

## Fee Regulations for 2025 – 2026

For the 2025 – 2026 academic year, the fee expenses are outlined as follows:

### Chapter 1: Annual Fees Expenses

Sr	Description	Local Currency Emalangen	International USD\$
1	Application Fee	600	50
2	University Preparation Course	30,750	2,000
3	Certificates and Diplomas	37,500	2,050
4	Post-Graduate Certificates and Diplomas	39,800	2,500
5	Bachelor's Degrees (Arts and Business)	44,000	2,600
6	Bachelor's Degrees (Science, Medical & Eng)	52,000	2,800
7	Master's Degrees	60,000	3,300
8	Doctoral (PhD) Programmes	72,000	3,800
9	Laboratory Fees (Science/Medical/Engineering)	5,050	450
10	Student Life Fee	2,800	260
11	Health Fee	3,200	360
12	New Student Orientation Fee	2,200	150
13	Accommodation (Single)	-	3,900
14	Accommodation (Double)	-	3,200

## Tuition and Additional Costs

**Basic Tuition:** Full-time students are entitled to comprehensive academic and student services, which include counseling, placement assistance, and access to recreational facilities. However, students should anticipate additional expenses for laundry, internet, printing, clothing, travel, entertainment, and personal needs.

**Health Insurance:** Health insurance is mandatory for all students. Students may opt out of the SRU health insurance plan by providing proof of comparable coverage annually and completing an online waiver.

### Chapter 2: Payment of Tuition Deposit

#### Payment and Deposit Details for Entering Students

Upon acceptance of admission to Springfield Research University (SRU), entering students are required to pay a non-refundable deposit of E5,000 (USD \$450). This deposit serves as a confirmation of the student's intention to enroll and secures their place in the program. The deposit will be credited towards the student's tuition fees, reducing the overall cost of attendance. This initial payment helps the university in planning and allocating resources effectively, ensuring a smooth transition for new students into the academic environment.

## Chapter 3: Enrolment and Tuition Due Dates

### Enrollment for Bachelor's and Master's Degree Students

**Enrollment Periods:** Enrollment for students pursuing a bachelor's or master's degree at Springfield Research University (SRU) occurs twice per year:

1. **January for the February Semester**
2. **July for the August Semester**

#### Billing and Payment Details:

- Tuition bills are electronically mailed twice per year, corresponding with each semester. All respective due dates are listed on the eBill.
- Students who enroll within two weeks prior to the start of a semester are required to pay their tuition fees at the time of registration.

## Chapter 4: Financial Obligations, Holds, and Late Fees

**Holding of Academic Records:** The University reserves the right to withhold grades, official transcripts, registration, and diplomas for any student with an outstanding financial obligation. Late fees will be assessed on balances not paid by the due dates.

**Administrative Withdrawal:** Students may be administratively withdrawn for outstanding financial obligations for a term. This may require the student to apply for financial re-admission.

**Petitioning Charges:** Students who wish to petition any charge on their Student Account must do so in writing prior to the final day of classes in the respective semester. No late petitions will be reviewed or approved if submitted after the term has commenced.

**Referral to Collection Agency:** Failure to pay financial obligations may result in the account being referred to an outside collection agency.

## Chapter 5: Tuition Charges Upon Withdrawal or Suspension

Tuition charges upon formal withdrawal from the University during each semester are:

No.	Description	Charge
1	Withdrawal prior to first day of classes of the first term of a semester	No charge
2	Withdrawal within one week following first day of classes of the above term	20% of tuition
3	Withdrawal within two weeks following first day of classes of the above term	40% of tuition
4	Withdrawal within three weeks following first day of classes of the above term	60% of tuition
5	Withdrawal prior to end of Add/Drop of the second term of a semester	80% of tuition
6	Withdrawal after Add/Drop of the second term of a semester	100% of tuition

## Tuition Reduction and Withdrawal Policies

**Tuition Reduction Eligibility:** To qualify for a reduction in tuition, students must submit a formal withdrawal application through the Registrar's office. The charge is determined based on the date the application is received by the Registrar.

**Individual Course Withdrawal:** There is no reduction in tuition or fees for withdrawal from individual courses.

**Non-Refundable Fees:** Health insurance, health fee, and social fee are neither pro-rated nor refunded.

**Payment of Balances:** After all adjustments have been made, any balances due to Springfield Research University (SRU) are payable immediately.

### Chapter 6: Accommodation Charge Upon Withdrawal or Suspension

No.	Description	Charge
1	Withdrawal after check-in but prior to the first day of classes. (Forfeiture of advance payment)	No charge
2	Withdrawal after the first day of classes	100% charge of room fee

### Chapter 7: Board Charges Upon Withdrawal or Suspension

No.	Description	Charge
1	Withdrawal after check-in, but prior to the first day of classes	No charge
2	Withdrawal within four weeks following first day of classes	25% of board fee
3	Withdrawal within eight weeks following first day of classes	50% of board fee
4	Withdrawal within twelve weeks following first day of classes	75% of board fee
5	Withdrawal after twelve weeks following the first day of classes	100 of board fee

## Conclusion

Springfield Research University (SRU) is committed to providing a transparent and fair fee structure, ensuring that students and their families can make informed decisions about their educational investments. By adhering to these regulations, SRU maintains its dedication to academic excellence and financial integrity. We appreciate your cooperation in following these guidelines and look forward to supporting your educational journey.