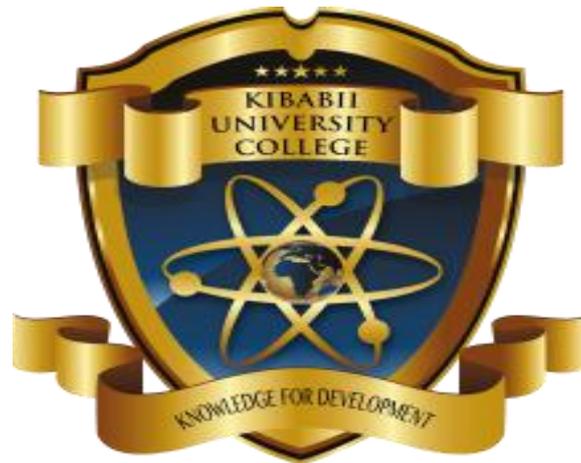


# **KIBABII UNIVERSITY COLLEGE**

(A Constituent College of Masinde Muliro University of Science and Technology)

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## **Kibabii University College**

*(A Constituent College of Masinde Muliro University Of  
Science And Technology)*

### **STUDENTS FEES POLICY**

**JANUARY, 2014**

# KIBABII UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

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## **1.0 Introduction**

This policy document outlines the University College fees management process in relation to student fees debt along with the debt management procedures to be followed. The policy relates to all fees and charges payable to the University College by students as tuition, accommodation, library services and other miscellaneous services. The Policy applies to all students; full-time, part-time, school/Institution based in both undergraduate, postgraduate and any other person enrolled as a student of the University College. All University College staff are expected to familiarize themselves with this policy and to contribute to its effective implementation.

This policy contains information about: methods for tuition fees payment, payment terms and due dates for tuition fees, refund of tuition fees in the event of withdrawal from the University College and the provisions, including sanctions, that apply in the event of a failure to adhere to payment terms.

## **2.0 Purpose**

The purpose of this policy is to:

- (i) Sensitize students and staff on the University College policy on the management of fees payment processes and procedures so as to meet the University College's financial obligations.
- (ii) Formalize the management of the University's fees income and to provide specific sanctions for non-payment of fees to students and clear any ambiguity.

## **3.0 Managerial Responsibility**

The Deputy Finance Officer in conjunction with the top management is responsible for the implementation of this policy. Staff in the Students Finance section are responsible for the effective operation of fees collection and accounting procedures.

### **3.1 Others who are responsible**

- (i) Deans of Schools/Faculties
- (ii) Dean of students
- (iii) Chairmen of Departments and Course Lecturers
- (iv) Schools/Faculty Administrators

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## **3.2 Authority for Debt Carry forward**

It is the responsibility of the Deans to ensure that staff in their Schools/Faculties strictly apply this policy. The approval for a student to carry forward a fee debt shall be given by the University College/Campus Principal.

## **3.3 Execution**

Student Finance Accountants shall generate class lists composed of students who have paid fees while teaching staff will ensure that only those on the class lists attend classes and sit for examinations. In this respect, teaching staff will be required to counter-check against the bona fide students' class list obtained from the Schools/ Faculties Administrators and Student Finance Accountants.

## **4.0 Payment of fees**

Students are required to pay fees and other charges in respect of their programme at the time of registration. No registration is complete until all fees have been paid. If it is not possible for students to pay the full fees at the time of registration, a suitable payment plan approved by the Principal on recommendation from the Deans of the respective Schools/Faculties through Deputy Principal (Academic, Research and Extension) shall be made on how the outstanding fees will be paid. The student will be required to pay fees as per the approved payment plan. Failure to adhere to the plan will result in automatic exclusion of the student from the bona fide students list.

### **4.1 Support to Students**

Students facing difficulties will be advised to seek help from potential sponsors at the earliest possible opportunity. However, It is the University College's obligation to recover all outstanding fees debts.

### **4.2 Tuition Fees**

Tuition fees shall be set by the University College Council on recommendation of the Academic Board/Senate.

#### **4.2.1 Terms for Payment of Tuition Fees by a Sponsor**

Proof of fees payable by a sponsor (HELB, CDF, Companies, Charitable Organisations etc), shall be in writing by the sponsor. Such payments shall be made payable to Kibabii University College. However, it remains the responsibility of the student to ensure full payment of fees.

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## **4.2.2 Payment of other Charges**

Other charges are any fees owed to the University for services other than Tuition Fees. Examples of this charges are accommodation, activity, medical, field trips, computer, library or library fines and surcharges for damages to University College property. Where an official University College invoice has been raised, payment becomes due.

