages of the competition are regulated by the Regulations of the program itself.

If the applicant receives a state grant, as well as in case of disagreement with the conditions for establishing an individual cost,

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the presented individual tuition fee is canceled with the possibility of providing it to the next person on the list.

Requirements/ Criteria:

1. The individual cost of training is established, *according to the Register of cost of services for the corresponding year of admission of the student*, for one academic period (semester) and is extended, provided that the student studies only for "good" and "excellent"/without grades "satisfactory"/ "unsatisfactory" and has an average GPA of at least **3.0** based on the results of the corresponding session.

2. After approval of the decision by the Selection Committee (Appendix B), the applicant must provide the original of the signed agreement on agreement with the conditions for establishing the individual tuition fee (a copy of the University) to the Admission Committee.

8. The procedure for establishing individual tuition fees for students/auditors at the University

8.1. The individual cost of training is established on the basis of the application of the student/auditor, with the obligatory attachment of copies of documents for each category provided for in this Regulation.

8.2. After the end of the deadline for receiving documents, the applications of students/auditors and the attached documents are considered by the DSFSAR for the validity and compliance with the declared requirements of the categories specified in clause 6 of this Regulation.

8.3. DSFSAR during the consideration of applications may request additional documents from the applicant that are not provided for in this Regulation.

If it is necessary for the applicant to provide additional documents, the period for consideration of the application is extended by 3 (three) additional working days.


8.4. Based on the inspection of DSFSAR, in accordance with the criteria and requirements established by this Regulation, an order of DSFSAR is drawn up (the original order is transferred to the office, copies are stored in DSFSAR and AD).

8.5. DSFSAR has the right to refuse the applicant to establish an individual tuition fee with the provision of a written reasoned opinion on the reason for the refusal in accordance with the Regulations.

8.6. The individual cost of training can be set by the student from the 1st (first) half of the academic year.

8.7. The individual tuition fee is established for the student/auditor as financial support from the University.

8.8. The individual cost is set only for the main semesters, excluding additional semesters (summer and winter school), and

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is extended based on the results of the corresponding final exams without taking into account the retake of disciplines and retake of exams (FX score).

8.9. When a student is expelled from the University, regardless of the basis, the established individual tuition fee is canceled from the moment of issuing an order of expulsion. At the same time, the student/auditor undertakes to reimburse the University for the difference between the cost of training fixed in the Register of Cost of Services and the financial support received in the form of the presented individual cost of training for the last academic period/year of training.

8.10. For students studying at another university under the academic mobility program, the individual cost is determined after the transfer of credits studied at the partner university.

8.11. Following the results of the relevant session at the end of the main academic periods (semester), without taking into account the summer and winter school, the Registrar provides transcripts of students/auditors to extend the validity of the performance criteria for each category provided for in this Regulation.


8.12. At the initiative of the Chairman and members of the Board, issues of establishing the individual tuition fee for full-time faculty, employees and/or children of employees of M.S. Narikbayev KAZGUU University, students of higher (bachelor's), postgraduate (master's, EMBA, MBA, DBA, doctoral) education, as well as graduates of secondary schools participating in competitions organized by international and republican public organizations by prior agreement with the University, may be individually considered at the meeting of the Board.

8.13. In the event that the student, following the results of the relevant final exam, does not confirm the criteria for extending the established individual tuition fee, one of the procedures listed in Appendix A occurs.

8.14. Other types of financial support may be provided by the Endowment KAZGUU Corporate Fund, as well as on the basis of the conclusion of memoranda with individual schools and foundations.

9. Other conditions

9.1. Changes and additions to this Regulation may be made by decision of the Board of M.S. Narikbayev KAZGUU University JSC on the basis of a memo or a presentation

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from the head of DSFSAR, directors of Schools with the prior consent of the Chairman of the Management Board.

9.2. The amendments and additions made to this Regulation are brought by DSFSAR to the attention of interested parties (heads of structural units, including schools).

Appendix A

SCHOLARSHIP PROBATION POLICY

After establishing the individual tuition fee, students must confirm compliance with the established extension criteria.

In the event that the student does not meet the criteria for extending the individual tuition fee based on the results of the semester, the following procedures may occur:


- **Scholarship probation,**
- **Suspension policy,**
- **Termination policy.**

Scholarship probation,

The concept of **Scholarship probation** is introduced, in connection with possible difficulties in adapting to university life, as well as health problems or for family reasons during study. The adaptation period is considered to be the 1st (first) academic period of the 1st year.

The student is offered one semester (autumn, spring) of probation with the preservation of individual tuition, but with the condition that the student for this semester raises his average GPA to the required one.

Scholarship probation is offered to students whose average academic performance has decreased below the required level of 3.33, but not below 2.33 (2.33 is the minimum level).

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According to the results of the probationary period (one semester), the student must improve his/her performance and meet the requirements and criteria for academic performance. Otherwise, the student receives the status of **Suspension policy of the individual tuition fee** for one semester.

Scholarship probation is provided only once for the entire period of the individual tuition fee at the written request of the student, since the student can refuse the probationary period and be on a temporary suspension of the individual tuition fee for one semester, and leave the probationary period for later semesters.

Suspension policy

The status of Suspension policy of the individual tuition fee for one semester is granted to:

- the students whose grade point average is below 2.33 according to the results of the relevant final exams;
- the students who did not confirm the criteria for academic performance after the probation period (Scholarship probation);
- on other issues that have arisen in accordance with the Regulations.


As soon as the student meets the criteria for extending the establishment of individual tuition fees, an order of DSFSAR is issued. The restoration of the individual tuition fee does not cover the tuition fees that the student incurred during the temporary suspension of the individual tuition fee for one semester.

Termination policy

This status occurs automatically after taking all measures to support the student to maintain the individual tuition fee and the student has not reached the minimum level in accordance with the criteria and requirements of the individual tuition fee.

Appendix B

Unified Protocol Form

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Name of the School
Protocol No. _____
of the Selection Committee meeting

Astana

Date of the meeting

Meeting location:

Chairman of the Committee: _____

(indicate the position and full name)

Members of the committee: *(indicate the position and full name)*

Secretary of the Committee: _____

(indicate the position and full name)

AGENDA:

On the distribution of individual tuition fee places among applicants of M.S. Narikbayev KAZGUU University by the category "_____" *(insert as appropriate)* of the "M.Narikbayev Scholarship" program.


The agenda was approved unanimously.

On the issue of the agenda,

RESOLVED:

To distribute the allocated ____ *(number)* places by the category *(insert the necessary)* "_____" among the applicants of M.S. Narikbayev KAZGUU University, who have passed the competitive selection under the program "M.Narikbayev Scholarship" and establish the individual cost according to the *Register of cost of services for the corresponding year of admission/re-admittance of the student.:*

No.	Full name of the applicant <i>(according to documents)</i>	<i>Results of the competitive selection (points, etc.)</i>
1		

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Approval sheet

Position	Full name	Signature	Date
First Deputy Chairman of the Board	G. Kudaibergenov		
Chief Accountant	B. Uvaliyeva		
Head of LSD	M. Krushinsky		
Head of FDCD	B. Amirzhanova		
Head of Sales and Marketing Department	N. Zhekshenova		