



THE TECHNICAL UNIVERSITY OF KENYA

FEES PAYMENT POLICY

Version 1

JANUARY 2016

1 Vision, Mission and Values

Vision

- To be a top rated University of technology

Mission

- To provide technological education and training and to contribute towards the advancement of society through research and innovation

Motto

- Education and training for the real world

Mandate

- The mandate of Technical University of Kenya is to train high and middle level personnel for both public and private sectors

TU-K Values

Technical University of Kenya has adopted the following set of values and guiding principles towards the achievement of its mission and vision

Creativity and Innovation:

To embrace originality, authenticity and imagination in all areas of operation.

Excellence:

Commitment to excellence and the provision of quality services.

Respect:

Respect in our dealings with customers both internal and external.

Integrity and Impartiality:

The guiding principles are observance of ethical behaviour and promotion of self discipline and personal integrity, commitment to transparency and accountability in all corporate endeavours, honesty, fairness, justice and trust.

Customer Focus:

Management and administration operations are structured and geared towards satisfying and exceeding customer expectations.

Social Responsibility:

Responsibility to societal needs is governed by; being at the forefront in providing leadership in national agenda, inculcating culture of care for others and proactive dialogue with stakeholders, promoting social responsibility programmes that add value to society, and enhance the public image of the institution, including human rights, labour rights, the environment and community, being responsive to disadvantaged members of the society including physically challenged persons, promoting and defending the freedom of association, having the courage to initiate and adapt to change among others.

Professionalism:

Professionalism will be upheld and safeguarded at all times.

Team Spirit:

The fundamental operating principles are oriented and focused on synergy as a mode of operation so as to maximize the institution's total productivity.

Guiding Principle:

The TU-K management will adopt a results-based approach in conception, delivery, monitoring and evaluation of its programmes; within which rational resource allocation will be upheld.

FOREWORD

The Technical University of Kenya grew out of the Kenya Polytechnic which, founded in 1961, was for many years the leading institution in Kenya that offered education and training at the tertiary level. Elevated to University College Status in 2007 (Kenya Polytechnic University College), the institution continued to fulfil the mandate of providing technical education and training. In 2013, the college was awarded a charter, effectively becoming The Technical University of Kenya to function both as a Technical and Vocational Education and Training (TVET) institution and a university, thus providing access to higher education and training in the technical subjects. Located in the Nairobi CBD opposite the Times Tower and along Haile Selassie Avenue next to the City Square Post Office, TUK is known for offering TVET Programmes as well as the Degree Programmes. Such a mandate requires visionary planning and administration to ensure effective service delivery.

With demand for higher education ever on the increase, technical education and training continues to attract large numbers of students, leading to an increase in student population at TUK. This requires resources for which the university cannot rely solely on government capitation; a contribution that has been declining over the past years. The university must therefore streamline revenues. This Fee Policy is a step towards this endeavour, aimed at guiding parents, students and sponsors on their roles and commitment towards fee payment, with a view to ensuring a continuous flow of the students' contribution to the financial base of the institution.

The Policy provides fee payment and collection modes, enabling parents and sponsors to plan effectively, and the university to offer quality services supported by this planning. The Policy is consequently designed to forge a healthy relationship between the sponsors and the university towards strengthening of the teaching and learning activities at the university. I am therefore pleased to launch this Fee Payment Policy as an instrument of effective planning and management.

Prof. Dr.-Ing. F.W.O. Aduol

VICE CHANCELLOR

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2 DEFINITION OF TERMS

For purposes of this policy, the following terms shall be considered within the specified contexts

Academic year: is a period of study consisting of two learning semesters and one industry based learning where applicable.

Bursary: is the sum of money which is given to needy students by the university or any other organization and which the students are not required to refund provided it is used in defraying fees at the university.

Discount: is the reduction of total fees payable for the programme when a student pays upfront the full programmes fees on the first time of registration.

Fees: is the amount of money paid by the student to the University for educational and other services provided by the University.

Instalment: is the payment of fees in parts within a period of one semester.