## **5.0 Fees Payment Mode**

Fees shall be paid by depositing the specified amount in the bank accounts provided by the University College and subsequently presenting the banking slip for verification from bank statement and receipting. The University College shall also accept bankers cheques/drafts and cheques from recognized corporate and/or charitable sponsors. The University College shall not accept cash or personal cheques.

## **5.1 Sanctions on Non-payment of Fees**

The following conditions shall apply to any student who fails to pay their fees and other charges on the due date set by the University College (normally within the 20% rule) :

- (i) Shall not be allowed to attend classes.
- (ii) Shall be barred from sitting University College examinations.
- (iii) Shall not be offered Accommodation services.
- (iv) Shall not be issued with transcripts and certificates.
- (v) Shall not be allowed to enrol for the subsequent year of study.
- (vi) Shall be excluded from the Graduation.
- (vii) The University College shall reserve the right to take legal action against students who leave the University College without clearing their fees.

## **6.0 Refund Guidelines**

### **6.1 Full Refund of Tuition Fees Paid**

A student/sponsor will receive a full refund of tuition fees paid if:

- (i) The University is unable to provide the academic course applied.
- (ii) The University withdraws an offer of enrolment for any legitimate reason.
- (iii) A student cannot take up a place at the University because of financial challenges or health related reasons.

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(iv) An International Student is unable to obtain a student visa.

## 6.2 Partial Refunds of Tuition Fees Paid

A student will receive a partial refund of tuition fees paid if:

- (i) A student decides not to enrol or do not enrol in time for the start of the course having accepted the admission offer or
- (ii) A student withdraws part way through the course or
- (iii) The University withdraws an offer or cancels registration on a course because of incorrect and/or incomplete information was provided in the application.

If a student withdraws or for some other reasons ceases from a programme refund on tuition fees shall be paid as follows;

<b>Withdrawal Time</b>	<b>Percentage Refund of Tuition Fees</b>
By end of 1 <sup>st</sup> Week of semester	100%
By end of 2 <sup>nd</sup> Week of semester	80%
By end of 3 <sup>rd</sup> Week of semester	60%
By end of 4 <sup>th</sup> Week of semester	40%
By end of 5 <sup>th</sup> Week of semester	20%
By end of 6 <sup>th</sup> Week and beyond of semester	0%

## 6.3 Modular Courses

A student who pays fees on a module basis shall be charged the full module fees for each module which had been started or for which the student had received learning materials.

## 6.4 Scholarships

If a student had been awarded a scholarship which was subject to satisfactory academic performance and/or payment of tuition fees or other illegitimate reasons the scholarship shall be withdrawn when the student withdraws from studies.

## 6.5 Exceptional Circumstances

The University College will consider exceptional circumstances to those described above on a case by case basis on direct application to the Principal.

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## **7.0 Refund on Withdrawal from a Course**

A student wishing to withdraw from a course must first contact the Dean or Course coordinator for recommendation/approval. However, it should be noted that the Dean would not authorise any refund of tuition fees at this stage. The refund shall be effected upon approval by the Deans Committee.

## **7.1 Refund Procedure**

A student seeking a refund should complete a refund request form and return the form to the Student Finance section for processing. Refund cheques will be made payable to the person or institution who paid the fees.

## **7.2 Monitoring the Procedures**

The Deputy Principal (PAF) is responsible for monitoring the University College Refund Procedures to ensure consistency of application.

## **8.0 Debt Recovery Guidelines**

Fees and other charges are due for payment at the time of registration. It is payable either on semester basis or on the basis of the academic year, dependent on each individual students circumstances.

- (i) If fees remain unpaid beyond the stipulated period, access to the University IT network and Library services shall be suspended. Access shall not be re-instated unless outstanding fees are paid in full or a new payment plan is agreed upon with the University College Management Board.
- (ii) If the fees remain unpaid, the student will subsequently be notified in writing of the University's decision to take legal action to recover outstanding debt, including costs incurred e.g. commission and charges and that the University's sanction of withholding the conferment of awards and re-enrolment will be applied.

