

FEE PAYMENT POLICY

1.0 REGISTRATION

- i. The deadline for unit/semester registration shall be within the **first two weeks** of every semester.
- ii. Unit registration shall **only** be done in the students' portal.
- iii. The students' portal shall be inaccessible after the registration period.
- iv. Late registration shall attract a penalty of **Ksh. 500** per day.
- v. No student shall be allowed to register **three weeks** after the start of the semester.

2.0 FEE PAYMENT AND PAYMENT METHODS

- i. A student registered at the University must pay all programme fees required during their time of study.
- ii. Upon registration, the student agrees to pay all programme fees as and within the stipulated time lines.
- iii. All fees payable to the University **MUST** be paid via the approved modes of payment communicated to the students from time to time.
- iv. Fee once paid shall not be refundable or transferable except on approval by University Management Board (UMB).
- v. Students are required to include their admission number on the banking slips whenever they are making payments to the University.

3.0 FEE COLLECTION

The following fee collection options shall apply:

- i. Students are required to pay full fees at the beginning of each semester; and or,
- ii. Payment of fees in Installments may be considered within the following terms:

S/no	Instalment	Time frame	Penalty after lapse of the deadline
1.	1 st Instalment of 60%	Within two weeks after start of the semester.	5 %penalty on balance due
2.	2 nd Instalment 20%	5 th of the second month	<ol style="list-style-type: none"> i. Withdrawal of the following services; <ol style="list-style-type: none"> a. Library services. b. Sitting for CAT I tests. ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy. <p><u>ODEL students</u></p>

			<ul style="list-style-type: none"> i. CATS and WBAs shall not be accepted at the branch/centre level. ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy.
3.	3 rd instalment	5 th of the second month	<ul style="list-style-type: none"> i. Withdrawal of the following services; <ul style="list-style-type: none"> a. Library services. b. Sitting for CAT II tests. c. Sitting for the final exams ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy. <p><u>ODEL students</u></p> <ul style="list-style-type: none"> i. CATS and WBAs shall not be accepted at the branch/centre level. ii. Deferment of the semester. iii. Payment of 15% administrative costs on resumption as per the deferment policy.

NOTE

A discount of 5% on tuition fees shall be given to any student who pays full semester fees within the registration period.

4.0 EFFECTIVE DATE

The changes to this policy take effect during the semester commencing September 2017.

5.0 AMMENDMENTS

This policy is subject to amendment by the University from time to time as the need arises. Such amendments shall be recommended by the Deans Committee and approved by the University Senate.