Penalty: is a surcharge levied to students who default in the instalment payment of fees

Refund: is the money paid back to the sponsor or student as a result of a student overpayment by the end of programme of study, withdrawal from the University or demise.

Registration: is the process where a student enters his/her details that are then submitted to university official records to commit that the student is prepared to receive educational and other services offered by the University for the stated period.

Scholarship: is an agreement made by an organization, individual or the university specifying terms under which a student's fees shall be paid for educational and other services offered at the university.

Semester: is a period of study consisting of fifteen (15) weeks or its equivalent in contact hours.

Sponsor: is an individual or organization responsible for partial or full payment of a student's fees at the university.

Student: is a person who is registered to pursue studies of a programme approved by the university Senate. A person qualifies for the status of a student when the person meets conditions for registration.

University: refers to the Technical University of Kenya.

Work study – refers to a program designed by the University to assist needy students earn monetary compensation that is used in defraying their fees.

3 OBJECTIVES OF THE FEE PAYMENT POLICY

The objectives of the fees payment policy shall be to:

- i.) Guide the students and the stakeholders on procedures and requirements for the fees payments.
- ii.) Enhance the institution's cash inflow towards meeting the operating costs and other expenses.
- iii.) Facilitate effective planning and utilize resources.
- iv.) Establish the legitimacy of the students within the institution.

4 POLICY STATEMENT

Fee payment and collection support university planning and service delivery activities. Being sensitive to prevailing economic circumstances, the university is committed to establishing structures and frameworks that allow for flexible fee payment plans, without compromising the financial base upon which an enabling learning environment is built.

Fees levied is subject to regular review by the University Council; and in line with its mission, the University makes provision to ensure that the operation of the Tuition Fee Regulations and associated financial support schemes are fair and that they encourage access to all students to benefit from study at the Technical University of Kenya.

Students' commitment is demonstrated by timely fulfilment of their financial obligations that ensures uninterrupted study and access to university services.

The University is committed to ensuring information on fees is readily available through regular provision of individualised fee statements and publication of fee information at the beginning of each academic year.

5 TERMS AND CONDITIONS

- i.) All fees are payable in full, irrespective of whether the academic program is interrupted by factors beyond the University's control, e.g. strikes, student boycotts, civil unrest, or other disruption on campus.
- ii.) Only Bankers Cheques or verifiable bank deposit slips or wire transfers will be accepted as fees payment instruments by the university.
- iii.) No student shall be allowed to register until the total outstanding amount and/or the registration deposit has been paid in full.
- iv.) Students who are indebted in any manner whatsoever to the University, will have their examination results together with their academic certificates and/or academic records withheld.
- v.) Students, parents, guardians and/or sponsors in breach of these terms and conditions shall be liable to pay all legal costs incurred by the University as a result thereof, based on the prevailing advocate and client rate, in consequence of which their details may be forwarded to credit-rating bureaus.

- vi.) Electronic fee statements will be made available to students as promptly as possible. By virtue of the student registering, the student (if self-supporting), parent, guardian or sponsor accepts responsibility for payment of all fees by the due dates.
- vii.) The University only refunds surplus money on request. Such refunds will be made electronically into the student's/parent's or sponsor's bank account and no cash or cheque refunds will be considered. Refunds will be governed by conditions in this policy. To this extent, all students are required to provide valid bank account.
- viii.) On admission, students will be required to pay a non-refundable Admission Acceptance deposit to enable them participate in the orientation before they make final decision to register as students within the stipulated time frame.
- ix.) The Council of the Technical University of Kenya reserves the right to amend all fees, without giving prior notice, at the beginning of an academic year.

6 ASSESSMENT OF LEVELS OF FEES

- i.) At the time of joining the university, each student will be given a plan that estimates the fees payable for each year of study. However, before one registers for each semester, one will be expected to review fees invoice that the university will have posted on their statement account provided that at the beginning of academic year the student will be given full years fees..
- ii.) Students resuming studies from an approved academic break (deferment or medical leave) will be expected to complete "Reinstatement Form" to facilitate computation and therefore adjustment of their fees as may be appropriate.
- iii.) Students who are not citizens of the Eastern African Region, will be required to to pay fees
- iv.) International students.....In tandem, the students should lodge documents with the Registrar (Academic) to facilitate fast and accurate decision on fees billing.

