

IN THE NAME OF GOD

Introduction

University Foreign Currency Fee Policy of Tehran University of Medical Sciences is a pattern for organizing the university foreign currency fee payment system and is going to be a regulatory reference based on optimal solutions of challenges existing in foreign currency fee payment system of the Office of Vice-Chancellor for Global Strategies and International Affairs.

The previous version of this policy used to address the foreign currency educational fee pattern and in this version, while revising this chapter, considering the development of international activities of this Office on the one hand, and presenting student services to the international society and confronting with different patterns of receiving university fees on the other hand, the chapter for student service fee was also prepared and the status of educational and student scholarships in different conditions was determined. The present version is the outcome of repeated analyses and revisions made for content and service fee payment system.

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**CHAPTER 1:
EDUCATIONAL SERVICES FEES**

Part 1: Main Definitions and General Principles of Foreign Currency Educational Fee Payment System

According to the educational planning for each international student, during each level/program, the academic period is specified in accordance with the courses developed in each academic semester/program, and in case the student passes the coordinated courses with the developed educational schedule, he/she will follow the normal trend of education and will be responsible for consequences resulted from any discrepancy in normal trend of education.

Accordingly, the general principles of foreign currency educational fee payment system in the International Campus are subject to the standardized schedule of the educational program, within the annual fee rates (including to academic semesters), divided into educational fields and academic levels, which are determined at beginning of each educational program based on cost of annual educational services in each program level and approved by honorable board of trustees of the university and further communicated for execution.

Who is an International Student:

An international student is one who is not of Iranian nationality and who will proceed with enrolment in the university after being accepted in student Admission process by Student Admission Committee of the International Campus and introduction by competent authorities, and after going through administrative stages, they will be definitely enrolled and considered as student. It is clear that before a person is definitely enrolled, he/she is considered as an applicant and/or volunteer for education in Tehran University of Medicine and his/her educational status is placed in the pre-enrolment group. In this version, whenever a reference is made to "student", we mean "international student" and "fee" means "foreign currency fee".

Also, the specific educational conditions, in an academic semester includes: academic, suspended leave, waiting for exam and other similar items, and the educational fee in that academic semester is calculated and received by defining the fixed educational fee.

Fixed Educational Fee of an academic semester is part of annual educational fee (one academic semester) and which is at least 25% of the approved annual fee. The rates of fixed educational fee is determined at the beginning of each educational program based on the cost of annual educational services in each program level, and approved by the board of trustees of the parent university and further communicated for execution.

Academic Scholarship is part of educational fees that is not received from the student according to the decision and approval of the Committee for Award of Scholarships to International Students in each academic year or academic program and the university will pay the related expenses. In the same line, the student, eligible for scholarship of educational services announced by the Committee for Award of Scholarships to International Students, shall pay the academic fees in due time, after deduction of the amount of scholarship.

In this policy, the requirements for scholarships (including educational and student) are determined in different cases and where nothing is mentioned in this version, the Committee for Award of Scholarship to International Students will make the appropriate decision regarding the matter.

Note 1: A fixed educational fee does not imply that the related amount is fixed during academic years of a student and this amount will change according to the changes in cost of services and the annual educational fee rates throughout the years.

Note 2: Emergency withdrawal and withdrawal of courses leading to withdrawal of the academic semester, even if it is accompanied with necessary documents including doctor's certificate or exit from the country, and failure to complete the academic semester due to justifiable reasons, with the approval of the Department of Academics, shall be subject to payment of university fees and the amounts paid will not be refunded. Academic scholarship for semester with an emergency withdrawal, verified by doctor's certificate shall remain in full force and for other groups, related scholarship will be eliminated and the student must pay the related portion.

Note 3: Regarding the payment of university fees for those students who are forcedly placed in special conditions due to university's restrictions and special conditions, approved by Deputy of Academics of International, the matter will be discussed in and the decision will be made by the Committee for Award of Scholarships to International Students of the University.

Note 4: Issue of student graduation certificate after completion of the study program, is subject to payment of all fees related to the study period (including educational or student) and final settlement of financial accounts by the student.

Note 5: Only in PhD, Fellowship, Specialty and Subspecialty programs, the university fees of those students whose date of starting their education does not conform to the starting date of each semester according to the educational calendar, shall be calculated and payable by incorporating the date the student started his/her education. In case at the time of their graduation in the final year, this group of students have studied less than one year, the related fee will be received on daily basis, corresponding to the annual fee and its division by the study period less than one semester.

