

# **CHRISTIAN SERVICE UNIVERSITY COLLEGE**

## **Fees Policy for Students who are full-time employees**

### **a) Conditions**

- i. Proof of Contract of Employment by the student employee (eg appointment letter, staff identification, employer reference and pay-slip)**
- ii. Contract of Employment must be valid for a period not less than 6 months**
- iii. Completion of a Form designated as 'Student-Employee Fee Payment Application Form' (addressed to the Director of Finance)**
- iv. Provide a copy of Standing Order Arrangement between student employee and his/her bankers**

### **b) Student-Employee who satisfies the above conditions shall;**

- i. Give Standing Orders to settle any outstanding fees before the end of semester, outlining a Payment Plan.**
- ii. The student should make a minimum down payment of **20%** of the total fees for the semester.**
- iii. Payment plan for the outstanding fees should be **a maximum of four (4) months installment** and the amount to be paid for each month of the semester should be clearly stated in the **Student-Employee Fee Payment Application**.**
- iv. In the case where the student-employee defaults payment plan, the arrangement shall be revoked.**