



University of Kigali Fees Policy

Table of Contents

1.1	Introduction	2
1.2	Purpose	2
1.3	Execution	2
1.4	Fees to be paid by students	2
1.4.1	Introduction.....	2
1.4.2	Registration fees	3
1.4.3	Tuition fees	3
1.4.4	Other fees	4
1.4.5	Fee payment mode and UoK bank accounts	4
1.5	Support to students	5
1.6	Loss of banking slip	5
1.7	Refunds policy	5
1.8	Debt recovery	6
1.9	Managerial responsibility	6
1.10	Review of policy	7

1.1 Introduction

This policy document outlines the University fees management process in relation to student fees along with the debt management procedures to be followed. The policy relates to all fees and charges payable to the University by students as tuition, library services and other miscellaneous services. The Policy applies to all students; full-time, part-time, school/Institution based in both undergraduate, postgraduate and any other person enrolled as a student of the University. All University staff are expected to familiarize themselves with this policy and to contribute to its effective implementation

This policy contains information about: methods for tuition fees payment, payment terms and due dates for tuition fees, refund of tuition fees in the event of withdrawal from the University and the provisions, including sanctions that apply in the event of a failure to adhere to payment terms.

1.2 Purpose

The purpose of this policy is to:

- i. Sensitize students and staff on the University policy on the management of fees payment processes and procedures so as to meet the University's financial obligations.
- ii. Formalize the management of the University's fees income and to provide specific sanctions for non-payment of fees to students and clear any ambiguity.

1.3 Execution

The Finance Department shall generate class lists composed of students who have paid fees while teaching staff will ensure that only those on the class lists attend classes and sit for examinations. In this respect, teaching staff will be required to counter-check against the bona fide students' class list obtained from the Schools/ Faculties Administrators and the Finance Department.

1.4 Fees to be paid by students

1.4.1 Introduction

All school fees shall be set by the University Executive Council and approved by the Board of Directors.

Proof of fees payable by a sponsor (Companies, Charitable Organisations, Individuals, etc), shall be in writing by the sponsor. Such payments shall be made payable to UoK bank accounts. However, it remains the responsibility of the student to ensure full payment of fees.

All students, foreign and Rwandan citizens pay the same tuition fees. Evening, day and weekend program also pay same amount of tuition fees. No student will be allowed to sit for examinations without clearing tuition fees.

1.4.2 Registration fees

Students are required to pay fees and other charges in respect of their programme at the time of registration. No registration is complete until all fees have been paid.

Registration fees are Frw 30,000. This is a one –off fee and includes the Application fees, the Student identity card fees and Library card fees.

Registration fees are paid to UOK bank accounts by each and every admitted student and during the time of registration each student has to present the registration fees receipt before being registered.

1.4.3 Tuition fees

Undergraduate Students

Undergraduate Students pay tuition fees of Frw 180,000 (IT) and Frw 170,000 (other programs) per trimester.

The tuition fees are paid at the beginning of every trimester for all undergraduate students.

They are however allowed to pay in instalments as follows:

- 1st instalment: Frw 60,000 at the beginning of a trimester.
- 2nd instalment: Frw 60,000 at the beginning of the 2nd module.
- 3rd instalment: Frw 60,000 (IT) and Frw 50,000 for other undergraduate programs at the beginning of the 3rd module.

Postgraduate Students

Master's degree students pay tuition fees of Frw 1,600,000 for the whole program.

Postgraduate Diploma in Education (PGDE) students pay tuition fees of Frw 432,000 for the whole program.

Postgraduate students are allowed to pay in instalments as follows:

- Master students: Monthly instalment: Frw 133,350 before the start of every module exam during the program (which lasts 1 year). However, they are also allowed to pay in 12 monthly

instalments (at the beginning of every month –latest by the 10th day of the month) of Frw 133,350.

- PGDE students: Monthly instalment: Frw 50,000 during the program (which lasts 9 months). However, they are also allowed to pay in 6 monthly instalments (at the beginning of every month –latest by the 10th day of the month) of Frw 72,000.

Other programs

- CISCO program: Frw 80,000 full program
- Other professional course: CPA /ATC: Frw 60,000 (Level 1) and Frw 70,000 (Level 2)(Refer to SOA Prospectus for more details).

1.4.4 Other fees

Other fees are any fees owed to the University for services other than Tuition and Registration Fees. The table below outlines the various services offered and their charges.

