



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

COLLEGE OF MEDICINE

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TUITION FEE COLLECTION PROCEDURE

Encryption : QT.01/ P.KHTC/01

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TUITION FEE COLLECTION PROCEDURE

I. PURPOSE AND SCOPE OF APPLICATION

This procedure establishes a uniform set of rules throughout the school.

Procedures for students to pay tuition and fees.

Facilitating students in conducting transactions related to tuition fees with the school.

This procedure applies to all units within Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

Tuition fees are the amount of money that students must pay to help cover the costs of educational activities.

2. Abbreviations:

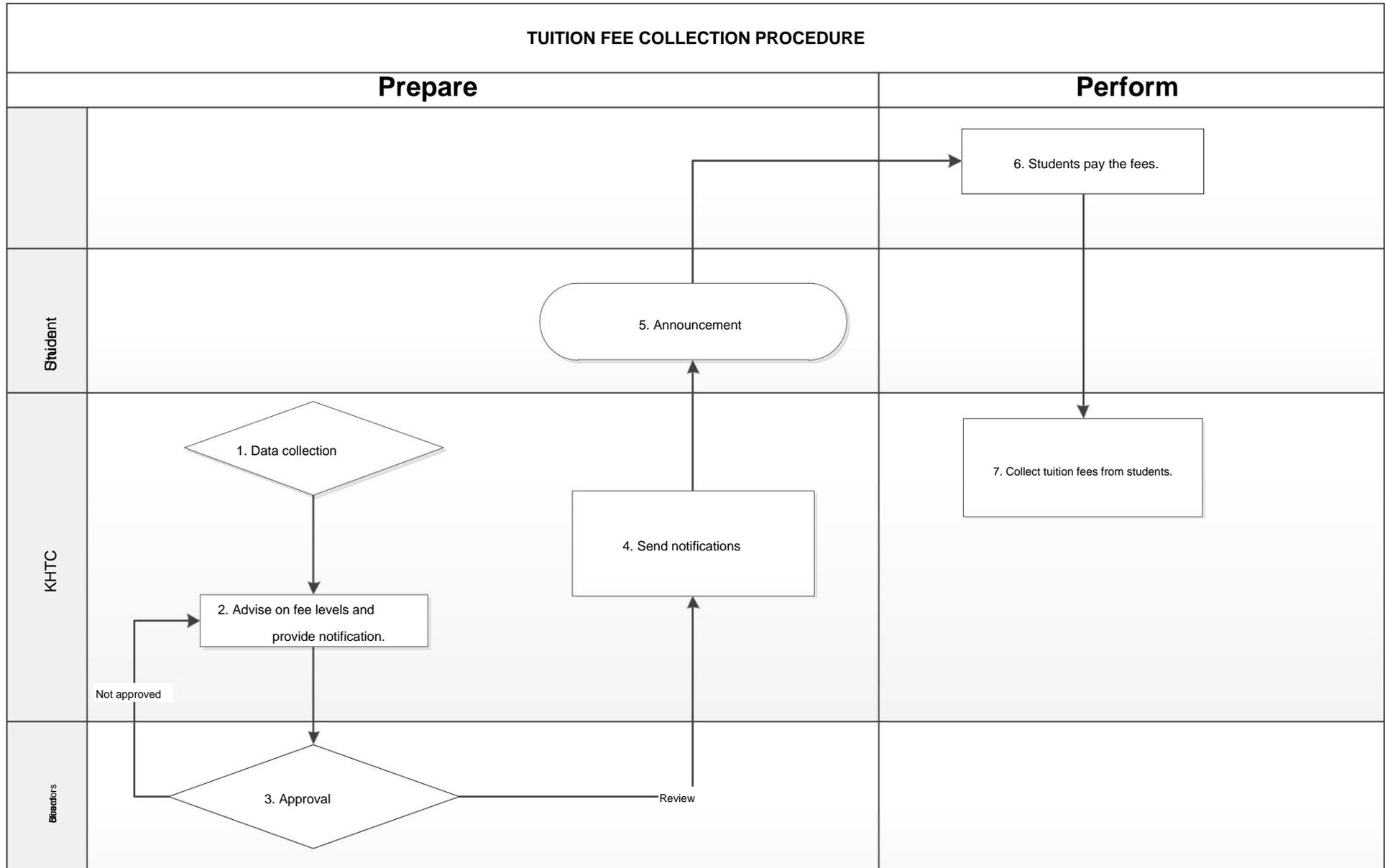
QT	Procedure
<small>Board of Directors</small>	Board of Directors
P.KHTC	Finance and Planning Department
TP.KHTC	Head of Financial Planning Department
KHTC	Financial Plan
<small>Urban Management</small>	Training management
Student Affairs	Student Affairs
TCHC	Administrative Organization
HSSV	Students
<small>Homeroom Teacher</small>	Homeroom teacher
CVHT	Academic Advisor
KTV	Accountant

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-7)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Decision, document	BM/QT.01/P.KHTC/01-01
2.	Decision on tuition fee collection	BM/QT.01/P.KHTC/01-02
3.	Tuition Fee Announcement	BM/QT.01/P.KHTC/01-03
4.	Sales Invoices	02GTGT3/001
5.	Notification of receipt	BM/QT.01/P.KHTC/01-04



SPECIFICATION OF THE TUITION FEE COLLECTION PROCESS

No.	Job step name	Specification	Department/Unit presently	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Data collection	- Based on the documents and regulations of State regulations on tuition fees per academic year. - Decision to establish the class - The Principal's decision regarding deferment, withdrawal from studies, or continuation of studies. - List of newly enrolled students	Room KHTC	Department of Education Management Room Student Affairs	Document Decision	July	BM/QT.01/P.KHTC/01-01
2	Staff deciding on tuition fees, information tuition fee report	The staff will decide on the tuition fee rates and submit the tuition fee announcement to the Board of Directors for approval.	Room KHTC			July	BM/QT.01/P.KHTC/01-02
3	Approve	Approve the decision on tuition fees and announce the tuition fee collection.	Principal		Decision Notification	July	BM/QT.01/P.KHTC/01-02 BM/QT.01/P.KHTC/01-03
4	Send the Decision and tuition fee notification fee	- Send tuition fee collection decisions and tuition fee collection notices to the Student Affairs Department. - Create a list of tuition fees to be collected for each class.	Room KHTC	CT Department Students Homeroom Teacher CVHT	Decision Notification	July	BM/QT.01/P.KHTC/01-02 BM/QT.01/P.KHTC/01-03
5	Announcements	Based on the tuition fee notice, the homeroom teacher will inform the students of the amount to be paid, time and	Homeroom Teacher	Homeroom Teacher	Answering questions	July	BM/QT.01/P.KHTC/01-02 BM/QT.01/P.KHTC/

		The submission method is given to students during class meetings.			the children's problems HSSV		01-03
6	Students pay the fee.	Students must pay the tuition fees as stated in the tuition fee notice: - Revenue level - Collection time - Method of collection	Student Affairs Department, Planning and Finance Division		Sales invoice	Time in the announcement	02GTGT3/001
7	Collect tuition fees from students.	- Collect payment and issue invoices. Students pay their fees at the Finance and Accounting Department. - Verify and cross-check with the bank, add students who have paid their tuition fees through the school's bank account to the tuition fee collection list, and issue invoices.	Treasurer of the Planning and Finance Department		Sales invoice Newspaper Have	Every day Monthly	02GTGT3/001 BM/QT.01/P.KHTC/ 01-04