



ADMISSION AND FEE REFUND POLICY 2024-2025

As approved in the 47th Academic Council meeting and notified via Notification No. NI/AC/Notification/047-02 Dated: 22-07-2025.

ABSTRACT

The Newport Institute of Communications and Economics is committed to fostering an inclusive and diverse academic environment. Our open admissions policy ensures that all applicants are evaluated based on merit, regardless of their race, gender, ethnicity, background, or socioeconomic status. Conducted twice a year, our admissions process emphasizes academic performance, aptitude tests, and personal interviews, while upholding strict standards for document verification and authenticity. We also offer scholarships and financial aid based on need and merit, adhering to our comprehensive Scholarship Policy and Guidelines. Our goal is to provide fair and equitable access to quality education for all aspiring students.

ADMISSIONS POLICY

- I. Newports Institute of Communications and Economics follows an open admission policy, accepting students based on merit regardless of race, gender, ethnicity, background, or socioeconomic status, provided they meet the Institute's admission criteria.
- II. Newports Institute of Communications and Economics does not reserve any quota seats for admission to any of its programs.
- III. Admissions at the Institute are conducted twice a year, during the Fall and Spring Semesters of an academic/calendar year, starting with the Fall Semester.
- IV. The Institute reserves the right to determine the number of students/seats available for each program.
- V. Newports Institute of Communications and Economics offers scholarships and financial assistance based on need, merit, or both. The Institute follows its latest Scholarship Policy and Guidelines when awarding financial provisions to students.
- VI. The Admissions Committee reserves the right to increase, decrease, or abolish the specified percentage of scholarships on a case-by-case basis.
- VII. The Institute will register an admitted student under the name mentioned on their Matric (HSC) or O-level equivalence certificate (SSC) issued by IBCC, which will also be used on the student's degree and transcript.

Admission Criteria

Each applicant is individually reviewed and assessed by the Institute based on the following criteria:

- I. Applicants must present original credentials, such as degrees, certificates, mark sheets, and transcripts, for validation and verification by the Admissions Department. Additionally,

identification documents like CNIC/Passport must also be shown in their original form for validation purposes.

- II. The Institute shall invite applications for admissions in various academic programs through publication of advertisement in print media, social media or any other suitable mode.
- III. There shall be an admission test for each program and the applicants with 50% NTS/SAT/GAT may be exempted from the admission test. NTS/SAT/GAT percentage of an applicant shall be equated to admission test percentage conducted by the Institute.
- IV. All successful applicants must have to pass interview. Interview shall evaluate applicants' social attitude, motivation, positive character and background check.
- V. O and A levels grades shall be equated to Matric and Intermediate level percentages respectively. Equivalence certificate from IBCC is mandatory. Foreign Degree holders must have to provide HEC Equivalency at the time of admissions.
- VI. The admission requirements and roadmap of each degree program shall be made available on the university website, or in prospectus or any other suitable medium; published from time to time.
- VII. A result awaiting candidate can apply for admission by furnishing a certificate that s/he has already appeared in the exam and hoping to meet minimum percentage required for the program.
- VIII. If a candidate fails to provide the result within prescribed time, or fails to attain the required percentage, his/her admission shall stand cancelled. No admission fee shall, however, be charged if such candidate applies for fresh admission.
- IX. In case of incorrect or forged information, revealed at any stage of academic career at NICE, the admission shall be cancelled, and no transcript shall be issued.
- X. A candidate seeking admission in the Newports Institute shall abide by all its rules, regulations and policies published by the Institute from time to time.

BACHELOR/UNDERGRADUATE DEGREE PROGRAMS

Program Title	Acronym	Eligibility Criteria (Pakistani Education System)	Eligibility Criteria (Foreign Education System)
Bachelor of Science in Computer Science	BS-CS	HSSC/Intermediate in Pre-Engineering Group 'or' Computer Science Group 'or' Arts Group with at least 50% marks in aggregate	A level (HSSC Equivalent) 'or' Overseas (HSSC Equivalent) High School Diploma/Certificate with no 'F' Grade
Bachelor of Computer Science (Software Engineering)	BS-SE	FSc Pre- Engineering Group 'or' Computer Science Group 'or' Diploma in Associate Engineer (DAE) with at least 50% marks in aggregate.	A level (HSSC Equivalent) of “Pre-Engineering group” 'or' “Computer Science group” 'or' Overseas (HSSC Equivalent) High School Diploma/Certificate with no 'F' Grade
Associate Degree in Computer Science	ADP - CS	HSSC/Intermediate in Pre-Engineering Group 'or' Computer Science Group 'or' Arts Group with at least 50% marks in aggregate	A level (HSSC Equivalent) 'or' Overseas (HSSC Equivalent) High School Diploma/Certificate with no 'F' Grade
Bachelor of Business Administration	BBA 4 YEARS	HSSC/Intermediate or equivalent in any discipline with at least 50% marks in aggregate.	A level (HSSC Equivalent) 'or' Overseas (HSSC Equivalent) High School Diploma/Certificate with no 'F' Grade
Bachelor of Business Administration	BBA (5 th Semester of 4 year degree Program)	2 Years Bachelor Degree BA/B.Sc/B.Com having 14 years of Education from HEC Recognized local/foreign University/Institute	HEC Recognized foreign University/Institute

