APPROVED BY

Chairman of the Board of M. Narikbayev KAZGUU University JSC

_____ T.M. Narikbayev

PAYMENT RULES FOR EDUCATIONAL AND OTHER SERVICES OF "M.S. NARIKBAYEV KAZGUU UNIVERSITY" JSC

Reg. No._____

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Astana, 2026

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. 18 dated May 15, 2026).
3. **DRAFTER:** Head of the Legal Support Department M.A. Krushinsky
4. **INTRODUCED TO REPLACE:** Payment rules for educational and other services of "M.S. Narikbayev KAZGUU University" JSC, approved by the decision of the Executive Body – the Board (Protocol No. 13 dated May 20, 2024).
5. **REVIEW CYCLE:** 1 year

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1. GENERAL PROVISIONS

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

1.2. These Rules are binding on Students when paying for the University's educational services and on all MNU employees in the performance of their duties.

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 the one-time lump-sum fee is set in the "Application for Accession to the Standard Form of the Agreement on the Provision of Educational Services" (hereinafter referred to as the "Application") and the Register of the cost of services (hereinafter referred to as the "Register"), approved by the Executive Body – the Board, separately for each year of admission.

2.2. By signing the Application for Accession to the Standard Form of the Agreement on the Provision of Educational Services based on the Educational Grant (full-time study), the applicant for the paid tuition program, including those admitted under a state educational grant (if they are not of legal age, their legal representative), assumes the obligation to pay a one-time 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.

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

2.5. Procedure for refunding a one-time fee upon termination of the Agreement on the provision of educational services before the applicant is included in the enrollment order as a Student:

- For applicants enrolling on the basis of an educational grant or paid tuition, a portion of the one-time fee amounting to 30,000 (Thirty thousand) tenge shall be refunded to the settlement account from which the funds were received within 30 (Thirty) banking days from the date of termination of the agreement.
- For applicants participating in the Early Admission program, a portion of the one-time fee amounting to 20,000 (Twenty thousand) tenge shall be refunded to the settlement account from which the funds were received within 30 (Thirty) banking days from the date of termination of the agreement.

2.6. Categories of persons applying for a refund of part of a one-time fee:
- Legal representative of a minor, upon presentation of the relevant documents;
- An applicant

2.7. When requesting that part of the one-time fee be refunded to another account or in favour of a third party, a notarised power of attorney from the applicant or the applicant's legal representative shall be submitted to the University.

2.8. After the issuance of the order on enrollment as a student, the full amount of a one-time fee is not refundable.

3. PROCEDURES FOR PAYMENT FOR THE UNIVERSITY'S EDUCATIONAL SERVICES

3.1. The amount payable for the academic credits selected and registered by the Student is calculated by multiplying the cost of one academic credit by the number of credits registered by the Student for the courses specified in the Individual Curriculum for the relevant academic period.

> ***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 applicants enrolling in the first year of study at the University, the full cost of the selected academic credits, but for no fewer than 20 academic credits for the first academic period, shall be paid no later than August 25 of the current year.
- For each subsequent academic period (semester or trimester), payment shall be made no later than 10 working days before the beginning of that academic period, in accordance with the Academic Calendar, based on the cost of one academic credit and the number of credits registered by the Student for the relevant academic period.

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

3.5. The University's Academic Policy establishes the standard duration of study for higher education and postgraduate programs.

3.6. If the Student exceeds the standard period of study established for bachelor's or master's degree programs, the Register of the cost of services

of the University for the corresponding year of admission shall cease to be legally valid.

3.7. The Student pays the cost of one credit in accordance with the Register of the cost of services of the University, approved for the corresponding year in which the studying is carried out (i.e. for each subsequent year in which the Student should have completed the studying).

3.8. If the conditions stipulated in clause 3.7 of these Procedures are met, an additional agreement is not required.

3.9. The Academic Policy and other internal regulatory documents of MNU establish the rules and requirements for:

- ECTS and the student's workload;
- Recommended academic workload (minimum and maximum number of academic credits/ECTS) for the student during the academic period;
- The procedure for interrupting and extending the standard period of study.

3.10. Additional academic, administrative, and other fees set by the University's Register of the cost of services apply to all students, regardless of their year of enrollment.

3.11. In exceptional cases, students may pay for the selected credits through a Tuition Fee Schedule, based on a corresponding application from the student or their legal representative.

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

- Applicants, or if the applicant is underage, their legal representative, shall submit the corresponding application to the University Admissions Committee.
- Students in their second year or higher shall submit the relevant application for a Tuition Fee Schedule to the Accounting Department;
- Make the initial payment and have no financial obligations for educational and other services at the University.