7 CONTACT INFORMATION

Queries

Any student who wishes to query the amount of fees he/she has been charged may do so either by visiting Office of the Student Finance or by sending e-mail query to the address below.

FINANCE OFFICER

Chief Accountant

Technical University of Kenya

P.O. Box 52428 – 00200, Nairobi

E-MAIL: Student-Finance@tukenya.ac.ke

TELEPHONE: +2542034354

8 FEES CLEARANCE

8.1 OUTSTANDING FEES

Fees for the academic year shall be paid in full or by instalment in accordance with the plan stipulated in the fees payment policy. Students who owe the University fees for the previous semesters, will be denied access to the University and its services.

8.2 SPONSORSHIPS, SCHOLARSHIPS, BURSARIES/LOAN

8.2.1 IMPORTANT CONDITIONS

- i.) Tuition and statutory fees are first charges on any scholarship, bursary or loan granted by the University or paid to the University, for the benefit of students. Students may NOT withdraw surplus funds, except at the end of THEIR programme of study. This withdrawal will only be possible through written application, provided the sponsor gives WRITTEN authorization to the University.
- ii.) Funds for other purposes, e.g. text books or living expenses, shall be disbursed to students in accordance with scholarship terms.
- iii.) A valid student photo identity card must be produced for all inquiries.

8.2.2 FINANCIAL AID STUDENTS:

- i.) Students who have submitted their Higher Educational Loans Board (HELB) letter of confirmation of loan award to the Finance Officer well in advance of the registration dates, will be granted temporary FINANCIAL CLEARANCE allowing them to proceed directly to the University for registration.

8.2.3 EXTERNAL BURSARIES AND SCHOLARSHIP STUDENTS:

- i.) An Award letter addressed to the University should be obtained from each sponsor on an official letterhead and company stamp with the relevant signature, confirming the details of the award (i.e. books, meals etc.) and the amount of funding, clearly indicating that the funds will be paid to the Technical University of Kenya (NOT TO THE STUDENT). This must be submitted to the Student Finance Office at least one week prior to the start of the semester. The University reserves the right to accept commitment of a sponsor.

8.2.4 BANK LOANS AND PRIVATELY SPONSORED STUDENTS:

- i.) Bank and sponsor letters, addressed to the Technical University of Kenya confirming the amount of the loan/funds which has been granted, clearly indicating that payment will be made to THE TECHNICAL UNIVERSITY OF KENYA (NOT TO THE STUDENT), should be submitted to the Student Finance Office at least one week prior to the start of the semester. Where the bank makes payment of the loan directly to the student, Student Finance Office need not receive such information.

9 PAYMENT OF STATUTORY AND TUITION FEES

9.1 FEES PAYMENT PLAN

Fees payable to the University shall comprise of statutory and tuition fees

Some elements of statutory fees are payable once in a student’s life time at the University or once in an academic year and thus will be clearly stated in a student’s fees statement.

9.1.1 Full Payment of Fees per Programme

- i.) At the time of admission, a student will be given an invoice that spans the whole period of the programme provided that the university has rights to revise fees. A student or sponsor is allowed to pay for the full programme’s fees at the beginning of the study. The deductions made to this deposit towards semester fees will be displayed in the student’s fees statement.

9.1.2 Full Payment of Fees per Academic Year

- i.) Fees may be paid in full, upfront for one academic year or multiple academic years, provided the multiple academic years are more than one year but less than the full programme duration, no discount shall be allowed

9.1.3 Full Payment of Fees per Semester

- i.) Students are encouraged to pay fees in full before the start of the semester to allow access to University services to the students.

9.1.4 Payment of Fees by Instalment

- i.) Student or sponsor may will be allowed to pay fees by instalment. This may be made in a maximum of three (3) instalments as in Table 9.1
- ii.) Fees payment, when made by installment shall be within the first 12 weeks of the semester and in the ratio of 5:3:2.

