



**UNIVERSITY OF KABIANGA**  
***ISO 9001:2008 CERTIFIED***

**FEE PAYMENT POLICY**

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## **ABBREVIATIONS**

<b>CDF</b>	Constituency Development Fund
<b>DVC (A&amp;SA)</b>	Deputy Vice Chancellor Academic and Student Affairs
<b>KUC</b>	Kabianga University College
<b>UoK</b>	University of Kabianga

## **INSTITUTIONAL ACRONYMS**

<b>FTC</b>	Farmers Training Centre
<b>HELB</b>	Higher Education Loans Board

**EXECUTIVE SUMMARY**

Student fees comprise an important source of University revenue used to fund critical functions. As such, consistent inflow is crucial if these functions must run effectively.

This policy guarantees such flow as it relates to all fees and charges payable to the University by current and former students for the use of its facilities and the provision of its services. This includes monies owed in respect of tuition, accommodation, programmes of study, examinations, conferment of degrees, Library and other miscellaneous fees and charges, including the payment of money owed to the University in respect of loans, books or other equipment or materials. There is an urgent need to.

**Signed.....Date:.....**  
**Vice-Chancellor**

## **1.0 PREAMBLE**

The Kabianga Complex which comprised of the High school, Primary school and the Farmers Training Centre (FTC) has a long history dating back to 1925. It is therefore, one of the oldest education centres in Kenya in particular and the Eastern part of African in general. The FTC started in 1959 as a result of the Swynerton Plan in the mid 1950s which advocated inter-alia the improvement of agricultural and livestock production. FTC remained under the management of the Ministry of Agriculture and Livestock Development for a period of 48 years providing training and extension services to the small scale farmers in Southern Rift Region of the country and beyond. Due to the demand for higher education in Kenya, the Government handed over the former FTC to Moi University on 8<sup>th</sup> November 2007. The first cohort of students to be enrolled reported on 26<sup>th</sup> November, 2007 for the 2007/08 Academic year.

Kenya Government, through a Legal Notice No. 77 gazetted in the Kenya Gazette Supplement No. 36 of 29<sup>th</sup> May, 2009, established Kabianga University College as a Constituent College of Moi University and on 1<sup>st</sup> March, 2013 KUC was elevated to a fully-fledged status and named the University of Kabianga upon the award of the charter by H.E. Hon. Mwai Kibaki, the 3<sup>rd</sup> President of the Republic of Kenya.

### **1.1 VISION**

To be a leading University in scientific innovation for the betterment of humanity

### **1.2 MISSION**

The Mission of University of Kabianga is to create, preserve and transfer knowledge and Technology through quality and entrepreneurial education, research, extension and partnership with government, industry and non-state actors whilst ensuring a sustainable environment.

### **1.3 THE CORE VALUES**

- a) Promoting and defending intellectual and academic freedom, scholarship, innovation and relentless search for truth.
- b) Fostering teamwork, collaboration, creativity and innovation, effective communication, tolerance and a culture of peace.
- c) Valuing excellence, quality and service, openness, consultation, efficiency and effectiveness.
- d) Recognizing competence, meritocracy, exemplary leadership, equality, integrity and national patriotism.
- e) Continually improving services in order to remain competitive and relevant.

### **1.4 PHILOSOPHY**

The philosophy of the University of Kabianga is to foster intellectual development, excellence, creativity and innovation, academic freedom, equity, integrity, peace and sustainability through relentless search for truth.

### **1.5 THE UNIVERSITY ORGANIZATIONAL STRUCTURE**

University of Kabianga is a corporate organization established by the Universities Act (2012) and it has various bodies for its effective management. These include:-

- a) Chancellor
- b) Council
- c) The University Management Board
- d) The University Senate
- e) Schools, Institutes, Directorates, Centers and Departmental Boards.

#### **1.5.1 The Chancellor**

Chancellor is the titular head of University of Kabianga.

### **1.5.2 The Council**

The Council is the governing body of the University through which it can act, administer property and funds, and receive monies, plant and equipment materials, gifts and grants for its use. The Council is also responsible for the welfare of staff and students and can enter into association with other universities and institutions within Kenya or otherwise as it may deem necessary and appropriate.

The other function of the Council is to appoint staff and conduct disciplinary action against staff and students in consultation with relevant University organs.

### **1.5.3 The University Management Board**

The Management Board is responsible for implementing Council and Senate decisions. It is also responsible for providing directives and guidelines to the University's sub-systems for the enhancement of the efficient running of the University.

### **1.5.4 The Senate**

The Senate is the body responsible for academic matters in the University and the final authority on all such matters.

### **1.5.5 Schools, Institutes, Directorates, Centers and Departmental Boards**

The schools and Departmental Boards play a major role in academic and administrative functions of the University. The functions of these Boards are clearly stipulated in the University of Kabianga Charter and Statutes and they assist the Deans and Heads of Department in the Management of their Schools and Departments respectively.