Item	Charges
Academic documents /Loss of student ID	“To whom it may Concern”, Transcripts (1 st copy is free) and other official documents; Frw 5,000 per document.
Re –registration fees	Frw 25,000 annually
Thesis /graduation fees	Undergraduate Frw 150,000 and Postgraduate: Frw 350,000
Transfer /shifting	Transfer of session, Department or Campus: Frw 10,000
Loss of receipt	Frw 1,000
Special exams	Frw 10,000 per exam
Unofficial suspension fees	Unofficial suspension fee is Frw 50,000
Library	Access to Library is free using student cards. However, loss of library materials (books) will be charged the cost of the material.
Module Retake	Frw 45,000
Graduation fees	Frw 30,000 for gown hire and Frw 20,000 upon return of gown to the University within 2 weeks after graduation

Note: The above fees are applicable at the time of printing of this policy and are subject to change without prior notice.

1.4.5 Fee payment mode and UoK bank accounts

Fees shall be paid by depositing the specified amount in the bank accounts provided by the University and subsequently presenting the banking /deposit slip for verification and receipting. The

University shall also accept bankers' cheques /certified cheques from recognized banks and financial institutions. The University shall not accept cash or personal cheques.

UoK bank accounts

The official UoK bank accounts are:

Cogebanque

- 001-1390106508-95 for undergraduate, Postgraduate, PGDE and Professional courses students.

Bank of Kigali

- 051-0616692-38 for all undergraduate students
- 051-0616695-35 for fines, gown deposits, special exams, etc
- 049-0676249-03 for postgraduate students

Equity Bank

- 4012200365857 for undergraduate students

KCB

- 4401597680 /USD for international /internationally sponsored students

1.5 Support to students

Students facing difficulties are advised to seek help from potential sponsors. However, it is the University's right to recover all outstanding fees debts.

1.6 Loss of banking slip

In order to encourage the students to be more responsible a student is reminded that a banking slip is conserved as an accounting document which should be kept for a long time, every student who loses his/her bank slip will have go back to the bank to get the copy of the banking slip lost and it must be stamped by the bank.

1.7 Refunds policy

All fees paid (for Registration and all other academic payments) are non-refundable except in case of double payment or payment to UoK accounts by error.

A refund on tuition fees which will be determined by the University can be made to a student who withdraws from the University, where the University is satisfied that the circumstances made it impractical for the student to continue with the studies.

In all cases, the tuition fee for a trimester in progress at the time of request is non refundable.

A student seeking a refund should complete a refund request form and return the form to the Finance Department for processing. Refund cheques will be made payable to the person or institution who paid the fees.

1.8 Debt recovery and penalties for late payment

Fees and other charges are due for payment at the time of registration (registration fees). Tuition fees are payable on trimester basis and approved instalment plans.

If it is not possible for students to pay the full fees at the time of registration, a suitable payment plan approved by the Deputy Vice Chancellor Administration and Finance (DVCAF) on recommendation from the Finance or other Departments shall be made on how the outstanding fees will be paid. The student will be required to pay fees as per the approved payment plan. Failure to adhere to the plan will result in automatic exclusion of the student from the bona fide students list.

Failure to pay fees by due date will also attract a monthly late payment fee equal to 5% of the amount due until all fees are cleared. In addition;

- i. If fees remain unpaid beyond the stipulated period, Students will not be allowed to sit for exams. Access to classes will also be restricted unless outstanding fees are paid in full or a new payment plan is agreed upon with the University Management.
- ii. If the fees remain unpaid, the student will subsequently be notified in writing of the University's decision to take legal action to recover outstanding debt, including costs that may be incurred e.g. commission and charges that may be incurred in debt collection.
- iii. The University will withhold the conferment of awards to students who have outstanding balances and re-enrolment will be applied.

Note: The University reserves the right to collect fees owed.

1.9 Managerial responsibility

The Deputy Vice Chancellor Administration and Finance (DVCAF) in conjunction with the top management is responsible for the implementation of this policy.

Staff at the Finance Department are responsible for the effective operation of fees collection and accounting procedures.

Others who are responsible include:

- i. Deans of Faculties
- ii. Dean of students
- iii. Head of Departments (HOD's) and Course Lecturers
- iv. Other Schools/Faculty Administrators

In order to provide basic financial management guidelines, a manual (Financial Policies and Procedures Manual) has been prepared. This manual has been prepared as a working guideline for the staff of UoK, as well as other stakeholders concerned with the activities of the University.

1.10 Review of policy

The Students Fees Policy shall be subject to review by the University at the beginning of every academic year.

**Approved by:
University of Kigali Board of Directors
December, 2016.**