



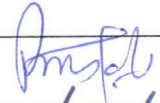
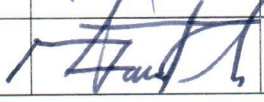
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	<b>OFFICE OF DEPUTY VICE CHANCELLOR (ADMINISTRATION, FINANCE AND PLANNING)</b>				
	<b>STUDENT FEE PAYMENT POLICY</b>	<table border="1"><tr><td><b>Reference</b></td><td>PU/DVCAFP/POL/30</td></tr><tr><td><b>Issue/Rev</b></td><td>01/00</td></tr></table>	<b>Reference</b>	PU/DVCAFP/POL/30	<b>Issue/Rev</b>
<b>Reference</b>	PU/DVCAFP/POL/30				
<b>Issue/Rev</b>	01/00				

Approved..........Date.....3/02/17.....  
Prof. Francis Arap Sang, Ph.D  
Chairman of Council

### Document Review Sheet

The signatures below certify that this policy has been reviewed and accepted, and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Activity	Name	Title	Signature	Date
Prepared by:	Prof. Mwakio Tole	DVC, Administration, Finance & Planning		03/02/17
Reviewed by:	Prof. M.S. Rajab	Management Board/Senate Representative		03/02/2017

**Controlled document: Circulation authorized by the DVC (Administration, Finance and Planning)**

## Amendment Record Sheet

This policy is revised regularly to ensure relevance to the systems and guidelines it defines. A record of contextual additions or omissions is given below.

[illegible]

### **Mandate**

To provide quality education, training, research, outreach and opportunities for innovation for the advancement of the individual and society.

### **Mission**

To generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research.

### **Vision**

A world class University in socio-economic and technological advancements.

### **Philosophy statement**

Pwani University will strive to be dynamic, responsive and provide quality education, training, research, outreach and opportunities for innovation for the advancement of the individual and society. The institution is committed to invest its infrastructure and human resources so as to enhance the discovery, transmission, preservation and enhancement of knowledge and to stimulate the intellectual growth and participation of students in the economic, social, cultural scientific and technological development of Kenya.

The University will offer disseminate knowledge in all disciplines relevant to the daily life of Kenyans for the purpose of enlightening and enabling students and others to improve their standards of living, provide for intellectual advancement and uplift their spiritual and moral status.

General statements should include the development of inclusionary practices, catering to diverse students.

### **Motto**

Shajiisho la Maendeleo Endelevu (Empowerment for sustainable development).



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## **Foreword**

Pwani University was established initially as a constituent College of Kenyatta University by a gazette order issued on 23<sup>rd</sup> August, 2007, with a mandate to, “provide quality education, training, research and innovation for the advancement of the individual and society” and was granted a Charter to become a fully-fledged University on 31<sup>st</sup> January, 2013.

The objective of this policy is to provide guidelines and recommendations for the formulation of policies of Pwani University. An appropriate amount of planning and effort should go into the development and review of a policy before it is presented for approval so as to ensure that policies (a) are consistent with vision, mission and values of the University and (b) are developed and maintained in a logical and consistent manner.

## ACRONYMS

DVC (AF&P)	Deputy Vice Chancellor (Administration, Finance and Planning)
DVC (A&SA)	Deputy Vice Chancellor (Academic & Student Affairs)
HELB	Higher Education Loans Board
PU	Pwani University
PUSA	Pwani University Student Association

## DEFINITION OF TERMS

For the purpose of this document:

- (i) “University” – refers to Pwani University
- (ii) “Registration” – refers to the process where a prospective student puts his/her name and signs the official list that allows him/her to become a student and hence receive educational and other services offered by the University.
- (iii) “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 affiliated University.
- (iv) “Fees” – refers to the amount of money paid by the student to the University for educational and other services provided by the University.
- (v) “Sponsor” – refers to an individual or organization responsible for payment of some or all the fees of the student.
- (vi) “Bursary”- refers to the sum of money which is given to needy students to allow them to study in the University.
- (vii) “Scholarship” – refers to a situation where studying or training is paid for by the University, individuals or other organizations.
- (viii) “Work study” – refers to a program designed by the University to assist needy students pay fees.
- (ix) “Installment” – refers to payment of fees in parts within a specified period.
- (x) “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.
- (xi) “Semester”- refers to a period of study consisting of sixteen (16) weeks or its equivalent in contact hours.
- (xii) “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.