Note:

1. *The application shall be submitted in writing with a personal signature or through the University's mobile application, which allows for user verification.*
2. *Submitting an application and receiving a tuition fee schedule via the mobile app or the University's corporate email is equivalent to submitting an application in writing and giving consent to the tuition fee schedule (the personal signatures of the Parties are not required).*
3. *When changing the schedule, the Applicant, the Student or their Legal Representative shall submit a new written application or submit an application through the University's mobile application.*

3.13. To obtain **a Tuition Fee Schedule for a period of 4 months**, students enrolled in Bachelor's and Master's degree programs, in the fall semester/trimester, during the period from August 1 to August 25, in the spring

semester/trimester from December 25 to January 20, shall submit the corresponding application in accordance with the provisions of clause 3.12. of these Procedures.

At the same time, the Applicant, the Student or their Legal Representative shall pay an initial payment of at least 25% of the amount due.

Tuition Fee Schedule, for a period of 4 months:

No.	Payment due date	Payment amount
1.	*August 25*	*Not less than 25%*
2.	*September 20*	*25%*
3.	*October 20*	*25%*
4.	*November 20*	*25%*

No.	Payment due date	Payment amount
1.	January 20	*Not less than 25%*
2.	February 20	25%
3.	March 20	25%
4.	April 20	25%

3.14. To obtain a Tuition Fee Schedule **for a period of 3 months**, students enrolled in Bachelor's and Master's degree programs shall submit the corresponding application in accordance with the procedures of clause 3.12. of these Rules during the fall semester/trimester from August 26 to September 20, and during the spring semester/trimester from January 21 to February 1.

At the same time, the Applicant, the Student or their Legal Representative shall pay an initial payment of at least 34% of the amount due.

Tuition Fee Schedule, for a period of 3 months:

No.	Payment due date	Payment amount
1.	*September 20*	*Not less than 34%*
2.	*October 20*	*33%*
3.	*November 20*	*33%*

No.	Payment due date	Payment amount
1.	*February 1*	*Not less than 34%*
2.	*March 20*	*33%*
3.	*April 20*	*33%*

***Note**: In the event of late payment, the University shall block access to automated information systems, and the Student shall not be allowed to take any form of assessment (ongoing or final) and shall be subject to expulsion from the University.*

The resulting debt for study is recovered in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

3.15. Applications for the Tuition Fee Schedule will not be accepted after September 20 in the fall semester and after February 1 in the spring semester.

3.16. In accordance with the procedures of the agreement for the provision of paid educational services (full-time study), in the event of a delay in the next payment according to the Schedule, the University has the right to charge a penalty of 5 MCI (monthly calculation index).

3.17. No tuition fee schedule is provided for additional study periods (winter and summer schools) to make up for academic deficiencies or to receive initial instruction.
Students or their legal representatives shall pay for the educational and other services provided by the University in full.

3.18. If the Student plans to enroll in a greater number of academic credits than provided for in the approved tuition fee schedule, the Student is obliged to submit an application for an adjustment of the tuition fee schedule, followed by an additional payment of the corresponding amount.

3.19. If the Student enrolls for fewer academic credits than stipulated in the approved tuition fee schedule, the Student is obliged to submit an application for adjustment of the tuition fee schedule. If the Student does not contact the Accounting Department, the recalculation of monthly payments according to the schedule will be automatically made downwards.

3.20. Students with outstanding financial obligations from the previous period (for both educational services and other University services) will not be able to register for courses in the subsequent academic period (semester/trimester).

3.21. In case of financial debt for educational services, the University blocks automated information systems and the Student is not allowed to pass all types of control (current and final) and is subject to expulsion from the University. The resulting debt for study is recovered in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

3.22. Registration for the study of selected subjects without prepayment is not possible.

3.23. The Student shall pay for educational services only for the corresponding academic period, within the number of credits established by the University's academic policy in accordance with these Rules.

3.24. In case of non-compliance with clause 3.23 of these Procedures, upon termination of the agreement for the provision of paid educational services, either at the initiative of the Student or at the initiative of the University, the funds paid for the corresponding number of credits registered by the Student shall not be refunded, regardless of the Student's subsequent participation in classes.

