



Circular: Fee Payment Guidelines & Consequences

Date: 23/02/2025

Dear Students,

This is to inform all students about the revised fee payment guidelines and the consequences of non-payment. Please read the following details carefully to avoid any inconvenience.

1. Payment Deadlines:

- As per your chosen payment plan, the fee is payable in either **one, two, or four** installments.
- A **cutoff date** will be assigned for each installment, which must be strictly adhered to.

2. Consequences of Non-Payment:

Failure to pay the tuition fee by the assigned deadline will result in the following:

- **Deactivation of student account** – You will not be able to access university services.
- **Attendance will not be recorded** – Due to nonpayment of the fee, the student will be deactivated from the system and will not reflect on the attendance system; thus, attendance for the student will not be marked.
- **Loss of LMS access** – All academic resources will be shared exclusively through the **Learning Management System (LMS)**. Students who default on fee payments will lose access and will not be able to view faculty-shared materials.
- **Late Fee Charges** – A **late fee of QAR 100 per week** will be applied for each delayed week beyond the cutoff date until the payment is cleared.
- **Examination Eligibility** – Once the student does not meet the **75% attendance criteria**, they will not be eligible to fill the examination form and thus will not be allowed to sit for the semester examinations.

3. Important Reminders:

- Ensure timely payment to avoid academic and financial penalties.
- Contact the finance office immediately if you have concerns regarding your payment status.

For any queries, please reach out to the **Finance Office** during working hours at +974 44459804 or email at fee@miesppu.edu.qa

We appreciate your cooperation in maintaining timely payments to ensure uninterrupted academic progress.

Best Regards,

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