



STUDENTS' FINANCIAL GUIDE LINES

1. Academic leave should be applied for in the first 3 weeks of the trimester. Academic leave must be fully approved and issued with a letter from registrar's office. Any academic leave application done late will attract a penalty of 20% the total trimester fees
2. Add/Drop of units should be done within the first 3 weeks of the trimester. For SPP those who wish to drop or change course should fill the change of course form before 15th March in the 1st semester and 15th September in the second semester. Any drop of course/ or change beyond this date must be paid for in full.
3. Any unit dropped or added after 3 weeks must be paid for in full. Any exemption letter given late after the deadline of dropping units and student registered for a unit exempted should be communicated from faculty.
4. The student should make sure that their names appear in class attendance list.
5. To register for single subject for SPP student should attach a receipt from KASNEB evidence that he/she has registered for only that unit and results of the previous exam sitting.
6. All registration should be paid for within the registration period .At close of registration period all registration without payment will be deleted .Re-registration will done on Approval by Registrar, Dean of the relevant school and the director finance. Late registration will attract a penalty of 5% of the total fees for the trimester.
7. Students with outstanding debts of the previous semester shall not be registered until the outstanding debt is cleared.
8. All Students are expected to have their smartcards at all times while in University.
9. Students who lose their Smart Cards will be expected to have them replaced within one week at a cost of Kshs 1000.
10. Exchange of students' cards is strictly prohibited and failure to observe this will result in disciplinary action and a penalty of Kshs 5000.
11. The following payment methods are available: bankers' cheque, Bank transfer, debit cards, credit cards, M-Pesa, direct deposit to university bank accounts.
NB: Personal cheques and cash are no accepted. All deposit slips should be presented to the University Cashier for receipting within three days.
12. School of professional programmes Students will be expected to pay a minimum of 60% of the billed fees on admission and 40% by the start of the second month while academic students should pay 50% of the billed fees on admission, 30% after one month of the trimester and 20% after two months of the trimester.

13. A credit management fee of kshs 1,000 for two installments and kshs 1,500 for three installments will be charged on payments made by installments. Outstanding fees beyond one year will attract interest at a rate of 10% p.a.
14. No Students will be allowed to sit for University Examinations before clearing fees unless with the express authority of the Director of Finance or the DVC FP & A.
15. Students who are members of the Institute of Certified Public Accountants shall be granted a discount as per the MOU between ICPAK and KCAU on Tuition upon presenting a letter of good standing with the institute (Current prevailing rate is 20% for the member and 10% for immediate family of a member).
16. Duplicate Receipts or statements will be issued at a charge of Kshs 100.
17. No student without exam card and student ID card will be allowed in exam room without credit controllers' communication.
18. All refunds are subject 10% or ksh 500 administration fees whichever is higher as long as the refund is not as a result of the Universities failure to meet its obligation.
19. Refunds will be made only to the sponsor or the person responsible for paying fees but not to the student.
20. Funds from sponsors such as CDF, HELB, Ministries and any others will not be refunded to the students even after completion of their studies. Such funds shall only be refunded back to those sponsors or transferred to other accounts strictly on their authorization.

NB: Funds from sponsors should be accompanied by a confirmation letter of the beneficiaries.

Prepared by: Name: FRIDAH NDIMBA K. Sign: [Signature] Date: 16/05/14

Checked By: Finance Director MURUGA Sign: [Signature] Date: 16/05/14
 Comment: OK

Checked By: Registrar Sign: [Signature] Date: 19/05/2014
 Comment:

Approved: SDVC Sign: [Signature] Date: 20/5/14
 Comment: ai

Approved: Vice Chancellor Sign: [Signature] Date: 20/5/14
 Comment: