

KING CEASOR UNIVERSITY

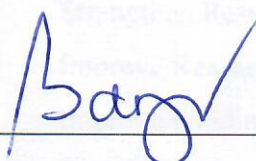


**OFFICE OF THE ACADEMIC
REGISTRAR STUDENTS FEES POLICY**

Approval


This policy has been approved on the 19th day of March the year 2024.

Signed:



Hon. Dr. Chris Baryomunsi

CHAIRPERSON, KCU COUNCIL



Dr. Charity Basaza Mulenga

VICE-CHANCELLOR

1.0 Introduction

- 1.1 Fees are an essential element of university funding. The level of fees paid by students is approved by the University Council and is subject to review from time to time.
- 1.2 The University is committed to a fair and transparent policy in respect of charges made to students.
- 1.3 The University is committed to ensuring information on fees is readily available. For those who are given admission to programmes, detailed information about the fees, along with arrangements for payment are provided in the admission letter.
- 1.4 An Account for each student shall be opened in the student information management system.
- 1.5 Tuition fees may differ from one programme of study to another and reflect the resources required to deliver that programme.

2.0 Student Responsibilities

- 2.1 All students must enroll (registration) for each successive semester of study or other relevant part of the course no later than 14 days after the semester start date. If you do not complete enrolment by the deadline dates you will be withdrawn from your course.
- 2.2 Any student who is withdrawn will not be able to attend lectures, use the library, submit or sit assessments or take part in any other academically-related activity.
- 2.3 **IMPORTANT: Students are legally responsible for payment of their tuition fees themselves, whether or not they have a sponsor. If your sponsor does not pay the university, the student will have to pay their own fees for any period of study which is not been paid for by a sponsor.**

3.0 Fees Payments

- 3.1 Fees payable by all students are set by the University Council and are subject to review as appropriate from time to time.
- 3.2 In addition to tuition, the University charges other fees which include but are not limited to the following:
 - 3.2.1 **Functional fees:**
 - (a) Registration
 - (b) Examination
 - (c) Library
 - (d) Information and Communication Technology
 - (e) Identity Card

- (f) University Clinic
- (g) Guild
- (h) Sports
- (i) Internship or field attachment
- (j) Development
- (k) Laboratory

3.2.2 Fees on Completion:

- (a) Graduation
- (b) Certificate
- (c) Transcript
- (d) Convocation

3.2.3 Other fees

- (a) Application
- (b) Replacement of admission letter
- (c) Remarking of an answer script
- (d) Certification of academic documents (e.g., certificate, transcript)
- (e) Replacement of ID Cards
- (f) Dead semester
- (g) Retake fees
- (h) Replacement of passbook
- (i) Research Supervision fees

3.3 All fees are payable directly to the bank through the university banking details provided. Finance staff will not be allowed to receive cash payments from students unless stated otherwise in an official communication.

4.0 Management of fees

4.1 Students shall be invoiced by the Finance Department for fees at the beginning of each semester. Electronic invoices shall be posted to the student emailing addresses as provided at the time of enrolment. The invoice shall contain the names, student numbers and the specification of fees to be paid as well as related period/semester.

4.2 Payments shall be made by the student or their sponsor to the approved University collection accounts which shall be provided/stated on the invoices for avoidance of any doubts.

4.3 Upon payment, receipts shall be issued by the Finance Department to students.

4.4 Upon registration, a student account shall be maintained in the students' Information Management System by the Finance Department, the student account will contain the detailed information in relation to all billings and collections translated into statements. These shall be shared with students from time to time.

4.5 Reports in respect of fees shall be submitted to stakeholders for appropriate action by the University's Finance Department on a monthly basis. These reports will clearly indicate the status of the various fee collections from the students.

