

## **The Exchange Program Credit Payment Policy. Return of payment policy.**

1) The minimum number of credits that a KIMEP student must transfer back to KIMEP and pay according to the exchange program is 9, and the maximum is 18 per semester. If the student fails a course at the host university within 9 credits, the cost for these course is not refunded. This is in accordance with the general payment policy of KIMEP. Master students who have fewer credits left to complete the requirements of the academic program can participate in the exchange program, taking 15 credits (30 ECTS) at the partner university and transfer a minimum of 9 credits, paying only for the remaining credits to fulfill the requirements of the academic program at KIMEP.

Payment can be made in a few installments, as usual, following the KIMEP academic calendar of the exchange semester: the first payment is made before departure and registration to the Exchange Program, the rest - according to the KIMEP payment calendar. Untimely payment leads to the imposition of fines.

2) For students receiving a grant at the KIMEP University, - the grant will be kept if participants fulfill all the requirements of the grant award: the minimum number of credits to transfer back for bachelors is 12, and for graduates 9 per semester. The maximum is 18 per semester. Graduating students at their last semester with less than 12 credits are allowed to transfer as much credits as left for graduation and keep their scholarship at KIMEP.

\*\*\*

Students must pay tuition fee for 9 credits and inform the INTERNATIONAL OFFICE coordinator for outgoing mobility. Then the INTERNATIONAL OFFICE coordinator for outgoing mobility will open the registration for the exchange program.

The amount for the pre-paid credits will cover the payment of 9 credits transferred from the partner university. If the reduction of credits under the exchange program is approved, the difference will be returned or applied to the fees due for the next semester by a request of the student.