**Note:** The University College shall reserves the right to collect fee owed.

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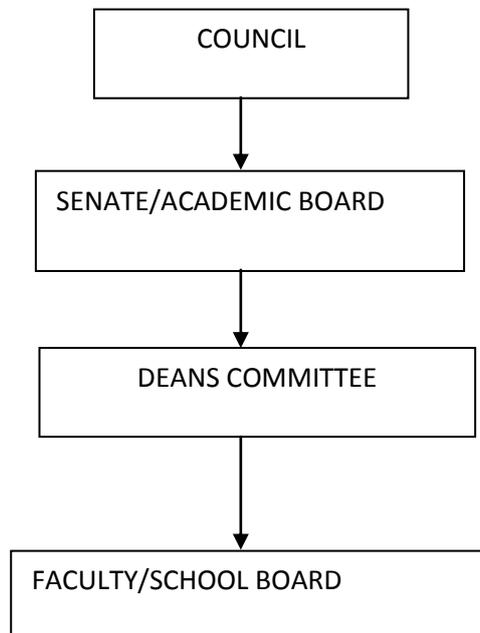
## 9.0 Transfer of Fees

There shall be no inter student transfer of fees and/or transfer of fees to other institutions without authority of the sponsor or guardian in writing.

## 10.0 Review of Policy

The Students Fees Policy shall be subject to review by the University College from time to time.

## 11.0 Organizational Structure

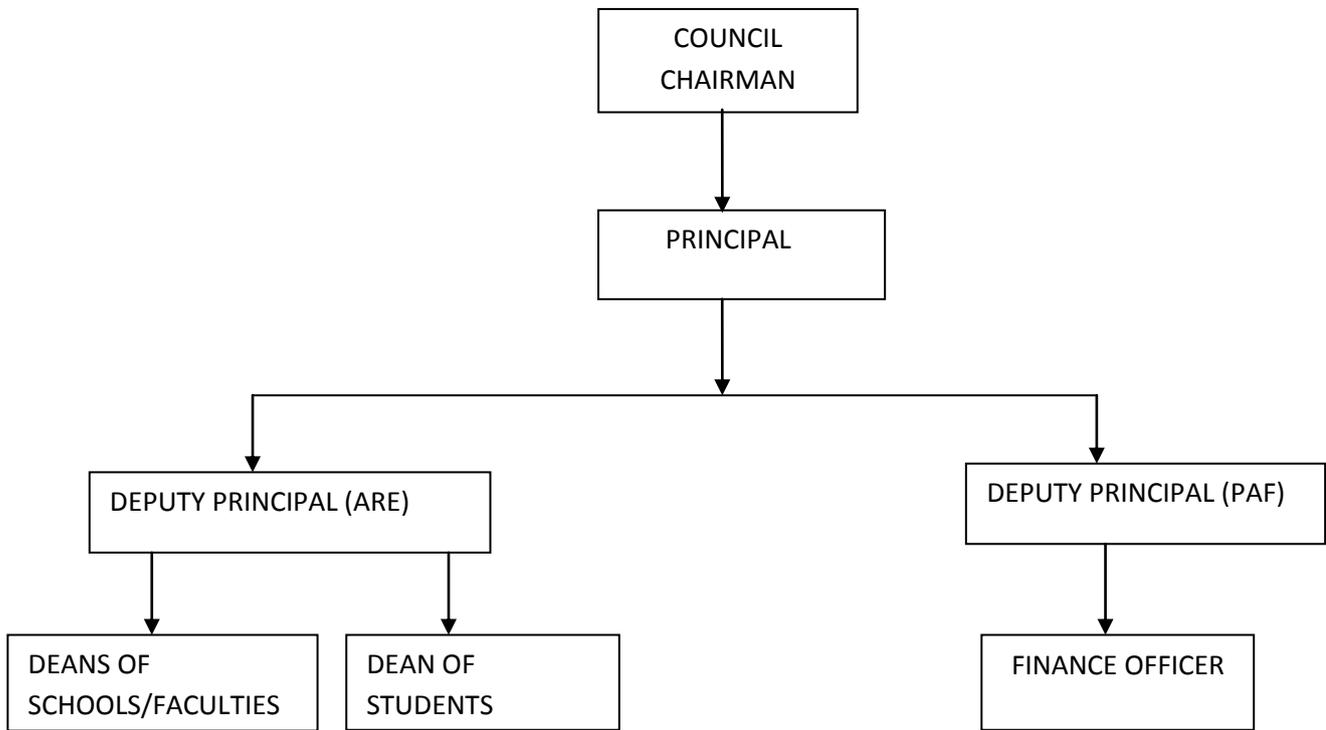


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## 12.0 Management Structure



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University of Eldoret, Students Fees Policy Document.

**Council is requested to deliberate on the students fees policy as proposed and consider to approve for implementation.**