



**RONGO UNIVERSITY COLLEGE**  
**DRAFT FEES POLCY**

**FEBRUARY, 2015**

## **FOREWORD**

Rongo University College was established through the Government of Kenya Legal Notice No. 70 contained in the Kenya Gazette supplement No. 51 of 17<sup>th</sup> June 2011 as constituent college of Moi University. The University College opened its doors to the first undergraduate students in 2012. Due to the fast growth of the University there is a need to put in place operating systems so as to offer transparent and quality services to the customers.

The demand for higher education in Kenya has tremendously increased over the last few years. Consequently, parents and guardians have to contribute directly to the cost of University education for those under their sponsorship.

In order to streamline the university revenue, RUC has developed a comprehensive Fee Payment Policy. The Policy is meant to guide students, parents and guardians on their role and commitment towards payment of University college fees.

The policy provides an efficient and effective fee collection mode to the University College, and therefore enables her offer quality service to her customers. This will also impact positively on the development of the University College through timely planning. This fee payment policy is designed to cater for the interests of the students and sponsors on matters of fees payment. I am therefore pleased to launch this instrument aimed at strengthening and streamlining the University College fee collection mechanism.

Prof. Samuel Gudu

**PRINCIPAL**

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## 1.0 DEFINITION OF TERMS

For the purpose of this document:

Academic year	means a period of study consisting of two semesters, not necessarily consecutive, and any other additional period of study, attachment or research as may be prescribed in the regulations for a particular programme of study.
Bursary	means financial supports given to a needy student to assist them pursue University education.
Fees	Refers to the amount of money paid by the student to the University College for educational and other services provided.
Installment	Refers to payment of fee in parts spread over an agreed period of time.
Refund	Refers to money paid back to the sponsor of a student as a result of withdrawal from the University College, over payment, demise or any other acceptable reason.
Registration	Refers to the process where a person signs a nominal roll that allows him/her to become a bonafide student and hence receive education and other services offered by the University College.
Scholarship	Refers to a financial award to a student by the University College, individuals or other organizations to assist the student to meet the cost of education.
Semester	Refers to a period of study in which the course content are taught and examined.
Sponsor	Refers to an individual or organization who/ which assumes responsibility of paying part or all the fees of a student for a period of study
Student	Refers to a person who is registered as student of the University during a current year for first or higher degree, diploma, certificate or such other qualification or course of the University College as may be approved by the Academic Board, qualifying a person for the status of a student.
University College:	Refers to Rongo University College
Work study	Refers to a work program for students designed by the University to help them carry out certain tasks within the University College for Specified Wages.

## 2.0 ACRONYMS

HELB	Hither Education Loans Board
KUCCPS	Kenya Universities and Colleges Central Placement Services
RUC	Rongo University College
PSSP	Privately Sponsored Student Programme
RAA	Registrar Academic Affairs
DP (ASA)	Deputy Principal (Academic and Student Affairs)
DP (AFP)	Deputy Principal (Administration, Finance and Planning)
PSSP	Private Sponsored Students Program
GSSP	Government Sponsored Students Program

### **3.0 OBJECTIVES OF THE FEE PAYMENT POLICY**

The objectives of this policy are:

1. To guide students, sponsors and stakeholders on a convenient fee payment plan.
2. To facilitate prompt and effective fee collection for quality service delivery.
3. To facilitate effective planning of the University Collage's financial resources.

### **4.0 POLICY STATEMENT**

The University College recognizes that fee payment policy is critical to both students and stakeholders. A convenient fees payment plan is necessary for efficient fee collection in order to ensure effective planning and development of the University College. The fee payment policy ensures quality delivery of services to students and value for money to stakeholders and community at large. The policy also caters for both the need and aspirations of the University College and the stakeholders. It gives a guideline to students and sponsors on a convenient fee payment plan. Fees are essential element of University college's funding and are set with due regard to financial viability, market forces and cost of resources.

The University College is committed to ensuring that the information on fees is readily available. Student registered at RUC are personally responsible for the prompt payment of fees. This includes arrangement where students obtain sponsorship for fees should the sponsor default or where tuition fee loan is not guaranteed.

#### **4.1 FEES REVIEW**

Fees will be subject to reviews by the University College Council to correct them against inflationary trends and to align them with University Mission, Strategic Plan and in line with the Kenya Government guidelines. Such review shall be communicated to both the students and other stakeholders.