5.0 Payment's regulations

These regulations shall apply to all KCU students;

- 5.1 The fees' structure shall be published on the University's website as well pinned on the notice boards.
- 5.2 The specific fees applicable for each student shall be confirmed at the point of admission as will be clearly stated on the admission letter. Where there is a review between admission and registration, the applicable fee shall be that given to the student at the time of registration.
- 5.3 Students repeating the course(s) or programme of study shall be charged functional fees plus the unit cost for course(s) being retaken.
- 5.4 Student(s) repeating programmes where the fee structure has been revised upwards shall be charged at the revised rates as in Section 5.2.
- 5.5 Students with numerous retakes who may be required by the Academic Registrar's office to stay put/repeat a semester will be required to pay the full prevailing semester fees.
- 5.6 All invoiced fees are due and collectable by the third week of the academic year.
- 5.7 A student is required to pay all fees by the third week of the academic year unless agreed otherwise in writing and approved by the VC;

Table 1: Payment schedule for fees

Semester 1	
	Within the first 2 weeks of the Semester
Functional fees	100%
Tuition fees	100%
Functional fees	100%
Tuition fees	100%

- 5.8 Admitted students shall confirm acceptance of their admissions by paying 100% of their functional and rest of tuition fees within the start of the academic semester.
- 5.9 Students are responsible for the prompt payment of fees. A student who defaults on payment of fees shall be subjected to appropriate sanctions as stipulated in Section 6.

- 5.10** A student who exceeds the duration of their programme shall pay the prevailing fees charged for the programme until completion.
- 5.11** On successful completion of their respective programmes, students will be required to pay such fees as stipulated namely: graduation, certificate, convocation, and academic transcript fees, these will be invoiced to the student accordingly.
- 5.12** A student who withdraws from a programme of study is liable to payment of fees owed to the University.
- 5.13** A student who is dismissed for academic or disciplinary reasons, prior to the end of the semester, shall forfeit all tuition and other fees paid for that semester.
- 5.14** Students shall be required to pay for certification and verification of their documents at rates specified in Appendix 5.0.

6.0 Defaulting students

- 6.1** Students who default on payment of fees or who are in debt to the University for any reason, shall not be allowed to;
- a) Sit for their examinations, Students will be verified for fees clearance before admittance to the examinations class rooms;
 - b) Shall not be allowed to proceed on rotations
 - c) Proceed further with their studies;
 - d) Submit their research proposal for approval;
 - e) Submit their thesis for examination;
 - f) Defend their thesis or hold viva voce;
 - g) Be presented for graduation; or
 - h) Receive a University Transcript, degree Certificate or any award.
- 6.2** Such a student in 6.1 above will be required to;
- 6.2.1 Apply for a dead year;
 - 6.2.2 Pay outstanding fees due before resuming studies after a dead year
 - 6.2.3 Where the student successfully applied for a dead year, fees paid for the time when the student is on a dead year shall be carried forward to the proceeding academic year.
 - 6.2.4 A surcharge for the dead year may be levied up on the student
- 6.3** A student who defaults on their fees payment when it's due shall be required to pay a surcharge at a rate stipulated in the Appendix I.
- 6.4** The surcharge shall be levied as follows;
- 6.4.1 If a student doesn't pay 100% functional fees and tuition fees within the first three weeks of the first semester, he/she shall be charged a late registration fee and tuition surcharge.

6.4.2 If a student doesn't pay 100% of tuition by the 7th week of a semester, a surcharge shall be charged.

6.4.3 If a student doesn't pay the remaining tuition one week before the end-of-semester exams, a surcharge shall be charged in addition to the above.

6.5 A student who defaults on their fees by the end of an academic year without applying for and being granted a dead year shall be considered for discontinuation of studies.

6.6 No student shall be allowed in the examinations room without clearance of outstanding fees.

6.7 The University reserves the right to take legal action, where appropriate, to effect recovery of the debt from a student who leaves the University with outstanding fees.

7.0 Refund/Transfer of Fees

7.1 Students who withdraw from a programme within 14 days of enrolment will receive a refund of 50% of the tuition fees paid. Students who withdraw from a programme after the 14-day grace period of enrolment provided above shall forfeit fees already paid.

7.2 Students, who pay more than the University's tuition and other fees requirement, shall have the funds rolled forward depending on the circumstances;

7.3 Where a student has paid fees in excess of the fees payable for a semester, such a student may request to transfer the excess fees paid to another student. The transfer shall be effected upon verification by Academic Registrar and Finance Director and after consent from the sponsor or guardian.

8.0 Fees Exemption Schemes for Staff

8.1 Full-time Staff members with biological children who are less than 21 years on entry into the University shall be permitted, on request, to pay half of the tuition fees and all other functional fees. The dependant must come through direct entry that is high school.