Program Title	Acronym	Eligibility Criteria (Pakistani Education System)	Eligibility Criteria (Foreign Education System)
Bachelor of Science Accounting & Finance	BS Accounting & Finance	HSSC/Intermediate or equivalent in any discipline with at least 50% marks in aggregate.	A level (HSSC Equivalent) 'or' Overseas (HSSC Equivalent) High School Diploma/Certificate with no 'F' Grade
Bachelors In Commerce	B.COM	HSSC/Intermediate or equivalent in any discipline or combination with at least 50% marks in aggregate.	A level (HSSC Equivalent) 'or' Overseas (HSSC Equivalent) High School Diploma/Certificate with no 'F' Grade
Associate Degree in Commerce	ADC (Commerce)	HSSC/Intermediate or equivalent in any discipline or combination with at least 45% marks in aggregate.	A level (HSSC Equivalent) 'or' Overseas (HSSC Equivalent) High School Diploma/Certificate with no 'F' Grade

MASTER/ GRADUATE DEGREE PROGRAMS

Program Title	Abbreviation	Eligibility Criteria (Pakistani Education System)
Master of Business Administration (BBA Following)	MBA (1.5 years)	4 Years Bachelor (Honors) Degree in Business Administration from HEC Recognized local/foreign University/Institute at least 130 credit hours with 2.5 CGPA/ 60%.
Master of Business Administration (Regular)	MBA (2.5 Years)	16 years non business degree such as BS/BE/ LLB 4 YEARS/MSc/MA/MBBS/MCS/ or professional certification recognized by the Higher Education Commissions of Pakistan as Master equivalent program such as ACMA, CA, ACCA with 2.5 CGPA/ 60%.

Master of Science Business Administration (Regular)	MS(BA)	4 Years Bachelor (Honors) Degree in Business Administration from HEC Recognized local/foreign University/Institute at least 130 credit hours with 2.5 CGPA/ 60%.
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WEIGHTAGE OF ADMISSION

STANDARDS / CRITERIA

DESCRIPTION OF TEST / ASSESSMENT ETC.	UNDERGRADUATE LEVEL	GRADUATE LEVEL
Grades obtained Matric/O Level or Equivalent	10%	10%
Grades obtained HSSC / A-Level / DAE or Equivalent	40 %	10%
Grades obtained in Graduation/Bachelor Program	Not Applicable	30%
Aptitude Test (Passing Marks 50%)	40 %	40%
Interviews (Evaluation on the basis of subject knowledge, communication, personality etc.)	10 %	10%
TOTAL	100 %	100 %

CREDIT TRANSFER POLICY:

Transfer into NICE can only be accepted for candidates who have studied or are currently studying at HEC recognized universities. Transferring credits must have a minimum letter grade of B or above (or 70% marks) for Master's programs and Bachelor's programs it's C+ and above (or 60% marks). The request for transfers must be made at the time of admission. All documents related to transfer of the credit must be submitted along with the "Course Transfer request form". The transfer of the credits is subject to the approval of the Credit transfer committee of the Institute.

SCHOLARSHIP POLICY:

- Newports Institute offers scholarships and financial assistance on the basis of need, merit, Hafiz-e-Quran and siblings etc. However, the Institute has a prescribed criterion for awarding financial provisions to a student and follows its latest Scholarship Policy and Guidelines to provide scholarships to students.
- The Institute reserves its right to accept/deny requests of financial assistance by students. The Students are informed to submit an application of financial assistance or scholarship, does not make them eligible for the above until a decision is made accordingly.

FEE REFUND POLICY

- The refund policy of Newports Institute for undergraduate/graduate programs is as follows:
 - a) Only the security deposit is refundable if the admission is canceled after the commencement of classes.
 - b) Tuition fee will be fully refunded in below cases.

Timeline	Percentage of Fee
Upto 10 th day of commencement of classes	100% fee refund
Upto 15 th day of commencement of classes	80% fee refund
Upto 20 th day of commencement of classes	60% fee refund
Upto 30 th day of commencement of classes	50 % fee refund
31 st day onwards of commencement of classes	No Refund

NON-REFUNDABLE FEE

1. Admission Fee:

- 1.1. The fee paid as an admission fee is nonrefundable.

2. Registration/Application Fee:

- 2.1. Any Fee, payable at the time of initial application is non-refundable under any circumstances.

3. No Refund:

- 3.1. A student expelled from the university due to disciplinary misconduct, shall not be eligible for any refund, except for the refundable Security/Deposit Fee.