



Rongo University
P.O. Box 103– 40404
RONGO, KENYA
Email: vc@rongovarsity.ac.ke
Web: www.rongovarsity.ac.ke

FEE PAYMENT POLICY

JULY, 2015

REVISED

JANUARY, 2019

FOREWORD

Rongo University was established through the Government of Kenya Legal Notice No. 70 contained in the Kenya Gazette supplement No. 51 of 17th June 2011 as Constituent College of Moi University. The demand for higher education in Kenya has tremendously increased over the last few years. Consequently, parents and guardians have to contribute directly to the cost of University education for those under their sponsorship.

In order to streamline revenue collection, RU has developed a comprehensive Fee Payment Policy. The Policy is meant to guide students, parents and guardians on their role and commitment towards payment of University fees.

The Policy provides an efficient and effective fee collection mode to the University, with adequate and timely information to her customers. This impacts positively on the development of the University through timely planning. This Fee Payment Policy is designed to cater for the interests of the students and sponsors on matters of fees payment. I am therefore pleased to launch this instrument aimed at strengthening and streamlining the University fee collection mechanism.

Signature: **Date:**

DR. RACHEL MASAKE

CHAIRPERSON OF COUNCIL

TABLE OF CONTENTS

FOREWORD	1
DEFINITION OF TERMS	3
ACRONYMS AND ABBREVIATIONS	4
1. BACKGROUND OF THE UNIVERSITY	5
1.1 The Vision	5
1.2 The Mission	5
1.3 Core Values	5
1.4 Mandate of the University	5
2. OBJECTIVES OF THE FEE PAYMENT POLICY	7
4. FEES REVIEW	7
5. INFORMATION ON FEE STATUS	7
6. RESPONSIBILITIES	7
6.1 Responsibility of Rongo University	7
6.2 Responsibility of Students.....	7
7. FEES PAYMENT	8
7.1 External Repeat and Deferment	8
8. REFUND OF FEE	8
8.1 Refunds due to Withdrawal	8
8.2 Refund due to Overpayment	8
8.3 Unclaimed Overpayment	9
9. FINANCIAL ASSISTANCE	9
9.1 Higher Education Loans Board (HELB)	9
10. IMPLEMENTATION	9
11. EFFECTIVE DATE	9
12. REVIEW	9

DEFINITION OF TERMS

For the purpose of this document:

Academic year	A period of study consisting of two semesters, not necessarily consecutive, and any other additional period of study, attachment or research as may be prescribed in the regulations for a particular programme of study.
Bona fide student:	A candidate who has fulfilled all the processes of registration per semester.
Bursary	Financial support given to students to assist them pursue University education.
Council	Rongo University Council appointed as per the Universities Act 2012.
Fees	Any levy determined by Council to be paid directly into the university account by a student pursuing a prescribed course of study at Rongo University before or at the beginning of a given semester/academic program
Refund	Money paid back to the sponsor of a student as a result of withdrawal from the University, overpayment, demise or any other acceptable reason.
Registration	The process where a student signs a nominal roll that allows him/her to become a bona fide student and hence receive education and other services offered by the University.
Scholarship	The financial award to a student by the University, individuals or other organizations to assist the student to meet the cost of education.
Semester	A period of study in which the course content are taught and examined.
Sponsor	An individual or organization who/which assumes responsibility of paying part or all the fees of a student for a period of study
Student	A person who is registered as student of the University during a current year for first or higher degree, diploma, certificate or such other qualification or course of the University as may be approved by the Senate, qualifying a person for the status of a student.
Work study	Refers to a work program for students designed by the University to help them carry out certain tasks within the University for Specified Wages.

ACRONYMS AND ABBREVIATIONS

DVC (AFP)	Deputy Vice Chancellor (Administration, Finance and Planning)
DVC (ASA)	Deputy Vice Chancellor (Academic and Student Affairs)
GSSP	Government Sponsored Students Program
HELB	Higher Education Loans Board
KUCCPS	Kenya Universities and Colleges Central Placement Services
PSSP	Privately Sponsored Students Program
RAA	Registrar Academic Affairs
RU	Rongo University

1. BACKGROUND OF THE UNIVERSITY

1.1 The Vision

A world class technology driven University in learning and practice

1.2 The Mission

To provide quality and innovative higher education through teaching, research and community service

1.3 Core Values

1. Integrity
2. Professionalism
3. Innovation
4. Equity
5. Social responsibility

1.4 Mandate of the University

The University derives its mandate from the Rongo University Charter of 7th October, 2016, which stipulates the objects and functions of the University as follows:

- a) provide directly, or in collaboration with other institutions of higher learning, facilities for technological, professional, and scientific education;
- b) advance knowledge and its practical application by research and other means;
- c) disseminate the outcomes of research by various means and commercially exploit the results of such research;
- d) participate in scientific and technological innovation as well as in the generation, discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development;
- e) contribute to scientific, technological and industrial development of society in collaboration with industry and other organizations;
- f) make proposals for new academic programmes culminating in degrees, diplomas and certificates;