3.25. Upon admission, in case of discrepancy between the profile of the educational program of the master's degree program and the educational program of higher education, the prerequisites for mastering are established for the master's degree student.
The list of necessary prerequisites and the procedures of their development are determined by the higher and postgraduate education institution independently. **Prerequisites are mastered on a paid basis.**

3.26. Before the Student's departure to the Partner University under the Academic Mobility Program, the Student or their legal representative is obliged to make an advance payment according to the individual plan or the cost of 30 (thirty) academic credits in accordance with the Register of the cost of services.

3.27. Payment according to an individual plan or for 30 (thirty) academic credits, including a one-time initial payment of at least 25% or 34% when establishing a tuition fee schedule, must be made no later than 10 (ten) business days before registration.

3.28. The basis for charging tuition fees under the academic mobility program is the Learning Agreement for the relevant semester, which includes the courses studied at the partner university. The "Learning Agreement" is approved by the Dean (Director) of the Graduate School within one month after the Student's arrival at the Partner University and is submitted to the Accounting Department by the Advisor.

3.29. If the Student registers for more than 30 (Thirty) academic credits and there is a difference between the prepaid amount for 30 (Thirty) academic credits and the amount charged for tuition in accordance with "Learning Agreement", the Student is obliged to pay the resulting difference no later than 10 (ten) business days before the start of registration for the next academic period.

3.30. If the student enrolls for fewer than 30 (Thirty) academic credits and there is a difference between the prepaid amount for 30 (Thirty) academic credits and the amount charged for tuition in accordance with
"Learning Agreement", the Accounting Department will adjust the tuition fee calculation, and the overpayment amount will be transferred to the Student's general balance.
The Student may use the overpayment amount to pay for other types of services.
A refund of the overpaid amount is possible only upon graduation, expulsion of the Student or their transfer to another higher education institution.

3.31. In the event of failure to pass an exam in a subject at the host partner university, the Student participating in the academic mobility program assumes responsibility for covering the costs of retaking the subjects at the University, in accordance with the current Register of Service Costs for the year of enrollment, taking into account the application of the inflation coefficient.

3.32. If the Student has additionally studied subjects not included in the approved "Learning Agreement" and wishes to have the academic credits for

these subjects have been credited, they shall apply to the Academic Quality Committee of the Graduate School with a request for credit transfer.

In the event of a positive decision by the Academic Quality Committee, the Accounting Department, based on the decision of the Academic Quality Committee, shall calculate the fee, and the Student shall assume the responsibility/obligation to pay for the transferred credits.

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

3.34. Rules for the payment of academic mobility, except for clauses 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 who is studying on a State Educational Grant, in the event of failing an exam in a subject at the host partner university, also assumes responsibility for covering the costs of retaking the subjects at the University, in accordance with the current Register of Service Costs for the year of enrollment, 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 per 1 academic credit is established based on the cost of credits for the educational program to which the Student is being transferred, according to the cost register 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 the manner and under the conditions established by the Rules for payment of educational and other services, at the cost of credits of the educational program to which the Student is transferred, established by the Register of the cost of services for the year of transfer.

3.38. Refunds of overpaid funds are made in the following cases:

- expulsion of the Student;
- transfer of the Student to another HEI;
- completion of studies (graduation);
- modification or termination of financing procedures, including transitioning to education funded by a state grant or financing from third-party organizations;
- other grounds provided for by the legislation of the Republic of Kazakhstan and the internal documents of the University.

3.39. Refunds may be issued throughout the academic year as appropriate grounds arise.

3.40. The period for reviewing a refund request is up to 15 (fifteen) business days from the date of its submission. If it is necessary to extend the review period, the Student will be notified separately.

3.41. When requesting a refund of overpaid amounts to another account or in favor of third parties, a notarized power of attorney from the applicant or legal representative must be submitted to the University.

4. RECORDING THE PAYMENT DATE

4.1. For the purpose of uniform accounting for payments for educational and other services provided by MNU, the date of fulfillment of the payment obligation is considered to be the date when the funds are actually received in the University's current account. Funds credited to the University's current account by 5:00 p.m. are deemed received on the same business day.

> ***Note:*** *If funds are received after 5:00 p.m. on the current date, the date of receipt of funds will be considered the next business day.*

4.2. The date of payment by the Student (indicated in the payment document) does not constitute grounds for recognizing the obligation as fulfilled until the funds have been received.

5. MISCELLANEOUS

5.1. Any amendments and additions to these Rules shall be made only by decision of the executive body – the Management Board.

5.2. The University informs the Student about the unilateral changes of this Agreement, and if the Student is a minor – the Representative by posting information on the official website of the University and in information systems and means of communication with the Student, no later than 15 (Fifteen) calendar days before the date of entry into force of such changes.