



MAASAI MARA UNIVERSITY

FEE PAYMENT POLICY

Policy No.	MMU/RAA/P03
Version	01
Principal Responsibility	Registrar Academic Affairs
Effective Date	15 th January, 2018

Policy Approval

This policy shall be known as the Fee Payment Policy of Maasai Mara University (herein after referred to as “the Policy”) which shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University, section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this Policy has been made in accordance with all relevant legislations.

Dated the day of2018

Signed:

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Foreword

The University was initially established as a Constituent College of Moi University through the Legal Order No.101 of July 2008 before its elevation to a fully-fledged University in 2013. The University was chartered on 12th February 2013 following the enactment of the University Act of 2012. The University admitted its first batch of 400 Government sponsored students in October 2009 and the student numbers have grown tremendously to above 11,000. The exponential growth of the University calls for the institution to put in proper mechanisms to guide its operations and decision making. To this end, the University has developed the fees payment policy which is aimed at streamlining fees collection.

This policy is very critical considering that the University relies heavily on fees collected from students to meet its financial obligations and as the funding received from the Kenya government, but this is not adequate to cover its financial obligations for effective service delivery. The policy will ensure that the fees collection and management of student's fees is done in a transparent, convenient and efficient manner for the benefit of the University, students and all the stakeholders. It provides guidelines to students, parents and guardians on the fees payment procedures and their obligation towards payment of University fees.

Prof. Mary K. Walingo, PhD, MKNAS, EBS

Vice – Chancellor

Definition of Terms

Fees	Refers to the amount of money paid by a student to the University for educational and provision of other services.
Installment	Refers to payment of fee in parts spread over an agreed period.
Refund	Refers to money paid back to the sponsor of a student because of withdrawal from the University, over payment, demise or any other acceptable reason.
Semester	Refers to a period of study of normally not less than 15 weeks or such a period as may be determined by Senate for any academic year.
Sponsor	Refers to an individual or organization responsible for payment of a student's fee in part or fully, for a period of study
Student	Refers to a person who is registered for a degree, diploma, certificate or such other course of the University as may be approved by Senate during a prevailing academic year. A continuing student is a student who has completed the first year of study.
The University	Refers to Maasai Mara University
Work study	Refers to a work programme designed by the University for students to carry out certain tasks within the University for specified wages.

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Acronyms and Abbreviations

AA	-	Academic Affairs
A & SA	-	Academic and Student Affairs
EAC	-	East African Community
GSS	-	Government Sponsored Students
HELB	-	Higher Education Loans Board
PSS	-	Privately Sponsored students

1. Introduction

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full University status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate. The University now operates five Schools namely: School of Science and Information Sciences, School of Education, School of Business and Economics, School of Tourism and Natural Resource Management and the School of Arts and Social Sciences.

Fees payment is vital for the management of the University and effective service delivery. This fees payment policy caters for the needs and aspirations of both the University and its stakeholders as it spells out the fees payment guidelines for realization of optimum collection of fees. The University is committed to providing quality and timely services and this can only be achieved if students fulfill their fees payment obligation as per regulations stipulated in the policy.

1.1 Vision, Mission and Core Values

Vision

To be a world class university committed to academic excellence for development

Mission

To provide Quality University education through innovative teaching, research and consultancy services for development.

Core Values

Excellence

Team Work

Professionalism

Equity and Social Justice

Creativity and Innovativeness

Transparency and Accountability

2. Purpose

The purpose of this policy is to provide guidelines on fees charged on various services offered to students of the University including penalties levied on infringement of specific clauses of the University regulations.

3. Policy Statement

The University shall levy fee and penalties if needed on services offered to students as determined by Senate. The fees payment policy has been established specifically to ensure equity in the management of fees payment and enhance fees collection rate. The policy provides guidelines on fees payments, refunds of fees and information on financial assistance available to students. It also spells out sanctions applied in cases where students do not pay the fees as required. The University commits to disseminate the policy and fees structures to ensure adherence to the policy.

4. Policy Objectives

- i) To give guidance to students, sponsors and other stakeholders on the fee payment processes and procedures at the University.
- ii) To facilitate prompt and effective fee collection for quality service delivery
- iii) To facilitate effective planning and utilization of University resources

5. Scope of the Policy

The fees policy covers all matters touching on fees at the University and applies to all students enrolled at the University.

6. Implementation of the Fees Payment Policy

The Registrar (AA) is responsible for monitoring and ensuring compliance to this policy.

7. Fee Payment Procedures

7.1 Fees Payment

Fees shall be paid per semester. However, continuing students who pay full fees for one academic year upfront shall be eligible to a 2.5 % discount on tuition fee for the academic year.

The fee is payable in full before or at the start of the semester into the University bank accounts. The University does not accept fees payment in cash. International students excluding those from EAC countries shall be charged 20% above fee charged to resident students.