Note 6: All academic scholarships (including educational and student) for normal years of study shall be applied and implemented and the normal years for defined cases shall be specified according to the following table and for other cases, they shall be according to the educational curriculum.

Line	Academic Level	Number of Academic Semesters
1	Associate's Degree	4
2	Bachelor's Degree	8
3	Nonconsecutive Master's Degree	4
4	Ph.D.	8
5	Ph.D. by Research	6
6	General Doctor's Degree in Medicine	15
7	General Doctor's Degree in Dentistry	13
8	General Doctor's Degree in Pharmacy	12

Part 2: Foreign Currency Educational Fee for International Students with Specific Conditions

2-1- Educational Fee for Academic Leave

Students who have applied for academic leave (whether medical or nonmedical leave) after approval of their request by Deputy of Academics of the International Campus, are required to pay the fixed fee for each academic semester that falls within their leave period. It is obvious that in case of having academic (educational) scholarship, the fixed fee shall be payable by calculating the scholarship.

2-2- Educational Fee for Withdrawal from Education

In all academic levels, withdrawal at any time from the first year of study, shall be subject to payment of the annual educational fee (for two semesters) and the amount paid by the student will not be refunded. In other academic years, during the academic semester in which the international student withdraws from education, the received educational fee will not be refunded and in case the fees for subsequent semesters have been paid, the surplus of payment will be refunded to the student. Those students who enjoy educational scholarship, in case of their withdrawal, the scholarship of their withdrawal semester will be eliminated and the students are required to pay the educational fee for the semester in which they have withdrawn. Regarding those students who are subject to the provisions of Note 5, the decision will be made in the Committee for Award of Scholarship in proportion to their study period.

Note 7: In case the admitted applicant withdraws from education before starting the first semester and first classrooms, the educational fee will be refunded to him/her. Otherwise the provisions of Clause 2-2 shall apply.

Note 8: A withdrawn student who applies for resuming education is considered as new applicant and all regulations regarding the applicants shall apply to him/her; his/her scholarship will be examined as a newly-admitted student.

Note 9: Any student who applies for changing the level/field of study, due to the requirement for completing the withdrawal process from the previous level/field of study, is considered as a withdrawn student and after confirmation of enrolment in the second level/field of study, his/her educational scholarship will be eliminated in the semester at the time of withdrawal from the first level/field of study and the Committee for Award of Scholarship to International Students will make decision regarding the second field/level of study. If shifting of the field/level of study is in the midst of an academic semester, the educational fees of the previous and new levels of study in that semester will be considered and received by calculating the potential scholarship on daily basis.

Note 10: Those who were admitted to the university and are not considered as student and they have pre-enrolled in the university, in case they apply for withdrawal from going through the enrolment process, after approval of their withdrawal and deduction of related costs, including educational and student (to be further discussed in the second chapter) from the initially paid amount, their withdrawal process will be finalized and any possible amount due to them shall be refunded.

2-3- Educational Fee for Expelled Students

Educational fee for students who have been expelled (for any disciplinary and/or educational reasons) from the International Campus shall be according to the provisions of Para. 2-2.

Note 11: The expelled student, after resuming education, shall be subject to decrease in the educational and student scholarship, according to the Committee for Award of Scholarship to International Students.

2-4- Educational Fee for Waiting Time for Continuing Education

Regarding students of general doctor's degree who have not passed the testing stages, including the basic sciences comprehensive test and pre-internship test, in case due to the exam conditions, they are not allowed to select credits, the student should pay the fixed fee without implementing the scholarship (for students eligible for educational scholarships). In case, due to the specific conditions in the International Campus, credits may not be selected, no fee shall be considered for the student.

2-5- Educational Fee for Suspended Students

Students who have been suspended (due to disciplinary and/or educational reasons), are required to pay the fixed fee of the academic semester without implementing the scholarship (for students eligible for educational scholarship) in the number of academic semesters in which they have been suspended.

2-6- Educational Fee for Articulated Courses

Educational fee for those course credits that are sent to the academic departments for articulation and further confirmed by those departments, will be 1% of the annual fee per each course credit for general doctor's degree programs and according to the fee rates in the same (current) academic year and for other levels of study, the said fee shall be 2% of the aforesaid fee. In case the grades of the courses sent to the respective department are not accepted, half of the above fee will be received. It is obvious that the aforesaid course credits shall not be subject to the educational scholarship.

2-7- Educational Fee for Re-Exams

Educational fee for course credits with which request for their re-exams are agreed, shall be received according to the rates of the educational fees for each course credit.