- (xiii) “Refund” – refers to the money paid back to the sponsor/guardian as a result of a student withdrawal from the University, demise or overpayment of fees.

## **1.0 INTRODUCTION**

Pwani University was established initially as a constituent College of Kenyatta University by a gazette order issued on 23<sup>rd</sup> August, 2007, with a mandate to, “provide quality education, training, research and innovation for the advancement of the individual and society” and was granted a Charter on 31<sup>st</sup> January, 2013.

PU’s vision is to become a world class University in Socio economic and technological advancement. The mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research.

This Fees Policy is meant to support the attainment of academic excellence through provision of relevant information on fees payment and services to clients. This policy is deliberately meant to meet changing student needs and ensure retention of students in their desire to achieve academic excellence. The Fees policy has been developed to guide management, parents/guardians, students and stakeholders in planning and reducing interruptions in the smooth class attendance and delivery of optimum services to students in order to attain high annual transition and graduation rates.

The Policy will be used in conjunction with other relevant Pwani University policies.

## **2.0 JUSTIFICATION**

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 shall ensure quality delivery of service to the students and value for money to the stakeholders and the community at large. The fee payment policy is designed to cater 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.

## **3.0 POLICY STATEMENT**

This Policy establishes the minimum requirements for fee payment of PU students. This policy recognizes the need to guide management to ensure efficiency in fees collection to facilitate proper planning and delivery of services by management to its clients. It also sets the minimum requirements of fees payment to allow students undertake examinations.

#### **4.0 AIMS OF THE FEE PAYMENT POLICY**

The following are the aims of this policy:

- (i) To guide on fee payment for Pwani University students..
- (ii) To ensure prompt and effective fee collection.
- (iii) To facilitate effective planning and development of the University

#### **5.0 FEES PAYMENT PLAN:**

Fees is payable either per semester, trimester or per academic year. Fees shall be paid as directed by the University. Cash and Personal Cheques shall not be accepted.

##### ***5.1 Full payment for an Academic Year***

Fees may be paid in full upfront for one academic year or more.

##### ***5.2 Semester Fees Payment***

All Semester Fees shall be paid prior to the Semester or latest by the fourth week of the semester.

**Failure to clear full fees by the fourth week the student will be deemed to have deferred the semester on financial grounds.**

##### ***5.3 Deferred Student***

A student who has deferred will not be required to pay fees during the period he/she is out of the University. Fees partly paid by deferred student will NOT be refunded but forwarded to be considered as part of the fees for the Semester the student re-joins on reporting back from deferment.

##### **5.4 Supplementary Examination Fees Payment.**

These fees are payable at the rates defined in examination policy from time to time

##### **5.5 Retake Units Fees**

- (a) Student proceeding with semester units while retaking three (3) or less units of lower classes
- (b) Student retaking four or more units and NOT proceeding to the next level of studies

KUCCPS student:

These fees are payable at the rates defined in examination policy from time to time

SSP student:

These fees are payable at the rates defined in examination policy from time to time

- (i)



### ***5.6 Eligibility to sit for University examinations***

All bonafide students who pay fees as per policy and have fulfilled all other examination requirements will be eligible to sit for examinations.

## **6.0 REFUND OF FEES**

Refund of fees may arise out of a student withdrawal from the University, overpayment of fees or if a student is deceased. Fee refunds shall be payable to the sponsor by cheque upon receipt of a written request. A special discretion on refunds may be given by DVC (AF&P) on case by case basis. The University shall not make fees refunds to individual students. Refunds shall be made as follows:

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

- a) Those 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 started, the following fees will not be refunded: – registration, student identification card, students union, accommodation (where applicable), and medical.
  - (i) There will be no refund after the fourth (4<sup>th</sup>) week of the semester.
  - (ii) All those withdrawing must complete the clearance process within one week otherwise they shall be deemed to have continued with their studies. In the unlikely event that a programme to which a student is admitted is not conducted in that academic year, the University will upon request refund the full fees paid less any applicable deductions.

### ***6.2 Fees Overpayment Refund***

There shall be no refund of over payment of fees unless the student has completed their studies or withdrawn and cleared from the University.

Refunds due to overpayment will be paid in full (100%) and will not attract administrative charges, upon receiving authority from the sponsor recognized by the University.

### ***6.3 Transfer of Funds***

Transfer of funds from one student account to another may be considered only upon written application by the sponsor.

## **7.0 REGISTRATION GUIDELINES**

To be eligible to register, students shall have paid full semester fees.

