



STUDENTS' FEES POLICY

Short description	Students' Fees Policy
Responsible officer	Finance Department
Responsible office	Accountant Office
Date introduced	July, 2024

JULY, 2024

1. PAYMENT OF FEES

All students are required to pay fees and all other charges in respect of their **PROGRAMME/COURSE** at the time of registration. No registration is complete until all fees have been paid. If it is not possible for students to pay the full amount at the time of registration, a suitable payment plan approved by the *Accountant/Principle/Director* on recommendation from the Dean of the respective School will be made on how the outstanding amount will be paid. The student will be required to pay an amount determined in the payment plan. Such a student will also be required to complete a **fees debt guarantee Form** which should be fully signed by the approving authority. Failure to adhere to the plan will result in automatic exclusion of the student from the bona fide students list.

2. Support to Students

In applying the policy, the College will at all times seek to be sympathetic to individual students' financial circumstances. However, for the College to do so, students must engage in dialogue with the College if they are experiencing difficulties. Students facing difficulties must therefore seek help from potential sponsors at the earliest possible opportunity. It is the College's obligation, however, to recover all outstanding fees debts.

3. Setting of Tuition Fees and other charges

Tuition fees and all other charges payable by students are set by the Director, Principle and Faculty leaders (Teachers Concerned) regularly following recommendation by the guidance. These are also subject to review from time to time.

4. Terms for Payment of Tuition Fees by a Sponsor

A sponsor is a commercial or charitable organization providing full or part funding, of a Student's Tuition Fees. A sponsor may be the Student's employer, Government department, charity or other organization. However a parent, other relative, or friend is not classified as a sponsor. For the purposes of this policy, the Student Loans Board, are also not classified as sponsors.

Students in receipt of sponsorship from a sponsor must provide a letter of confirmation to the College on the sponsor's official letterhead in order to be enrolled onto their course of study.

Sponsors will be invoiced for their contribution to the Student's fees after the Student has been enrolled. Payment must be made in full by the sponsor within 30 days from the date of invoice. Instalment payments are not offered to sponsors unless with prior arrangements.

Where the Student's Fees are to be paid by a sponsor it shall remain the personal responsibility of the Student to ensure that their Fees and other charges are paid in full. This means that any amounts unpaid by the sponsor will become payable by the Student.

5. Accommodation Fees

The College accommodation charges and application procedures including contacts are set out in the admission guidelines. Hostel payments are due at the beginning of each semester.

Every student is expected to exercise care in the safe use of their room hence a student would be held responsible for any damages caused. Damages caused would call for disciplinary action on the student including a surcharge and exclusion from college halls of residence. Continued non-payment of accommodation fees, will ultimately result in eviction proceedings.

6. Other Charges including Fines

Other charges are any fees payable to the College for services other than Tuition Fees or Accommodation Fees. Examples of other charges are activity, medical, field

Trips, computer, and surcharges for damages to college property. Where an official College invoice has been raised, payment becomes due immediately.

7. FEES PAYMENT

Fees are paid by depositing the required amount in the bank accounts specified by the College and subsequently presenting the banking slips for verification and receipting. The College does not allow cash payments to Teachers or non-teaching staffs or personal cheques.

I. Sanctions on non-payment of fees

The following consequences shall apply to any student who fails to pay their fees and other charges on the due date set by the College (normally within the 20%rule):

- Students with outstanding fees will not be allowed to attend classes.
- Students with outstanding fees will not be allowed to sit for any College examination.
- Transcripts (interim and final) and certificates will not be released to students who owe fees to the College.
- Students with fee balances will be excluded from graduation/Award Certificates.
- Students will not be allowed to re-enroll for the next Course/Year of their programme whilst they have a debt with the College.
- The College may refuse an application for College Accommodation from a returning student if they have a poor payment record for fees.
- Steps to enforce settlement of debt related to outstanding fees and charges will be taken against all current and former students who have failed to engage with the College to find a solution to any outstanding debt, or who have failed to honor agreements to pay.
- Notwithstanding the actions as stated above, the College reserves the right to take legal action in order to recover the fees debts.

8. REFUND GUIDELINES

II. Full Refund of Tuition Fees Paid

Normally, fees once paid shall not be refundable. However, fees may be refunded under any of the following circumstances:-

- i. The College is unable to provide the academic course applied for;
- ii. The College withdraws an offer of enrolment for any reason (except in cases where a potential student has provided incomplete or incorrect information, in which case paragraph 2 below applies);
- iii. A student cannot take up a place at the College because of financial challenges or health related reasons; and

III. Partial Refunds of Tuition Fees Paid

A student will receive a partial refund of tuition fees paid if:

- i. A student decides not to enroll or do not enroll in time for the start of the course having accepted the offer of a place;
- ii. A student withdraws along the way having gone through the course half way;
- iii. The College withdraws an offer or cancels registration on a course because incorrect and/or incomplete information was provided in the application;

IV. Modular Courses

A student who paid for fees on a module by module basis:

- i. Will be charged the full module fee for each module which had been started or for which the student had received learning materials.

V. Exceptional Circumstances

The College will consider exceptional circumstances to those described above on a case by case basis on direct application to the Vice-Chancellor.

VI. Administrative Charges

An administrative charge of Tshs 10000.00 is payable for every refund. This amount shall be recovered directly from the refundable fee.

VII. Other Administrative Levies

Administrative levies such as registration fees, students' ICT CLUB/LINGUISTIC CLUB membership fees, amenity fees and student identity card fees, T-shirt, Booklets are non-refundable.

9. WITHDRAWING FROM A COURSE

If a student wishes to withdraw from a course he/she must first contact the Administration, Principle or Course coordinator for recommendation/approval. However, it should be noted that the Principle/Coordinator would not authorize any refund of tuition fees at this stage.

VIII. How to Request for a Refund

Any student seeking a refund should complete an appropriate form and have it duly authorized. Upon completion of the process the student shall return the form to the College Accountant/Secretary for processing. Refund cheques will be made payable to the ~~in~~ ^{major} institution who paid the fees unless advised otherwise in writing.

IX. Monitoring the Procedures

It is The Principle and the Accountant who are responsible for monitoring and ensuring compliance with this policy and related procedures to ensure consistency of application.

10. DEBT RECOVERY GUIDELINES

Fees and other charges are due for payment at the time of registration. It is payable either on semester basis or on the basis of the academic year dependent on each individual students' circumstances.

- i. If fees remain unpaid beyond the stipulated period, access to the College IT network, Hostel and other issues. Access is not re-instated unless outstanding fees are paid in full or a new payment plan is agreed with the College.
- ii. In addition, the student may be required to vacate the College premises and that the student would not be allowed to re-enrolls and/or allowed in class.
- iii. If the fees remain unpaid, the student will subsequently be notified in writing of the College's decision to take legal action to recover outstanding debt, including costs incurred e.g. commission and charges and that the College's sanction of withholding the conferment of awards and/or re- enrolment will be applied.

11. REVIEW OF POLICY

This policy will be subject to review by the College from time to time as circumstances may dictate.

12. EFFECTIVE DATE

The policy shall be effective immediately upon approval by MIT Workers structure and the Director