Part 3: Educational Fee for Transferred Students

3-1- International Student Transferred to International Campus (University of Origin= Foreign Universities/ Other Local Universities and University of Destination= International Campus)

Those international students who have passed part of their academic years in another country or other universities inside Iran and apply for continuing studies in International Campus, if their request is approved in the Committee for Acceptance of International Students and after they have completed the administrative process, shall comply with all regulations governing on international students of the Campus and they shall be subject to all rules and regulations of the educational fee of this campus as of the date of their transfer and regarding the scholarship, they shall be considered as a newly-admitted student and the relevant rules shall apply to them like others upon whom the said provisions are applicable.

3-2- International Student Transferred from International Campus (University of Origin= International Campus and University of Destination= Other Universities outside or inside of the country)

For those students who apply for being transferred to other local universities or foreign universities, in case the relevant provisions apply to them, are bound to pay the educational fee up to the end of the academic semester at the time of transfer. Scholarship rules for them shall be like withdrawal from education and the related scholarship shall not be revoked for those who have been eligible.

Part 4: Foreign Currency Educational Fee for International Guest Students

Like transferred students, a student who applies for continuing education as a guest, when his/her application has been approved by the two universities (university of origin and university of destination) and upon passing through the administrative process for approval, based on whether the international campus is the university of origin or university of destination, will be defined with two general statuses as follows,

4-1- International Guest Student to International Campus (University of Origin= Universities Inside or Outside the Country, and University of Destination= International Campus)

The university fee of international guest student in the international campus in each academic level/field will be received based on the agreement made between the university of origin and university of destination and in case there is no agreement between the two universities, the guest student's university fee will be received according to the student's fee pattern of the university's international campus in the semester when the student has become a guest student. In case the duration in which a student is a guest is less than one semester, the guest student shall pay the fee based on the fee rates approved for foreign currency educational fees. It is obvious that, the Committee for Award of Scholarship to International Students will determine the status of scholarship and its percentage for this group of students.

4-2- International Guest Student from International Campus (University of Origin= International Campus and University of Destination= Other Universities Inside and Outside the Country)

In case the international student is introduced to other universities inside or outside the country in order to pass an academic semester, if this introduction is made upon the request of international student, the student has to pay a fixed fee without applying the educational scholarship for one semester (for students subject to educational scholarship) at the rate approved in the same year.

Note 12: It is obvious that in such cases, the university of destination may receive from the student the fee of the academic semester in which the student has become a guest or the fees of taken credits, based on its own educational fee payment system.

Part 5: Teaching English and Farsi

5-1- English Language Placement Exam Fee

Students who are required to participate in English language placement test, should pay the related fee according to the fee rates.

5-2- English Language Training Package Fee

Students who are required to pass English language training package, based on the result of placement test and regulations of the International College, should start the program and pay the total fee for the training package, according to the approved rates and resolutions passed by the Committee for Award of Scholarship to International Students of the University. It is obvious that consequences resulting from failure to participate in English language courses for those students who are required to pass the program, will be at student's sole responsibility and the amount which should be paid for English courses will be recorded in their financial record.

Note 13: Scholarship does not include English language placement test, whether in the first phase or in the re-exam.

Note 14: In case during English language training, student presents a reliable certificate, confirmed by the English Language Department of the International Campus, he/she will be exempted from the said course and is not required to pay the fees for future courses. It is obvious that student shall personally pay the fee for the level during which the certificate has been confirmed until the end of the same level.

Note 15: In case any level of English language program, is considered as student's course credit (including pre-university English, general English or technical English), the fee of these course credits shall be calculated based on the English language program fee pattern of the International College and it is independent from the educational fee of other course credits in each semester.

Note 16: Scholarship does not include retaking of English language levels in this package of services and the student is required to pay the approved fee.

Note 17: Scholarship for English language training is separate from educational and student scholarships and at the time of withdrawal from education, the scholarship of the English language package will be in full force until the finished level at the time of expulsion or withdrawal and the scholarship will not include enrolled educational level at the time of expulsion/withdrawal.

5-3- Farsi Language Training Package Fee:

All regulations referred to in Paragraphs 5-1 and 5-2 (related to English language training), shall also include Farsi language training.

Part 6: Short-Term Training Courses

Applicants for studying in short-term training courses, leading to certificate for completion of the course, after obtaining certificate of enrolment and paying the approved fee for the related course and decisions of the Committee for Award of Scholarship to International Students, are allowed to study their courses. It is obvious students of short-term training courses, in all special cases of fees, shall be treated like usual students.

