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Taita Taveta University

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TAITA TAVETA UNIVERSITY FEE PAYMENT POLICY

APPROVED BY

**THE 16TH FINANCE, DEVELOPMENT AND GENERAL
PURPOSE COMMITTEE OF TAITA TAVETA
UNIVERSITY COUNCIL**

ON 13TH OCTOBER 2016

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1.0 ACRONYMS

DVC (AFP) Deputy Vice Chancellor (Administration Finance and Planning)

DVC (ARO) Deputy Vice Chancellor (Academic Research and Outreach)

HELB Higher Education Loans Board

TTU Taita Taveta University

2.0 DEFINITION OF TERMS

For the purpose of this document:

- (i) “University” – refers to Taita Taveta University
- (ii) “Registration” – refers to the process where a person puts his/her name and signing 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 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 as a result of a student withdrawal from the University, demise or overpayment of fees.

3.0 INTRODUCTION

Taita Taveta University (TTU) started as a campus of Jomo Kenyatta University of Agriculture and Technology (JKUAT) in 2007 and was elevated to a Constituent College in October, 2011. TTU’s vision is to be a premier institution in education, training and research, innovation and community outreach for sustainable development. The mission is to produce leaders and professionals in engineering, science and entrepreneurship through knowledge creation, dissemination and application for socio-economic development.

The 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.

4.0 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.

5.0 POLICY STATEMENT

This Policy establishes the minimum requirements for academic registration of TTU 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.

6.0 AIMS OF THE FEE PAYMENT POLICY

The following are the aims of this policy:

- (i) To guide students, sponsors and stakeholders on a convenient fee payment plan.
- (ii) To ensure prompt and effective fee collection for quality service delivery
- (iii) To facilitate effective planning and development of the University

7.0 FEES PAYMENT PLAN:

Fees is payable either per semester, trimester or per academic year.

7.1 *Full payment for a semester*

All fees for the semester due to the University shall be paid before the start of that semester.

7.2 *Semester Payment by installment*

In the event of inability to pay in full before the start of the semester, the student shall be allowed to pay by installments. Under this plan, payment shall be in two installments as follows.

- (a) **First installment** shall be paid before the start of the semester. This will include 75% of the tuition fees plus 100% of other applicable charges*. Those accommodated by the university shall pay 100% of the boarding charges (** these include examination, medical subscription, activity, registration, student's identification card, computer, internet, field/academic trips, attachment, library, students' union and accommodation*).
- (b) **Second installment** of 25% tuition fees shall be paid in full **by the fourth (4th) week** of the semester. Failure to clear full fees by the fourth week the student shall automatically take academic leave on financial grounds.

7.4 *External repeat or repeat stay out*

- (i) A student who is on external repeat will not be required to pay fee during the period he/she is out of the University.
- (ii) However, in cases where the School regulations allow such a student, referred in Section 7.4(i), to attend lectures and receive other services, the student will be required to pay the full amount of the requisite fees before the commencement of the semester.

7.5 *Eligibility to sit for University examinations*

- (i) The Registrar (Academic, Research and Outreach) in consultation with the Students' Finance office, under direction of the Finance Officer, shall compile a list of bona fide students (students who are registered and signed the nominal roll having paid fees in full for the semester) by the ninth (12th) week of the semester.

- (ii) Only the students on the bona fide list will be eligible to sit for University examinations subject to fulfilling University Common Examinations Regulations and Rules and Regulations of the respective School(s).
- (iii) The list of bona fide students shall be made available to examination invigilators as the examinations attendance list.
- (iv) Any officer who issues an examinations card or allows a student who has fees balance to sit a scheduled examination shall be held personally liable.

8.0 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. The University shall not make fees refunds to individual students unless otherwise authorized by the sponsor. Refunds shall be made as follows:

8.1 *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.

Tuition fees and other refundable charges will be subjected to the following refund criteria:

Withdrawal at end of week	Amount refundable (%)
1	90
2	80
3	70
4	60
5	50
6	40
7	30
8	20
9	10
10	0

Note:

- (i) There will be no refund after the ninth (9th) week.

- (ii) All refunds under this regime shall attract KSh 2,000 (two thousand) administration fee.
- (iii) All those withdrawing must complete the clearance process within one week otherwise they shall be deemed to have continued with their studies; in such a case, the Registrar (academic, Research and Outreach) shall determine the effective date for purposes of refund.

8.2 Overpayment Refund

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

9.0 REGISTRATION GUIDELINES

Registration and signing of the nominal roll shall be upon payment of the requisite fees and being cleared by students' finance.

- (i) University registration and signing of the nominal shall be done within the first four (4) weeks of each semester; students who are unable to register by the stipulated period shall automatically proceed on academic leave.
- (ii) Registration for course units shall be done not later than the first four (4) weeks of the semester subject to fulfillment of the school registration requirements.
- (iii) University and course registrations do not qualify a student to sit for the University examinations; applicable rules and regulations shall also be considered.

10.0 FINANCIAL ASSISTANCE

TTU students can benefit from the following available financial assistance

10.1 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 unless otherwise specified.

10.2 Academic Excellence Awards

Any cash award(s) shall be credited to the student fee account if the student has fees balance, unless otherwise specified by the awarding institution.

10.3 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.

11.0 IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (Academic, Research and Outreach) and **shall be in effect from 1st January, 2017.**

12.0 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) Teaching Departments
- iv) SOTTU office

13.0 REVIEW

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

Signed at This day of 2016

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Prof. Hamadi Iddi Boga, PhD
Ag. Vice Chancellor

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Prof, Christine A. Onyango, PhD
Deputy Vice Chancellor (ARO)