#### **4.2 ROLE OF FINANCE DEPARTMENT**

The Student Finance office shall be the information and coordination center for all University College fees.

#### **4.3 RESPONSIBILITY**

Students are liable for payment of fees due from them whether invoiced or not. It is the responsibility of each student to be familiar with the university regulation pertaining to financial matters.

RUC will not accept responsibility for any financial loss, or interruption of classes suffered by any students as a result of suspension, expulsion or termination of studies from the University College because of nonpayment of fees. Fees will not be varied for those who report late.

## **5.0 FEES PAYMENT**

Fees shall be paid per semester. Also fees shall be payable in full before or at the start of the semester into the University College bank accounts. The University College does not accept fees payment in cash. PSSP and GSSP students must pay fees to the respective accounts. The students must indicate clearly their registration numbers when making fees payment.

### **5.1 NON PAYMENT OF FEE**

Failure to clear fee by the twelfth week shall lead to student being advised to take academic leave and thereafter sit for the examinations when next offered upon clearance of the fees. Exceptional circumstances shall be handled at the discretion of the University College. It shall be an offence for a student to attend classes or sit for University College examinations before clearance of semester fees.

### **5.2 EXTERNAL REPEAT/DEFERMENT/ACADEMIC LEAVE**

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

### **5.3 ELIGIBILITY TO SIT FOR UNIVERSITY EXAMINATIONS**

The Registrar responsible for academic affairs, in consultation with the Finance Department shall compile a list of bonafide students (students who are registered and have fully paid their fees for the semester by the 12<sup>th</sup> week of the semester). Only students on the bona fide list shall be eligible to sit for the University College examinations. The list of bona fide students shall be the examinations attendance list to be signed by students that attend the examination. Students who are required to sit special examinations, shall pay for each of the courses (1) week before they sit the examination.

## **5.0 REFUND OF FEE**

- (i) Refund of fees may arise out of a student withdrawal from the university, overpayment of fee or if a student is deceased.
- (ii) Fee refund shall be payable to the sponsor by cheque upon receipt of a written request.
- (iii) The University College shall not make fee refund to individual students.

### **6.1 REFUNDS DUE TO WITHDRAWAL**

- (i) A student who withdraws before the start of the semester will be refunded all the fees paid less registration costs
- (ii) Students who withdraw after the semester has begun, fee for the following will NOT be refunded: registration, student identification card, student union, accommodation (where applicable), and medical.

Tuition fees and other refundable charges will be subjected to the following refund rates and in consideration of the week(s) the student presence at the University College as shown in the table below:

### **RATES FOR REFUND**

<b>Week</b>	<b>Amount refundable (%)</b>
1	90
2	80
3	70
4	60
5	50
6	40
7	30
8	20
9	10
10	0

- (i) There will be no refund after the 9<sup>th</sup> week
- (ii) All refunds under this category shall attract five hundred (500) administration charges
- (iii) A student withdrawing must complete the clearance process within a week; otherwise they shall be deemed to have continued with their studies within that week.

### **6.2 REFUND DUE TO OVERPAYMENT**

Refunds due to overpayment will be paid in full (100%) to the sponsor after clearance from the University College.

### **6.0 REGISTRATION GUIDELINES**

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

- (i) University registration for the semester must be done within the first three (3) weeks of each semester
- (ii) Registration for courses shall be done within the first three (3) weeks of the semester subject to the fulfillment of the University registration requirements.
- (iii) No student shall be allowed to attend lectures or sit for examinations without proper registration (signing the nominal roll and course registration).
- (iv) Any student who has fees arrears from the previous semester shall not be allowed to register or proceed to the next semester until they have cleared the outstanding fee. Such a student may be advised to apply for an academic leave on financial grounds

## **7.0 FINANCIAL ASSISTANCE**

RUC students may get financial assistance from various financial institutions.

### **8.1 Higher Education Loans Board (HELB)**

It is the responsibility of the student to apply for 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 Bursaries and Scholarships**

(i) It is the responsibility of the student to apply for bursaries and scholarships from other sponsors on time to avoid inconveniences in the payment of fees.

(ii) Bursaries and scholarship money shall be credited to the student fee account unless otherwise specified by the awarding institution/sponsor.

## **8.0 IMPLEMENTAION**

Implementation of this policy shall be vested in the office of the Deputy Principal (Academic and Student Affairs)

## **9.0 REVIEW**

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