## **1.6 FUNCTIONS OF THE UNIVERSITY**

- a) To provide University education aimed at producing mature, competent and conscientious graduates with appropriate skills, ability and desire to contribute to the well-being and development of the people of Kenya, East Africa region and the global community, in accordance with the national philosophy of mutual social responsibility and international conventions.

- b) To provide education for national service, community outreach and development which reflect the national and cultural heritage.
- c) To develop and transmit knowledge and skills through research training at undergraduate and postgraduate levels
- d) To preserve, produce, process, transmit and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya.
- e) To conduct examinations for, and to grant degrees, diplomas and other awards of the University.
- f) To determine who may teach, what may be taught and how it may be taught in the University.
- g) To play an effective role in the development and expansion of opportunities of Kenyans wishing to continue with their education.
- h) To address emerging issues of national, regional and global importance.

## **2.0 POLICY**

### **2.1 INTRODUCTION**

The Fee Payment Policy is to provide a framework for:

- a) Fee collection amongst students of University of Kabianga.
- b) All stakeholders to understand the fee payment procedure

### **2.2 SCOPE**

The purpose of the policy is to give guidelines on fee payment to both staff and students of University of Kabianga.

This policy relates to all fees and charges payable to the University by current and former students for the use of its facilities and the provision of its services. This includes monies owed in respect of tuition, accommodation, programmes of study, examinations, conferment of degrees, Library and other miscellaneous fees and charges, including the



payment of money owed to the University in respect of loans, books or other equipment or materials.

### **2.3 OBJECTIVES**

1. To ensure that University of Kabianga collect student fee promptly and efficiently by outlining the arrangement for the collection of student fee.
2. To reduce high rates of outstanding fee balances by the Students

### **2.4 AIM AND RATIONALE**

#### **2.4.1 Aim**

The aim of the fee payment policy of University of Kabianga is to ensure that University student fee is collected promptly and effectively. The policy outlines the arrangement for collection of student fees.

The policy covers the collection of tuition fees and other related charges and applies to all University students; Certificate, Diploma, Undergraduate, and Postgraduate levels

#### **2.4.2 Rationale**

The need for such a policy is necessitated by a number of factors that includes:

- (i) Delayed or non-payment of fees by students.
- (ii) Inefficiency in prompt fee payment by students.
- (iii) The need to plan for services ahead of time.
- (iv) For effective service delivery and customer satisfaction there is need for resources.
- (v) Need for a standard procedure for dealing with student fee issues equitably

### **3.0 MANAGERIAL RESPONSIBILITY**

Finance officer shall be responsible for managing this policy however, the implementation lies with the Deputy Vice-Chancellor Academic and Student Affairs who will ensure that the officers indicated below implement the policy to the latter.

- i. Deans of schools

- ii. Heads of departments and lecturers
  - iii. Student Finance Accountant
  - iv. School administrators
- a) Deans of schools are responsible for ensuring that teaching and non-teaching staff at their schools adhere to this policy.
  - b) Student Finance Accountant, school administrators, HoDs and lecturers are responsible for the effective operation of the policy.
  - c) School administrators and School accountants shall generate class lists against nominal roll composed of students who have paid fees. Lecturers will ensure that only those on the class lists are offered services.
  - d) Class lists shall be updated to keep in line with the 20% rule as per the examination policy after which a final list is released. Only students who shall be in the final list will be deemed as bona fide students.
  - e) Examination office in liaison with school administrators /accountants shall release exam cards based on the entries in the nominal roll.

#### **4.0 STUDENTS FEE PAYABLE**

The University fees are subject to changes and University Council shall approve amounts payable as fees by all students as recommended by Senate.

#### **5.0 PAYMENT OF FEES**

A student shall be required to pay tuition fees and all other related charges to the program at the time of registration. No registration is complete until all fees have been paid in full.

Failure to adhere to the plan will result in automatic disqualification.

#### **6.0 MODE OF FEE PAYMENT**

- 1. Fees are paid by depositing the required amount in the bank accounts specified by the University.

2. Upon payment, the banking in slip is presented for authentication and receipting or any other method as may be advised by the University.
3. Personal cheques or cash payments are not accepted under any circumstance.

## **7.0 MAINTENANCE OF STUDENT RECORDS**

Student records shall be maintained in each school and reports on fee collection shall be availed at the lapse of the 20% rule for each semester and thereafter as shall be required. The schools in liaison with admissions office shall update finance office on students who may have transferred, deferred or dropped out so that the fee balances reflected can be accurate.

## **8.0 PROCEDURES**

### **8.1 Invoicing**

All continuing students shall obtain invoices at the end of each semester indicating the amount of fees payable in the next semester. The invoicing will contain a breakdown of the items for payment. Unless otherwise advised, all fee changes shall be effected at the beginning of first semester/term and effectively communicated by the University.

### **8.2 Receipting**

A student must obtain University official receipt for the amount of fee paid immediately or within a period of one week from Finance office.