Note 18: If before starting the first session of the course, the applicant admitted to the short-term training course, withdraws from the course, the paid fee will be returned to him/her after deduction of statutory charges. No fee will be refunded following a withdrawal after commencement of a course.

CHAPTER 2
STUDENT SERVICES FEES

Part 1: Main Definitions and General Principles of Foreign Currency Student Fee Payment System:

Dormitory Accommodation Process: Applications of admitted students and applicants who have applied for dormitory, will be examined and when they receive the necessary certification and accommodation permit, they can reside in the dormitory after paying the approved accommodation fee, and with due consideration of the resolutions passed by Committee for Award of Scholarship to International Students.

Note 19: All rules and regulations mentioned herein for dormitory shall also apply to any other physical space, such as hotels, etc.

Dormitory Fees: Dormitory fee is approved and announced on annual basis before each academic semester. Consequently the dormitory fee will be also calculated and charged on 24-hour basis for short-term accommodation. Dormitory fee will be calculated and received from the date of disposal and based on the date of exit and when the dormitory is delivered back by the individual.

Student Services Scholarship includes that portion of the student services fees that according to the decision of the Committee for Award of Scholarship to International Students in each academic year, the student is not bound to pay it or it is paid to the student as allowance. In the same line, a student who is eligible for student services scholarship, is bound to pay the student fees in due time, after deduction of the amount of scholarship.

Note 20: Student/applicant who resides in dormitory, shall compensate any damages made by him/her.

Note 21: When entering the university, applicant/student may reside in the dormitory two weeks before the start of the academic year and his/her dormitory fee and scholarship will be calculated as of the date the academic year begins. In case of request for accommodation for more than two weeks, the extra dormitory fee will be calculated and received accordingly. Moreover, (only) at the time of graduation the student is allowed to use dormitory by two weeks after the date of graduation by keeping the scholarship (for eligible individuals), and for more than two weeks, the dormitory fee shall be calculated and received similar to the pattern mentioned above.

Part 2: Guest Accommodation Fee in Dormitory

Dormitory fee for guests will be equal to the cost of dormitory, which is calculated and received on day-and-night basis.

Part 3: Insurance Fee

Country Base Insurance:

For enjoying the country base insurance, the TUMS Office of Vice-Chancellor for Global Strategies and International Affairs issues letters of introduction for international students and applicants. Applicant must personally pay the insurance premium and complete the process for receiving insurance policy.

Base Medical Support: In order to enjoy the coverage of medical services by health centers, all international students are required to pay the approved base medical support premium in each academic year. It is mandatory for student to pay this premium in each academic year. It is obvious that the medical services presented under this supportive package includes the approved cases announced by the TUMS Office of Vice-Chancellor for Global Strategies and International Affairs and the said Office has no obligation against medical services not included in the Resolution.

Family Members Base Medical Support: In case the individual, applies for enjoying the base medical support for his/her family members, upon submission of the application, he/she shall pay the related cost and this cost will not be refunded following a withdrawal.

Part 4: Enrolment Costs

Enrolment costs includes cost of enrolment, airport transfer and issue of student card and other similar items, which are received from the student/applicant in each academic year, according to the rules and regulations.

Note 22: At the time of withdrawal/expulsion, the costs of withdrawal, considering the services presented in this process, will never be refunded.

Part 5: Description of Financial Process for Collection and Booking of Foreign Currency Fees (Including Educational and Student Fees)

- General principles of financial processes for collection and booking of foreign currency fees
- Office of Vice-Chancellor for Global Strategies and International Affairs will be responsible for follow-up, receiving, collecting, booking and ... of the university foreign currency fees at all levels and programs,

- **Those Committed in the University Foreign Currency Fees Financial Process**

In completing the financial process and payment of foreign currency fees, the "student or applicant" shall be the main committed person, and the student/applicant is responsible to directly follow up the phases and complete all financial processes. Each student is personally responsible in this respect.

Foreign Currency Fees Financial Process

In case there are problems for transfer of foreign currency funds, the foreign currency fees are received by the Financial Department of the Deputy Office for Financial Affairs, based on the contents of this policy, and these funds are deposited to the university's account of revenues, and they may not be withdrawn. In case of any amount due to the students and/or applicants, the related amount will be also refunded by the Financial Department of Office of Vice-Chancellor for Global Strategies and International Affairs.