- g) make proposals for the establishment of colleges, campuses, faculties, schools, institutes, directorates, departments, centres and other resource and administrative units as may be appropriate;
- h) inculcate a culture of innovation in technology, engineering and science amongst staff, students, and society;
- i) promote education in social dynamics, science and technology within the institution and society;
- j) develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products;
- k) provide a multi-level system of education and training that is relevant to the needs of the local, national and global community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) play a leading role in the development and expansion of opportunities for socio-cultural, technological and vocational education and training;
- m) provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;
- n) facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities;
- o) promote critical enquiry, independence and creativity in education, training and research within the institution;
- p) participate in commercial ventures and activities that promote the objectives of the institution;
- q) foster the general welfare of students and staff;
- r) provide equal opportunity for development and further training for staff of the institution;
- s) develop and provide educational, cultural, professional, technical and vocational services to the community and, in particular, the fostering of corporate social responsibility;
- t) provide programmes, products, and services in ways that reflect the principles of equity and social justice;
- u) conduct examinations for, and grant such, academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate; and
- v) generally facilitate the development and provision of appropriate and accessible academic and other programmes.

2. OBJECTIVES OF THE FEE PAYMENT POLICY

The general objective of this policy is to ensure harmony and efficiency in the fee payment and collection.

The specific objectives therefore are:

1. To guide students, sponsors, staff and other stakeholders on fee payment.
2. To facilitate prompt and effective fee collection.
3. To facilitate effective planning of the University's financial resources.

3. POLICY STATEMENT

The University recognizes that the fee payment policy is critical to students, staff and other stakeholders. The Policy is necessary for efficient fee collection in order to ensure effective planning by the students, sponsors and the University. The policy also caters for both the need and aspirations of the University and the stakeholders. It gives a guideline to students and sponsors on fee payment. Fees are an essential element of the University's funding and are set with due regard to financial viability, market forces and cost of resources.

The University is committed to ensuring that the information on fees is readily available. Students registered at RU are personally responsible for the prompt payment of their fees irrespective of the source of funding.

4. FEES REVIEW

Fees will be subject to reviews by the Council as need may arise from time to time. Such review shall be communicated to students, staff and other stakeholders promptly.

5. INFORMATION ON FEE STATUS

Information on fee status will be obtained from the Finance Office, specifically, the Student Finance Office.

6. RESPONSIBILITIES

6.1 Responsibility of Rongo University

RU will not accept responsibility for any financial loss, or interruption of classes suffered by any students as a result of suspension, expulsion or termination of studies from the University.

6.2 Responsibility of Students

Each student shall be responsible for payment of fees due from them whether invoiced or not according to the approved fee structure. All students are therefore required to be conversant of the

approved fee structure and inform their parents/guardians/sponsors appropriately. It shall be an offence for a student to alter the fee structure.

a) Fees will not be varied for those who report late.

b) Fees once paid will not be transferred from one student to another.

7. FEES PAYMENT

- i. All fees must be paid in full before or at the beginning of the semester/academic program.
- ii. All fees must be paid into the University bank account.
- iii. The University does not accept fee payment in cash or personal cheques whatsoever.
- iv. GSSP and PSSP students must pay the requisite university fee into the respective University bank accounts as stated in the approved fee structure.
- v. It is the responsibility of each student to check their balances and obtain official University receipts from the Students Finance office for all payments made into the University account.
- vi. Bankers and corporate cheques maybe accepted provided that they are submitted to the Finance Office for verification.
- vii. Where a cheque is dishonored by a bank, the student will bear the full cost accrued from such dishonor.
- viii. The students must indicate clearly their registration numbers when making fee payment.
- ix. It shall be an offence punishable as per the University students' rules and regulation, for a student to attend classes or sit for University examinations before clearance of semester fees.

7.1 External Repeat and Deferment

- i. A student who is on deferment will not be required to pay fee during the period the student is out of the University.
- ii. Students who are on External Repeat will meet the cost of examination.

8. REFUND OF FEE

- i. Refund of fees may arise out of a student withdrawal from the University, overpayment of fee or if a student is deceased.
- ii. Fee refund shall be payable to the sponsor by cheque upon receipt of a written request and approval by the University authority.

8.1 Refunds due to Withdrawal

- i. A student who withdraws by the 4th week of the semester will be refunded tuition fees paid less registration costs.
- ii. There shall be no refund after the 4th week of the semester.

8.2 Refund due to Overpayment

Refunds due to overpayment will be paid in full (100%) to the sponsor after clearance from the University.

8.3 Unclaimed Overpayment

Unclaimed overpayment shall be forfeited and transferred to social account.

9. FINANCIAL ASSISTANCE

RU students may get financial assistance from various sources such as HELB, CDF among others. In such cases, it is advised as follows:

9.1 Higher Education Loans Board (HELB)

It is the responsibility of the student to make timely applications for the HELB loan to avoid inconveniences in the payment of fees. The loan from HELB shall be credited to the student fee account unless otherwise specified.

9.2 Bursaries and Scholarships

- i. It is the responsibility of the student to make timely applications for bursaries and scholarships from other sponsors to avoid inconveniences in the payment of fees.
- ii. Bursaries and scholarships shall be credited to the student fee account unless otherwise specified by the awarding institution/sponsor.

10. IMPLEMENTATION

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (Administration, Finance and Planning)

11. EFFECTIVE DATE

This policy comes to effect from the date it is signed.

12. REVIEW

This policy shall be reviewed by Rongo University Council from time to time in consultation with Management to incorporate emerging issues, but not later than five years.