

GREAT LAKES UNIVERSITY OF KISUMU



FEE PAYMENT POLICY

2016

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1.0 DEFINITION OF TERMS

For this policy document:

- i. **Academic Leave** – Is the period for which an **ongoing student** is granted a temporary break from study and/or research work in accordance with University guidelines.
- ii. **Academic year** – Is the period of study consisting of either two or three 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.
- iii. **Bursary**– Is the sum of money which is given to needy students to allow them to study in the University.
- iv. **Deferment** – Is the Postponement of **initiating** studies by a **new student** who has been accepted for an academic study, in accordance with University guidelines
- v. **Fees** –Is the amount of money paid by the student for educational and other services provided by the University.
- vi. **Installment** –Is the payment of fees in parts within a specified.
- vii. **Refund** –Is the Money paid back to the student or sponsor due to student withdrawal from the University, demise, and overpayment of fees or for any other acceptable reason.
- viii. **Registration** –Is the process where a person puts his/her name and signing the official list that allows him/her to become bonafide student and hence receive education and other services offered by the University.
- ix. **Scholarship** –Is a situation where studying or training is paid for by the University, individuals or other organizations to assist the student to meet the cost of education.
- x. **Semester** –Is the period of study consisting of fifteen (15) weeks or its equivalent in contact hours.
- xi. **Sponsor** –Is an individual or organization responsible for payment of part or all the fees of the student for a period of study.
- xii. **Student** –Is a person registered by the university for the purpose of obtaining a qualification of the university or any other person who is determined by the senate to be a student.
- xiii. **Trimester** –Is one of the three periods in which the calendar year of the University is divided and each comprising of fifteen (12) weeks of study.
- xiv. **University** –Is the Great Lakes University of Kisumu, established according to Section 3 of the Charter.
- xv. **Work study**–Is the work program within the university, for students designed by the University to assist needy students pay fees.

2.0 AIMS OF THE FEE PAYMENT POLICY

The aims of this policy are:

- i. To guide students, sponsors and stakeholders on modes of fee payment to the university
- ii. To ensure prompt and effective fee collection for quality service delivery
- iii. To facilitate effective planning of the University's financial resources.

1. POLICY STATEMENT

Fee payment is critical to the University, students and stakeholders. A convenient fee payment plan is crucial for proper fee collection which eventually leads to 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. It gives a clear guideline to students, sponsors and stakeholders on a convenient fee payment plan.

2. FEES PAYMENT PLAN

Fees are payable either per semester or per academic year as follows:

2.1 Full payment for an Academic Year

Fees may be paid in full up-front for one academic year or more.

2.2 Semester Payment

Fees shall be payable 100% by the end of the third week into the semester.

2.3 Deferment/Academic Leave

A student who is on deferment/academic leave will not be required to pay fees during the period he/she is out of the University. A student may be allowed to take academic leave within the first three weeks of the semester. *Please note that full fees will be charged if academic leave requests made after this period are granted.*

2.4 Eligibility to sit for University Examinations

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. Bona fide list refers to a list of students who:

- i. Have paid full fees
- ii. Have completed at least 75% class attendance

3.0 REFUND OF FEES

Refund of fees may arise out of a student withdrawal from the University within the first three weeks of the semester or overpayment of fees. Refunds shall be made as follows:

3.1 Refunds due to overpayment

Refunds due to overpayment will be paid to the designated payer after clearance from the University

3.2 Refunds due to Withdrawal from the University

- i. A student who withdraws before the start of the semester will be refunded all the fees paid less administration costs
- ii. For students who withdraw after the semester has begun, mandatory fee will **NOT** be refunded. Mandatory fee is compulsory per Semester for all students enrolled in school, whether one is taking classes, Partnership Practice, collecting data for the Masters program or writing an evaluation report.

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

RATES FOR REFUND

Week	Amount Refundable (%)
1	90
2	80
3	70
4-15	0

- (i) There will be no refund after the 3rd week
- (ii) 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.

4.0 REGISTRATION GUIDELINES

To be allowed to register, the student shall produce a valid fees 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) No student shall be allowed to attend lectures or sit for examinations without proper registration (signing the nominal roll and course registration).

5.0 FINANCIAL ASSISTANCE

GLUK students may obtain financial assistance from various institutions.

5.1 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.

5.2 Bursaries and scholarships

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

ii) Money received from such sources shall be credited to the student fee account unless otherwise specified by the awarding institution.

5.3 Work Study Program

This program has been created to help students with financial needs. The earnings from work study shall be credited to the students' fee accounts.

6.0 IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (Administration and Finance) or any other person performing those duties.

7.0 REVIEW

This policy shall be reviewed from time to time to incorporate emerging issues.