

DRAFT

KISII UNIVERSITY



UNIVERSITY FEE PAYMENT POLICY

2013

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1.0 DEFINITION OF TERMS

For the purpose of this document:

- i) **Academic year** - refers to a period of study consisting of two semesters, not necessarily consecutive, and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study.
- ii) **Bursary**- refers to the sum of money which is given to needy students to allow them to study in the University.
- iii) **Fees** - refers to the amount of money paid by the student to the University for educational and other services provided by the University.
- iv) **Installment** - refers to payment of fees in parts within a specified period.
- v) **Refund** - refers to the money paid back to the sponsor as a result of a student withdrawal from the University, demise or overpayment of fees.
- vi) **Registration** - refers to the process where a person puts his/her name and signing the official list that allows him/her to become a student and hence receive educational and other services offered by the University.
- vii) **Scholarship** - refers to a situation where studying or training is paid for by the University, individuals or other organizations.
- viii) **Semester** - refers to a period of study consisting of sixteen (16) weeks or its equivalent in contact hours.
- ix) **Sponsor** - refers to an individual or organization responsible for payment of some or all the fees of the student.
- x) **Student** - refers to a person who is registered as a student of the University during a current academic year for a first or higher degree, diploma, certificate or such other qualification or course of the University as may be approved by the Senate as qualifying a person for the status of a

student, but does not include a student of an affiliated institution who is registered for examinations leading to the degree, diploma, certificate and other academic award of the University.

- xi) **Trimester** - refers to one of the three periods in which the calendar year of the University is divided and each comprising of sixteen (16) weeks of study.
- xii) **University** - refers to Kisii University.
- xiii) **Work study** - refers to a program designed by the University to assist needy students pay fees.

2.0 ACRONYMS

- SSP** - Self Sponsored Programme
- HELB** - Higher Education Loans Board
- KSU** - Kisii University

3.0 AIMS OF THE FEE PAYMENT POLICY

The aims of this policy are:

- i) To guide students, sponsors and stakeholders on a convenient fee payment plan,
- ii) To ensure prompt and effective fee collection for quality service delivery,
- iii) To facilitate effective planning for the University's resources.

4.0 POLICY STATEMENT

The University recognizes that fee payment is critical to the University, students and stakeholders. A convenient fee payment plan is necessary for proper fee collection which in turn ensures effective planning and development of the University. The fee payment policy ensures quality delivery of service to students and value for money to stakeholders and the community at large. The policy also caters for both the needs and aspirations of the University and the stakeholders. It gives a clear guideline to

students, sponsors and stakeholders on a convenient fee payment plan.

5.0 IMPORTANCE OF THE FEE POLICY

It is important that you read these KSU fee policy before completing your university enrolment. Once you enroll, you will be bound by the University's fees policy, terms and conditions and are agreeing to pay tuition fees for every year in which you are enrolled.

Note that tuition fees do not include costs such as certain other costs that may be requires as part of your enrolment. There may be additional costs, fees and other charges in some cases. All tuition fees and other charges are paid in Kenya shillings (Kshs.)

5.0 FEES PAYMENT PLAN

Fees is payable either per semester, trimester or per academic year.

5.1 Full payment for an Academic Year

Fees may be paid in full up-front for one academic year or more. All students who pay full fees for one academic year up-front shall be eligible to a 2.5% discount per academic year on tuition charges only.

5.2 Semester Payment

Fees shall be paid per semester. All fees shall be payable in full before the start of the semester. Payment per semester will not attract a discount.

5.3 Payment by Installments

In the event of inability to pay fees in full before the start of the semester, the student shall be allowed to pay by installments. Under this plan, payment shall be in two installments as follows:

a) First installment shall be paid before the start of the semester.

This will include 50% of the tuition fees plus 100% of other applicable charges*. Those accommodated by the University shall pay 100% of the boarding charges up-front.

Other charges include examination, medical subscription, activity, registration, student's identification card, computer, internet, field/academic trips, attachment, library, students union and accommodation.

