

## Frequently Asked Questions (FAQ)

### **1- Are emergency withdrawal and course withdrawal subject to payment of fees?**

Yes. Emergency withdrawal and course withdrawal, leading to withdrawal of the academic semester, even if it is evidenced by doctor's certificate or exit from the country and student's failure to complete the academic semester due to justifiable reasons, approved by the Department of Academics, will be subject to payment of university fees and the amounts paid will not be refunded.

### **2- Should the student pay fee in case of an academic leave?**

Yes. Students who apply for academic leave (including medical and non-medical leaves), when their request has been approved by the Deputy Office of Academics of the Campus, are required to pay fixed fee for any academic semester, which is located within his/her leave period.

### **3- How is university fee calculated for a withdrawing student?**

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) without calculating any educational scholarship (even the scholarships granted due to special/unusual conditions such as the corona virus pandemic) 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 (any scholarship granted due to special/unusual conditions such as the corona virus pandemic), 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will be eliminated and the students are required to pay the educational fee for the semester in which they have withdrawn.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: In case the admitted applicant withdraws from education before starting the first semester and first classes, the educational fee for one semester, without calculating any educational scholarship, will not be refunded to him/her (even the scholarships granted due to special/unusual conditions such as the corona virus pandemic), the surplus of payment will be refunded to the student.

### **4- Is the expelled student required to pay penalty?**

In all academic levels, expulsion at any time since the first year of study, shall be subject to payment of annual educational fee (for two semesters) without calculating any educational scholarship (even the scholarships granted due to special/unusual conditions such as the corona virus pandemic) and the amount paid by the student will not be refunded. In other academic years, in case of expulsion, the scholarship for the student's expulsion semester will be cancelled and the students are required to pay the fee for the academic semester during the expulsion.

**5- Is the scholarship for students who apply for changing their level/field of study, cancelled from the previous level?**

A student who applies for changing his/her level/field of study, considering the requirement for completion of withdrawal from the first level/field of study, is considered as a withdrawn student and Committee for Award of Scholarship to International Students will make decision regarding the second field/level of study.

**6- How are the semesters in which the student is waiting to take part in the basic science comprehensive exam (semesters with no course credits) calculated?**

PhD students who have passed the test stages including basic sciences comprehensive exams and pre-internship exams, are required to pay fixed fees without applying the scholarship (for students eligible for educational scholarships).

**7- How are the fees calculated for those semesters in which the student is suspended?**

Suspended students (suspension due to disciplinary and educational reasons) are required to pay the fixed fee of those numbers of academic semesters during suspension period without implementing the scholarship (for students eligible for educational scholarship).

**8- Should the students pay fees for articulated courses?**

Yes. Educational fee for course credits that are sent to and confirmed by the Academic Departments for articulation will be one percent of annual fee per each course credit in PhD programs and will be according to the fee rates in the same academic (current) year and for other levels, it will be two percent of the afore-mentioned fee. In case the course grades sent to the concerned department will not be accepted, 50% of the said fee will be also received. It is obvious that the educational scholarship does not apply to the aforementioned course credits.

**9- Should any fee be paid for re-exam of any course credit?**

Yes. Educational fee of course credits with which the request for re-exam has been agreed, will be received according to the fee rates for educational fees.

**10- Should the student who has applied for transfer to other universities, pay separate fees?**

No. Students are required to pay the educational fee up to the academic semester at the time of transfer. Scholarship regulations for these students shall be similar to those of withdrawal from education and for the eligible students, the related scholarship will be revoked.

**11- How is the university fee calculated for guest student to International Campus?**

The university fee for guest students will be received based to the agreement made between the university of origin and university of destination and in case there is no agreement between the two universities, the university fee for each semester will be received at the time the student becomes a guest, according to the university pattern for students of International Campus.

### **12- How is the university fee calculated for guest student from International Campus?**

For one academic semester, payment of fixed fee without applying the educational scholarship (for student's eligible for educational scholarship) is mandatory at the approved year for the same year.

### **13- Is payment by installments of educational fee possible?**

Regarding the payment of annual fee, all students are required to pay their fees at the beginning of each academic year. In case the student cannot afford to pay the university fees, he/she can pay the annual fees in two phases and each payment must be made before going through the credit selection process in the academic semester.

### **14- which currency is accepted?**

U.S. dollars and euros are accepted.

Your money should not have any color spot, stamps, tears, holes, or writings on it.

Damage to security features - for example, if the \$ 100 3D security ribbon is lost can also destroy the bill, and us dollars printed after 2013 are accepted.

### **15- How to deposit money in Tehran?**

From January 1, 2023, all international students only have to pay tuition fees at the **Meli Bank** of the university branch.

- Please ensure that you quote your student's full name, passport number and 10-digit student ID number and details of what is being paid on the payment receipt or we will be unable to allocate your payment to your student account.
- After payment, students are required to submit their receipts to the financial office and get the new receipt registered in SIPAD from the financial affairs.
- It is necessary to have FIDA Code (FARAGIR Code) to perform banking operations.
- It is mandatory to have a passport with you to deposit money in the bank.
- Bank working hours are from 8:00 AM to 1:00 PM and the account information is as follows:

Account name: Tehran University of Medical Sciences

Bank name: Bank Meli Iran

Bank address: NO.1292, ENGHELAB Ave

Account No: 20087700421