Table 9.1: Instalment Fees Payment Time-lines

Instalment.	Percentage	Timeframe
1 st	50	On registration for each semester provided that no registration shall be allowed beyond the third week.....
2 nd	30	By the end of the 6 th week of semester
3 rd	20	By the end of the 12 th week of semester

- iii.) Statutory fees shall be paid once at the beginning of the 1st semester Statutory fees are not refundable,
- iv.) Late payments of fees beyond the stipulated timelines shall attract a penalty at the rate of 5% of the outstanding fees in that semester.

10 REGISTRATION GUIDELINES

- ii.) Students will be expected to register for their courses online within the first 3 weeks of the semester upon payment of the requisite instalment.

- iii.) Students who shall not have completed payment of 50 percent of semester fees due for first installment by the 3rd week will be expected to de-register/defer their studies for that academic year.
- iv.) The generation of the final Class Lists will be done at the end of the 3rd week (i.e. based on the registration of course units).
- v.) Examination cards shall be issued only to students who shall have completed payment of fees by the 12th week of the semester.

11 OTHER CONDITIONS

- vi.) Industry Based Learning:
 - a. **Internal:** Fees will be treated as any other semester:
 - b. **External:** There shall be no supervision or submission of report unless the student has paid full fees..
- vii.) **Academic Field Trips:**
 - a. The overall budget for the trip should be based on the actual cost of the trip and should be met by the students. The cost shall be shared between the university and the students. Students will pay for their own upkeep during the academic trip.
 - b. The students must pay full fees for the semester before they are eligible for an academic trip

12 INCIDENTAL LEVIES

The students are expected to pay for services they consume up front. From time to time, it will be necessary for the university to incur additional expenditure in the process of administering student teaching and learning. These are services for which payment must be made. In view of this, the following incidental fees (Table 12.1) are established with the realization that all students will pay for these as need arises.

Table 12.1: Summary of the Incidental Fees:

No.	Description	Cost (Kshs.)	Remarks
1.	Confirmation or Admission Acceptance Fees	Kshs. 1,000	For new students
2.	Industry Based Learning i.) Internal ii.) External		Review of costing (i.e. Prorate to tuition)
3.	Supplementary Examinations	Kshs.1,500 per unit	
4.	Repeat Students: i.) For retake of up to 3 course units. ii.) For retake of course	Prorated in accordance with tuition fees.	

	units more than 3.		
5.	Academic Field Study/Trips	Students will be responsible for personal upkeep including food and accommodation provided that any field trips that involve extensive transport such as may be by air will have the cost determined and shared between the Universities at rates that will be determined from time to time.	Trips will only be available for bona fide students.
6.	Withdrawal from Studies	i.) Student to forfeit 25% of fees paid for semester if in class for up to the 3 rd week. ii.) Student to forfeit full fees paid for semester if in class for more than 3 weeks.	
7.	Deferment of Studies i.) Deferment request within 0 – 3 weeks of semester. ii.) Deferment request during 4 – 6 weeks of semester iii.) Deferment request after 6 weeks of semester	No penalty for student. Student to forfeit 20% of total fees chargeable for semester. Student to forfeit full fees already paid for semester.	
8.	Health Certificate	Students in relevant departments will pay for the requisite fee based on government regulations.	
9.	Course Unit Exemption Application Fees	Ksh.500 per course unit	
10.	Re-Marking	Kshs.1000 per course unit	
11.	Renewal of Registration/Reinstatement Application Fees	Kshs.2000	

13 METHOD OF PAYMENT

Payments shall be made directly to University bank account. Student name and registration number shall be indicated against every payment made.

Bank: Cooperative Bank of Kenya

Branch: COOP House Branch

Account Number: 01129006234900

OR

Bank: Equity Bank
Branch: Moi Avenue
Account Number: 0540290597366

14 REVIEW

The Council of the Technical University of Kenya reserves the right to review the policy, without giving prior notice, periodically but not later than four years.

15 APPRECIATION

The Technical University of Kenya is pleased to receive feedback from stakeholders. The University community appreciates the cooperation of students, parents, guardians and sponsors in managing this policy. Please feel free to send your feedback to info@tukenya.ac.ke