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Norbuling Rigter College
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NRC FEE POLICY 2026

1. Purpose

This policy aims to ensure the transparent, fair, and efficient management of student fees, enabling students and parents to be well-informed about fee structures, payment schedules, penalties, and refund provisions. The policy also supports the College's operational efficiency by establishing clear procedures for fee collection, disbursement, and adjustments, thereby fostering trust and accountability in the College's fee management.

2. Definition and Scope

- 2.1 The fee shall refer to all regular applicable charges, including the **Admission Confirmation Fee** levied on students in the college.
- 2.2 Applies to all students enrolled in the College and their parents/guardians, outlining their responsibilities and rights regarding fee payment, penalties, refund eligibility, and compliance with the prescribed schedules and procedures.
- 2.3 Applies to College administrative and finance units involved in fee management in the collection, disbursement, and adjustment of student fees, enhancing the College's operational efficiency.

3. Policy Strategies

- 3.1 Provide students and parents/guardians with clear, accessible information on fee structures, deadlines, and refund provisions through official notices, students' handbook, the college website, and orientation programmes.
- 3.2 Develop well-defined timelines for fee payment (semester-wise, annual, or instalment options), and reminders are issued in advance to help students and parents plan their finances.
- 3.3 Establish a process with clear eligibility criteria and documentation requirements for fee refunds, ensuring fairness and accountability.

3.4 Promptly acknowledge all fee payments by issuing official receipts and maintaining appropriate supporting documents as proof of transaction.

3.5 Maintain accurate, up-to-date, and verifiable records of all fee collections, refunds, and adjustments to ensure transparency, accountability, and ease of financial auditing.

3.6 Prospective students (and parents/guardians) applicants will receive complete information on the fee structure, admission confirmation fee, and other applicable charges at the time of the admission offer.

4. Fee Payment

4.1 Methods of Payment for First Year, Semester I Students (2026)

| Sl. No. | Fee | Amount (Nu.) | Timeline |
|------------------|-------------------------------|------------------------|---|
| 1 | Admission confirmation | 25,000.0 | At the time of admission confirmation |
| 2 | 1 st Installment | Boarder : 55,064.0 | At the time of reporting to the College |
| | | Day Scholar : 35,741.0 | |
| 3 | 2 nd Installment | Boarder : 23,599.0 | Before the mid-semester examination |
| | | Day Scholar : 15318.0 | |
| Total (semester) | | Boarder: 1,03,663.0 | |
| | | Day Scholar: 76,059.0 | |
| 4 | Security Deposit (Refundable) | 5000.0 | At the time of reporting to the College |
| 5 | Admission fee | 500.0 | |
| 6 | College T-shirt | 580.0 | |
| 7 | College Student ID Card | 175.0 | |

Notes:

- (i) The admission confirmation fee of Nu. 25,000 is included in the total semester fee.
- (ii) A one-time security deposit of Nu. 5,000.00 is refundable upon separation from the College, provided all conditions are met.
- (iii) A one-time admission fee of Nu. 500.00 is non-refundable.

4.2 Methods of Payment for First Year Semester II, Year Two and Year Three Students

| Sl. No. | Fee | Amount (Nu.) | Timeline |
|---------|-----------------------------|-------------------------------|---|
| 1 | 1 st Installment | 70% of the total semester fee | At the time of reporting to the College |
| 2 | 2 nd Installment | 30% of the total semester fee | Before the mid-semester examinations |

Note:

- (i) *The College reserves the right to levy additional fees as and when required, subject to discussion and approval by the competent College authority or relevant governing bodies.*

5. Penalty for Late Fee Payment

5.1 Late payments of regular semester fees will incur a nominal administrative charge of Nu. 100 per day for up to 15 days beyond the due date. If fees remain unpaid after this period, the College may initiate appropriate administrative action.

5.2 This penalty applies exclusively to regular semester fees and does not cover other charges or deposits.

6. Fee Refund

6.1 Admission Confirmation Fee

The refundable portion of the Admission Confirmation Fee of Nu. 25,000.00 will be determined based on the number of days of written notice submitted before the commencement of students' orientation, with all calendar days, including weekends and holidays, taken into account.

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| Sl. No. | Days of Notice Period | Amount Refundable (%) |
|---------|-----------------------|-----------------------|
| 1 | 46+ days | 50% |
| 2 | 31 – 45 days | 25% |
| 3 | 16 – 30 days | 15% |
| 4 | 1 – 15 days | 0% |

Notes:

- (i) *Students/parents/guardians must submit a written withdrawal request, stating the reasons, to the Head of Administration and Finance for processing.*
- (ii) *Students who have paid the Admission Confirmation Fee of Nu. 25,000.00, but are unable to join the College, may retain the fee for enrollment in the following academic year and will not be required to pay it again.*

6.2 Withdrawal After Commencement of Orientation/Classes

Students (both Regular and Continuing Education) who withdraw after the commencement of classes or orientation are not eligible for a refund of fees paid for that semester.

6.3 Expulsion or Termination

- 6.3.1 Fees paid by students who are expelled or terminated from the College will not be refunded.
- 6.3.2 In cases where students lose access to residential facilities due to disciplinary actions, fees paid for accommodation and meals will be forfeited.
- 6.3.3 Students who voluntarily opt to withdraw from boarding facilities may receive a pro-rata refund for accommodation and meal fees, calculated based on the period of use.

6.4 Advance and Excess Payments

Any advance payments for future semesters or excess fees paid will be either adjusted against upcoming fees or refunded upon approval by the competent College authority.

6.5 Security Deposit

6.5.1 The security deposit is refundable upon submission of a No Dues Certificate from the College.

6.5.2 Refunds must be claimed within six (6) months of separation from the College. Deposits not claimed within this period will be forfeited.

7. Voluntary Leave of Absence/Deferred Return

Students who are granted an official leave of absence or a deferral, with approval from the Dean of Academic Affairs, may have their paid fees credited toward a future semester, subject to the following conditions:

- (a) The student must resume studies within the maximum enrollment validity period established by the Royal University of Bhutan (RUB).
- (b) The relevant junior cohort or programme must be operational at the time of the student's return.
- (c) Any difference in fees applicable at the time of return must be paid to the College.

8. Revision of Fee Structure

- 8.1 The fees for tuition, food, and accommodation applicable to students admitted in 2026 shall be subject to an annual increase of 2–3%.
- 8.2 The fee structure for current Year 2 and Year 3 students shall remain unchanged until their graduation.
- 8.3 Any revision to the fee structure shall be reviewed and implemented on an annual basis.