Receipts cannot be mailed or issued for payments not made in person.

### **8.3 Student Fee debt policy statement**

- i) A demand note shall be written to all students with fee balances. Any fee balance **MUST** be paid before commencement of the next semester. A student will not be allowed to sit for examinations for a particular semester before fees is paid in full.
- ii) A student who has withdrawn from the University for non-payment of fees shall be required to pay outstanding debt immediately

iii) Notwithstanding the above requirements, student with fee balances shall not be allowed to access the following from the University:

- i) To sign nominal roll
- ii) Sit for end of semester examinations
- iii) To access University Library services
- iv) To graduate upon completion of the course

The University will from time to time initiate and implement other controls so as to reduce the fee debts owed to University by students and such controls shall be interpreted as part of this policy.

#### **8.4 Deadline for Fee Payment**

- (i) The deadline for payment of full fees shall be the expiry of the 20% of the semester/term period.
- (ii) For a student with exceptional cases, they MUST OBTAIN APPROVAL from Deputy Vice-Chancellor (A&SA) in liaison with Finance Officer to make arrangements in writing on the mode of payment which will be strictly followed and enforced. The arrangements will include payments of the 80% of the fees on reporting while the other 20% MUST be paid within three weeks (20% rule) of every semester. However, despite the arrangements, the student will not be allowed to sign the nominal roll until full payment is made.
- (iii) For those students who cannot meet the above obligation, are advised to defer the programme.

#### **8.5 Excess Fee**

When a student has fee overpayment, the following shall be observed:

- (i) For continuing students, excess fees shall be carried forward to the next semester/year. No refunds shall be made.
- (ii) Final year students shall apply for refund of excess fees. Where such excess fees arises from bursaries received from sponsoring bodies like HELB, CDF and any other sponsoring Body, refunds of such fees shall be made to the sponsoring body after clearance.

- (iii) Where a sponsoring Body gives an approval in writing the refund can be made to the student.

## **8.6 Transfer of Fees**

- (i) No student is allowed to transfer his/her fee to another student.
- (ii) The University shall refund any excess fees to the sponsors /donors for reallocation to other specified needy students.

## **8.7 Refund of Fees**

Early Withdrawal from Accommodation or a Programme of Study In the event of a student withdrawing from a programme of study, the date of withdrawal will be the date either from which the student notifies their Director of Studies of their intention to withdraw, or the date from which the student advises Registry either by e-mail or in writing of their decision to withdraw. For students who withdraw from a programme of study, an assessment and, if appropriate, adjustment in the fees due will be made. This may result in a revised invoice requiring payment, or a refund.

If a student leaves University accommodation early, the sum for which he/she remains liable is set out in the Terms and Conditions of Residence for University Accommodation.

In the event of non-payment, action will be taken to recover all amounts due to the University.

- i. Refund of fees may arise out of a student withdrawal from University, overpayment of fees or if a student is deceased.
- ii. Fees refunds shall be payable to the sponsor by cheque upon receipt of a written request.

The University does not make fees refunds to individual students.

### **8.7.1 Refunds due to withdrawal from the University**

In the event a student withdraws from the university he will be permitted to a refund. The percentage of refund is based on the total amount due for the semester

as well as the period that the student will have covered in the semester as shown below:

- a) Those who withdraw before the start of the semester will be refunded all fees paid less administration costs
- b) For those who withdraw after the semester has started, the following fees will not be refunded: registration, student identification card, students union, accommodation (where applicable) and medical
- c) Tuition fees and other refundable charges will be subject to the following refund criteria.
  - i. 75% refund during the first week of the semester.
  - ii. 50% refund during the second week of the semester.
  - iii. 25% refund during the third week of the semester.
  - iv. No refund after the fourth week
- d) Where a student is discontinued on disciplinary or on academic grounds, no refund shall be made for the semester he/she was discontinued.
- (e) Where a student discontinues due to personal reasons or transfer to another institution during the semester, a refund of tuition and accommodation fees will be done on prorata basis.

**Note:**

- i) All those withdrawing their enrolment 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.
- ii) The mode of refund shall be by cheque

### **8.8 Payment of Fees in Advance**

Students are allowed to pay fees in advance. However, the advance payment will not exempt any student from meeting the fee changes effected from time to time as new fee payment rates are released in the intervening period.

## **9.0 REGISTRATION GUIDELINES**

- a) To be allowed to register, the student shall produce a valid fee statement from the student finance office showing clearance for registration.
- b) University registration must be done within the first four (4) weeks of each semester.
- c) Registration for course units shall be done within the first three (3) weeks of the semester subject to the fulfillment of the campus/faculty/school/institute registration requirements.
- d) University and course registrations do not qualify a student to sit for the University examinations.
- e) Any student who has fee 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 would be advised to apply for academic leave on financial grounds.

## **10.0 IMPLEMENTATION**

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

## **11.0 AMENDMENT OF THE POLICY**

This policy shall be revised after every three (3) years and/or when need arises.