8.2 The scheme shall be granted for the duration of the programme, beyond which the staff shall be required to pay full tuition and all functional fees.

8.3 Where an employee of the University retires from service or passes on while still in service, he/she shall continue to benefit from the scheme in line with section 8.2.

8.4 Employee(s) who resign or are terminated from the University shall cease to benefit from the Scheme however depending on the circumstances, at the discretion of the Vice chancellor's office; the employee may be allowed to continue benefitting from the scheme.

8.5 Only two biological children of a member of staff shall benefit from the scheme at any given time.

8.6 The tax component due to this benefit shall be paid by the beneficiary.

8.7 In the cases where the student belonging to the staff member has to repeat or retake, the staff member will be required to pay in full for the repeat/retake accordingly.

9.0 Falsified Documents

9.1 Students who present forged academic papers shall not be refunded their fees and may be subjected to legal proceedings in addition to disciplinary proceedings in line with the University Disciplinary procedures.

9.2 Students who present false/forged payment receipts, bank slips or any other financial document shall be subjected to disciplinary proceedings in line with the University Disciplinary procedures and/or legal proceedings.

10.0 Implementation of the policy

10.1 The University Council shall be the final authority in definition, interpretation and application of the policy.

10.2 The Vice Chancellor shall oversee the implementation of the policy

10.3 The Director Finance shall be responsible for the administration of the policy.

10.4 The Academic Registrar shall implement the policy provision.

10.5 Staff and students shall comply with the policy

11.0 Monitoring and Evaluation

11.1 The KCU Top Management Committee (Executive management) shall monitor the implementation of the policy.

11.2 The policy shall be subject to periodic reviews as and when the need arises.

APPENDIX I: SURCHARGE

Semesters I & II	Defaults on Functional fees by the 2nd week of the Semester	Defaults on Tuition fees by the 3rd week of the Semester	Defaults on Tuition by the 7th Week of the Semester	Defaults on Tuition by the 12th Week of the Semester
Surcharge	10% of functional fees plus Late registration surcharge	5% of tuition fees due by the 2 nd week	10% of tuition fees due by the 7 th week	12% of outstanding tuition fees

APPENDIX II: COST OF REMARKING

	Amount (Ugx)
Remarking a script	Shs. 300,000

APPENDIX III: COST OF RETAKING

	Amount Ugx
Retake fees per Subject per semester	Shs. 100,000

APPENDIX IV: FEES FOR EXTRA YEARS BEYOND THE PROGRAMME DURATION

	Ugandan	International
Semester I	Full semester fees	Full semester fees
Semester II	Full semester fees	Full semester fees

APPENDIX V: OTHER FEES

ITEM	UGANDA	USD
Certification of each document	Shs. 10,000	
Replacement of admission letter	Shs. 20,000	
Graduation		300
Certificate	Shs. 120,000	
Admission fees	Shs 100,000	
Transcript	Shs. 100,000	
Late registration Surcharge	Shs 100,000	
Convocation	Shs. 100,000	
Replacement of passbook	Shs 100,000	
Research Supervision Fees	Shs 100,000	
Dead semester	25% of Tuition	

APPENDIX VI: FUNCTIONAL FEES

Semester Fees	Fees Ugx
Library Fee	100,000
Research Development	100,000
Computer	100,000
Examination	100,000
University Clinic	50,000
Utility	50,000
Development Fees	200,000
Sports Fee	50,000
Student Activity Fee	50,000
Student ID	20,000
TOTAL PER SEMESTER	820,000
TOTAL (USD)	220

APPENDIX VII: GUILD FEES

Semester Fees	USD
Guild Fees	10

APPENDIX VIII: TUITION FEES

S. No	PROGRAMS	USD
1	Bachelor of Medicine and Bachelor of Surgery	2780
2	Bachelor of Business Administration	880
3	Bachelor of Computer Forensics and Criminal Investigations	880
4	Bachelor of Medical Records and Health Informatics	880
5	Bachelor of Laws	880
6	Bachelor of Agriculture	880
7	Bachelor of Nursing Science (Top-Up)	880
8	Bachelor of Nursing Science (Direct Entry)	880
9	Bachelor of Oil, Gas and Energy Management	880
10	Diploma in Clinical Medicine and Community Health	880