It shall be an offence for a student to attend classes or sit for University examinations before clearance of semester fees.

7.2 Fees Payment by Installments

Students who are not able to pay the full amount of fees at the beginning of the semester shall be allowed to pay in two installments as specified below:

- i) The first installment of 60% of the semester's fees shall be paid at the beginning of the semester. However, any student accommodated in the University halls of residence must pay the accommodation fee in full. Students who would not have paid the 60% of the fees by the end of the third week of the semester shall be deemed to have deferred studies and shall be barred from accessing services at the University and sitting for the end of semester examinations.
- ii) The second installment of 40% must be paid in full three (3) weeks before the start of the end of semester examinations. Failure to clear fee by the time shall lead to the student being advised to defer studies and thereafter sit for the examinations when next offered upon clearance of the fees.

7.3 Charges for Retake and Resit

A student recommended to retake or resit courses shall be required to pay a fee determined by the University before registration for the courses.

7.4 Fee Payable for Exemption of Courses

A student awarded exemption of courses based of the relevant University regulations shall be required to pay tuition fee for the specific course/s and the full amount of statutory fees for the semester.

7.5 Fee Payable for Late Reporting

A Student who fails to register for courses within the time prescribed in the Rules and Regulations Governing Examinations shall be required to pay a penalty of **Ksh. 1,000** or as may be determined by the University Senate.

7.6 Fee Payable for Extension of Registration

A student who extends the registration period beyond the stipulated period of study shall be required to pay a fee to be determined by University Senate.

7.7 Deferment/Suspension

A student who is on suspension/official deferment will not be required to pay fee during the period the student is out of the University.

8. Refund of Fees

All refunds shall attract five hundred (500/-) shillings administration charges. Normally, fees once paid shall not be refundable. However, fees may be refunded under any of the following circumstances:

- i) A student withdraws from the University because the University is unable to offer the academic course he/she is admitted to, financial, health related reasons, transfer to other institutions or any other reason acceptable to the University.
- ii) In the event of a death of a student
- iii) Overpayment of fees by the end of the period of study

Fee refund shall be payable to the sponsor by cheque upon receipt of a written request.

8.1 Refunds due to Withdrawal

- (i) No refund will be made after the 4th week
- (ii) A student who withdraws before the start of the semester will be refunded all the fees paid less registration fee.
- (iii) Subject to clause 9.1(i) a student who withdraws after the semester has begun, will NOT be refunded: registration, student identification card, student union, medical and accommodation fees (where applicable).

Tuition fees and other refundable charges will be done under either one or a combination of the following conditions:

- i) All refunds under this category shall attract five hundred-shilling (500) administration charges
- ii) A student withdrawing from the University must complete the clearance process within a week; otherwise they shall be deemed to have continued with their studies. The effective date of the withdrawal shall be determined by the Registrar, AA.

8.2 Refund due to overpayment

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

8.3 Transfer of fees

The University does not accept transfer of fees from one student's account to another.

9. Financial Assistance

The University students may benefit from the following financial assistance;

9.1 Higher Education Loans Board

It is the responsibility of the student to apply for 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.

9.2 Bursaries and Scholarships

- i) Needy students are encouraged to apply for bursaries and scholarships from the University and other sponsors on time to avoid inconveniences in the payment of fees.
- (ii) Bursaries and scholarship money shall be credited to the student fee account unless otherwise specified by the awarding institution/sponsor.

9.3 Work study programme

The University enrolls needy and deserving students in the work study programmes to help them raise additional funds towards their fees. Earnings from the programme are allocated as per the work study programme policy.

10. Setting of Tuition Fees and Other Charges

Tuition fees and all other charges payable by students are set by the University Council regularly following recommendation by the Senate. These fees are subject to review from time to time.

11. Monitoring and Evaluation

The fee payment policy is focused on ensuring optimal fees collection from students in a transparent and efficient manner. The policy clearly stipulates that fees is payable in full per semester. The compliance to this policy will be assessed on a semester basis, immediately at the end of every examination period. The office of the Registrar, AA will work closely with the Students Finance section to ensure that only students who have completed fees are cleared to sit for end of semester examinations. This will be done by comparing the examination attendance lists with the list of students with balances to flag out any students who may have sat for examinations without clearing the semester's fee.

The policy also gives guidelines on refunds. Adherence to the guidelines provided on refunds will be monitored and the evaluation done at the end of every academic year. It is expected that the Audit department will give a report on all refunds made and whether the guidelines were adhered to during the Financial year.

Monitoring and evaluation reports are to be submitted to the University Management for discussion and corrective/preventive measures put in place accordingly.

12. Review of the Fees Payment Policy

The Fees Payment Policy shall be reviewed from time to time to incorporate emerging issues and in line with the University strategic plan and Kenya Government guidelines.