- (i) 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 defer on financial grounds.

## **8.0 FINANCIAL ASSISTANCE**

PU students may seek financial assistance from the following; -

### **8.1 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 by HELB.

### **8.2 Bursaries and scholarships**

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

## **9.0 IMPLEMENTATION**

Implementation of this policy shall be vested in the office of the Vice Chancellor assisted by the DVC (AF&P), DVC (A&SA) And DVC (R&E)

The operational responsibility for implementation of this policy lies with the Registrar (ASA), Finance Officer, Directors, Deans, Chairs of Departments, Faculty, Coordinators and all other offices dealing with students' affairs.

Every member of staff has the general responsibility of ensuring that this policy is implemented effectively.

## **10.0 DISTRIBUTION**

This policy shall be made available to all staff and students through the following distribution channels.

- i) Students' handbook
- ii) The University website
- iii) Departments
- iv) PUSA office

## **11.0 REVIEW**


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

This policy was approved and ratified by the University Council on Friday 3<sup>rd</sup> February 2017.

.....*End of policy*.....



## 12.0 Appendix

	<b>PWANI UNIVERSITY QUALITY MANAGEMENT SYSTEMS</b>
	<b>STUDENT FEE PAYMENT POLICY</b>

### DISTRIBUTION LIST

S/No.	Division/School/Department/Section	Name	Sign	Date
1	Vice Chancellor			
2	DVC, Administration, Finance and Planning			
3	DVC, Academic and Student Affairs			
4	DVC, Research and Extension			
5	Directorate of Quality Assurance			
6	Registrar, Administration, Finance and Planning			
7	Registrar, Academic and Student Affairs			
8	Registrar, Research and Extension			
9	Deputy Registrar, Central Services			
10	Deputy Registrar, Academic and Student Affairs			
11	Senior Assistant Registrar Planning			
12	Senior Assistant Registrar, Academic and Student Affairs			
13	Director, Board of Undergraduate Studies			
	<b>School of Education</b>			
14	Dean, School of Education			
15	Department of Curriculum Instruction and Education			
16	Department of Educational Psychology and Special Needs			
17	Department of Educational Foundations			
18	Department of Educational Administration, Economics and Planning			
19	Coordinator, Institutional Based Programmes			
	<b>School of Agricultural Sciences &amp; Agribusiness</b>			
20	Dean, School of Agricultural Sciences & Agribusiness			
21	Department of Animal Sciences			
22	Department of Crop Sciences			
	<b>Graduate Studies</b>			
23	Dean, School of Graduate Studies			
24	Ethics Review Committee			
	<b>School of Pure and Applied Sciences</b>			
25	Dean, School of Pure & Applied Sciences			
26	Department of Biological Sciences			
27	Department of Chemistry			



28	Department of Biochemistry and Biotechnology			
29	Department of Physics			
30	Department of Mathematics and Computer Science			
31	In charge, Laboratories			
	<b>School of Humanities and Social Sciences</b>			
32	Dean, School of Humanities & Social Sciences			
33	Department of Social Sciences			
34	Department of Languages, Linguistics & Literature			
35	Department of Philosophy and Religious Studies			
	<b>School of Environmental and Earth Sciences</b>			
36	Dean, School of Environmental and Earth Sciences			
37	Department of Environmental Sciences			
38	Department of Community Development			
	<b>School of Health and Human Sciences</b>			
39	Dean, School of Health and Human Sciences			
40	Department of Anatomy and Physiology			
41	Department of Public Health			
42	Department of Food Nutrition and Dietetics			
43	Department of Nursing			
	<b>School of Business and Economics</b>			
44	Dean, School of Business and Economics			
45	Department of Business Management & Economics			
46	Department of Hospitality and Tourism Management			
	<b>Section Heads</b>			
47	Dean, Students Affairs			
48	Finance Officer			
49	Human Resource Officer			
50	Internal Auditor			
51	Legal Officer			
52	Sports Officer			
53	Farm Manager			
54	In-Charge Accommodation (M)			
55	In-Charge Accommodation (F)			
56	In-Charge Red Buffalo			
57	In-Charge Guest House			
58	ACU Coordinator			
59	In-Charge Students Catering Unit			
60	University Librarian			
61	In-Charge Health Unit			
62	In-charge ICT			
63	Security Officer			
64	Procurement Officer			
65	In-Charge Stores			
	<b>Others</b>			
66	PUSA Office			