



**JOMO KENYATTA UNIVERSITY OF  
AGRICULTURE AND TECHNOLOGY**

**FEE PAYMENT POLICY**

**FIRST REVISION JULY 2014 (Implemented in May 2015)**



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**Setting Trends in Higher Education, Research and Innovation**

## ***VISION***

A University of global excellence in Training, Research and Innovation for Development

## ***MISSION***

To offer accessible quality training, research and innovation in order to produce leaders in the fields of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health Sciences, Social Sciences and other Applied Sciences to suit the needs of a dynamic world

## **CORE VALUES**

Quality

Teamwork

Collegiality

Professionalism

Innovation

Dynamism

Transparency

Accountability

Integrity

Patriotism

## ***MOTTO***

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**FOREWORD**

Jomo Kenyatta University of Agriculture and Technology (JKUAT) started as a middle level College in 1981. As a result of its growth and expansion, it acquired the status of a fully-fledged University in 1994. Such growth demands visionary operating systems for JKUAT to offer transparent and quality services to her customers.

The demand for higher education in Kenya has increased tremendously. In JKUAT, for example, the number of students has grown from 2,500 students in the year 2002, to over 35,000 in 2014. Consequently, parents and guardians have to make direct contributions to the cost of University education for those under their sponsorship.

The Government's contribution, however, has been declining over the years. In order to streamline the University revenue streams, JKUAT has come up with a comprehensive fee payment policy. The policy is meant to guide students, parents and guardians on their role and commitment towards the payment of university fees and to ensure continuous flow of the student financial domain.

The policy provides an efficient and effective fee collection mode to the University and therefore enables her to offer quality service to her stakeholders. This will also impact positively on the development of the University through timely planning. This fee payment policy is designed to cater for the interests of the students, sponsors and stakeholders on matters of fee payment. I am therefore pleased to once again launch this crucial instrument aimed at strengthening and streamlining the University fee collection mechanism.

Prof. Mabel Imbuga, PhD, EBS

**VICE CHANCELLOR**



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## 1.0 DEFINITION OF TERMS

For the purpose of this document:

- (i) “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.
- (ii) “Bursary”- refers to the sum of money which is given to needy students to allow them to study in the University.
- (iii) “Fees” – refers to the amount of money paid by the student to the University for educational and other services provided by the University.
- (iv) “Instalment” – refers to payment of fees in parts within a specified period.
- (v) “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.
- (vi) “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.
- (vii) “Scholarship” – refers to a situation where studying or training is paid for by the University, individuals or other organizations.
- (viii) “Semester” – refers to a period of study consisting of sixteen (16) weeks or its equivalent in contact hours.
- (ix) “Sponsor” – refers to an individual or organization responsible for payment of some or all the fees of the student.
- (ix) “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.
- (x) “Trimester” – refers to one of the three periods in which the academic calendar year of the University is divided and each comprising of sixteen (16) weeks of study.



- (xii) University” – refers to Jomo Kenyatta University of Agriculture and Technology.
- (viii) “Work study” – refers to a program designed by the University to assist needy students pay fees.



## 2.0 ACRONYMS

SODeL School of Open Distance and e-Learning

HELB Higher Education Loans Board

JKUAT Jomo Kenyatta University of Agriculture and Technology



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

The aims of this policy are:

- (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 utilization of University resources

### **4.0 POLICY STATEMENT**

This policy recognizes that fees payment to the University by students and stakeholders is critical to effective and efficient service delivery. A convenient fee payment plan facilitates prompt fee collection, which in turn ensures effective planning and development of the University. The fee payment policy ensures value for money and quality service delivery to customers and the community at large. The policy strives to accommodate diverse needs of the students and the aspirations of the University and the stakeholders. It gives clear guidelines to students, sponsors and stakeholders on a convenient fee payment mode ensuring equity and equality in provision and access of University education. This policy is a product of a participatory process, and is cognizant of the various University performance management processes, including the service charter, strategic plan and objectives.

### **5.0 FEES PAYMENT MODE:**

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

#### ***5.1 Full payment for an Academic Year(s)***

Fees may be paid in full upfront for one academic year or more. All students who pay full fees for one academic year or more upfront shall be eligible to a 2.5% discount per academic year on tuition charges only.

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

Fees shall be paid per semester. All fees shall be payable in full before the start of the semester. Payment per semester will not attract a discount.