- b) Second installment of 50% tuition fees must be paid in full by the twelfth (12th) week of the semester. Failure to clear full fees by the twelfth week shall lead to the student being advised to take academic leave and thereafter sit for the examinations when next offered upon clearance of fees. Exceptional circumstances shall be handled at the discretion of the Registrar, Academic Affairs.

5.4 External Repeat or Repeat Stay Out

A student who is on external repeat will not be required to pay fees during the period he/she is out of the University. However, in cases where the University regulations allow such a student to attend lectures and receive other services, the student will be required to pay the full amount of the requisite fees before the commencement of the semester.

5.5 Eligibility to sit for University Examinations

The Registrar, Academic Affairs, in consultation with the student finance office shall compile a list of bona fide students (students who are registered and have fully paid their fees for the semester) by the thirteenth (13th) week of the semester. Only the students on the bona fide list will be eligible to sit for University examinations. The list of bona fide students shall be made available to examination invigilators as the examinations attendance list.

6.0 REFUND OF FEES

- a) Refund of fees may arise out of a student withdrawal from the University, overpayment of fees or if a student is deceased.
- b) Fees refunds shall be payable to the sponsor by cheque upon receipt of a written request.
- c) The University shall not make fees refunds to individual students. Exceptional circumstances shall be handled at the discretion of the Registrar, Academic Affairs.
- d) Refunds shall be made as follows:

6.1 Refunds due to Withdrawal from the University

- a) Students who withdraw before the start of the semester will be refunded all the fees paid less administration costs.
- b) For those who withdraw after the semester has began, the following fees will not be refunded - registration, student identification card, students union, accommodation (where applicable), and medical.
Tuition fees and other refundable charges will be subjected to the following refund criteria:

Note:

- i) There will be no refund after the ninth (9th) week.
- ii) All refunds under this category shall attract Kshs. 2,000 (two thousand) administration fee.
- iii) All those withdrawing must complete the clearance process within one week, otherwise they shall be deemed to have continued with their studies. In such cases, the Registrar (Academic Affairs) shall determine the effective date for purposes of refund.

6.2 Overpayment Refund

Refunds due to overpayment will be paid in full (100%) and will not attract administrative charges.

7.0 REGISTRATION GUIDELINES

To be allowed to register, the student shall produce a valid fee statement from the Student Finance Office giving clearance for registration.

- i) University registration must be done within the first three (3) weeks of each semester.
- ii) Registration for course units shall be done in the first three (3) weeks of the semester subject to the fulfillment of the university registration requirements.
- iii) University and course registrations do not qualify a student to sit for the University examinations.
- iv) Any student who has fees arrears from the previous semester will not be allowed to register or proceed to the next semester until they have cleared the outstanding fees; such a student is advised to apply for academic leave on financial grounds.

8.0 FINANCIAL ASSISTANCE

KSU students may benefit from the following available financial assistance

8.1 Higher Education Loans Board (HELB)

It is the responsibility of the student to apply for the HELB loan on time to avoid inconveniences in the payment of fees. The loan from HELB shall be credited to the student fee account unless otherwise specified.

8.2 Academic Excellence Awards

Any cash award(s) shall be credited to the student fee account unless otherwise specified by the awarding institution.

8.3 Bursaries and scholarships

- i) It is the responsibility of the student to apply for bursaries and scholarships on time to avoid inconveniences in the payment of fees.
- ii) These shall be credited to the student fee account unless otherwise specified by the awarding institution.

8.4 Work Study Program

This program was created to help students with financial needs. The earnings from work study shall be credited to the students' fee accounts. In exceptional circumstances and upon recommendation from the Dean of Students, the work study earning shall be paid to the student.

9.0 SELF SPONSORED PROGRAM (SSP)

The fee payment by KSU students in the CEP centers will be governed by fee payment arrangements in the respective centers and memorandum of understanding (MOU).

10.0 IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (Academic Affairs).

11.0 REVIEW

This policy shall be reviewed from time to time to incorporate emerging issues, but not later than three years.