#### ***5.3 Payment by Instalments***

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



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- (a) **First instalment** shall be paid within the first three (3) weeks after the start of the semester. This will include 50% of the tuition fees plus 100% of other applicable charges\*. Those accommodated by the university shall pay 100% of the boarding charges up front. A student who will not have paid the said fees by the end of the 4<sup>th</sup> week of the semester shall be required to take academic leave. Such a student will have to pay full tuition fees and other applicable charges for the semester afresh upon readmission.
- (b) **Second instalment** of 50% tuition fees must be paid in full by the eighth (8<sup>th</sup>) week of the semester. Failure to clear full fees by the eighth week, a student shall be required to take academic leave. Such a student will have to pay full tuition fees and other applicable charges for the semester afresh upon readmission.

#### 5.4 *External repeat or repeat stay out*

A student on external repeat or stay out will not be required to pay fees during the period he/she is out of the University. However, in cases where the College/Campus/Faculty/School/Institute regulations allow such a student to attend lectures and receive other services, the student shall be required to pay the full amount of the requisite fees before the commencement of the semester, with the advice of the Registrar (AA) office in consultation with the students Finance office.

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

The Registrar Academic Affairs office in consultation with the student finance office shall compile a list of bonafide students (students who are registered and have fully paid requisite fees for the semester) by the eighth (8<sup>th</sup>) week of the semester.

Only bonafide students shall be eligible to sit for University examinations. The list of bonafide students shall be published by the Finance Officer and made available to the Deans/Directors/Chairmen of Departments and these lists shall constitute the examination attendance lists, and shall be used for issuance of examination cards.

*\* The other applicable charges include examination, medical subscription, activity, registration, student's identification card, computer, internet, field/academic trips, attachment, library, students union and accommodation.*

## 6.0 REFUND OF FEES

- i) Refund of fees may arise out of a student withdrawal from the University, overpayment of fees or if a student is deceased. Refund is subject to clearance with the University.



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- ii) Fees refunds shall be payable to the sponsor by cheque upon receipt of a written request.
- iii) The university does not make fees refunds to individual students. Exceptional circumstances shall be handled at the discretion of the Registrar, Academic Affairs.
- iv) Refunds shall be made as follows:

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

- (a) Students who withdraw before the start of the semester will be refunded all the fees paid less administrative 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

**Note:**

- (i) There shall be no refund after the eighth (8<sup>th</sup>) week.
- (ii) All refunds under this category shall attract Kshs 2000 (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 cases, the Registrar (academic affairs) shall determine the effective date for purposes of refund.
- (iv) The refund shall be ready within 14 working days after approval of the refund by the Registrar (AA).

### **6.2 Overpayment Refund**

Refunds due to overpayment shall be paid in full (100%) and will not attract administrative charges.

## **7.0 REGISTRATION GUIDELINES**

To be allowed to register, the student shall produce a valid fee statement from the student finance cleared for registration.

- (i) University registration must be done within the first four (4) weeks of each semester. University registration entails paying requisite fees and signing nominal rolls at Registrars' office and colleges/schools/faculties/campuses/institutes/centres
- (ii) Registration for course units shall be done within the first four (4) weeks of the semester subject to the fulfillment of the college/campus/faculty/school/institute registration requirements.
- (iii) University and course registrations alone do not qualify a student to sit for the University examinations.

## **8.0 FINANCIAL ASSISTANCE**

JKUAT students may benefit from the following available financial assistance

### **8.1 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. Delay in disbursement of HELB loans shall not be admissible reason for late registration.

### **8.2 Bursaries and scholarships**

- i) It is the responsibility of the student to apply for bursaries and scholarships on time to avoid inconveniences in the payment of fees.



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- ii) These shall be credited to the student fee account unless otherwise specified by the awarding institution.

### **8.3 *Work study program***

This program was created to help students with financial needs. The earnings from work study shall be credited to the students fee account. In exceptional circumstances and upon recommendation from the dean of students, the work study earning shall be paid to the student.

## **9.0 SCHOOL OF OPEN, DISTANCE AND e-LEARNING (SODEL)**

The fee payment by JKUAT students in the SODEL centers will be governed by fee payment arrangements in the respective centers and memorandum of understanding (MOU).

## **10.0 IMPLEMENTATION**

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (Academic Affairs).

## **11.0 REVIEW**

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

