

Makerere



University

FEES POLICY

As Approved By Council on 13th July 2016

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Makerere



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FEES POLICY

A. Policy Statement

Makerere University is committed to providing the best service to her students to ensure that they get the best higher education experience from the University. In order to achieve this, the University raises financial resources from different sources, including tuition and functional fees, charges for use of University facilities, endowments and donations. Tuition and functional fees payable by students form an important component of the University's financial resources. Fees are used to top up staff salaries, pay external examiners, utilities, teaching materials and other requirements.

B. Legal Framework

Fees payable by students shall be fixed by the University Council in accordance with article 41(c) of the Universities and Other Institutions Act (UOTIA) of 2001 as amended and may be reviewed from time to time.

C. Objectives of the Fees Policy

The objective of this policy is to:

- i. ensure the setting of fees is compliant with government regulations while supporting strategic and financial imperatives
- ii. ensure that additional charges levied are compliant with the legal requirements while ensuring coverage of legitimate costs
- iii. provide clarity regarding the requirements for administration, invoicing, collection and refund of fees.

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D. Scope

This policy applies to all categories of fees chargeable for services to students of Makerere University for programmes of study.

E. Guiding Principles

- i. The University will set tuition fees according to economic and strategic considerations.
- ii. The University will levy fees and charges on students in accordance with legal requirements and University regulations.
- iii. Fees for tuition are set and charged at different rates for different cohorts based on citizenship status, level of study and other criteria in accordance with the UOTIA 2001 as amended.
- iv. The University will publish comprehensive and accessible information on fees and charges for students and will ensure that the administration of these fees and charges is consistent with the published information and in accordance with the legal requirements and University regulations, policies and procedures.
- v. The University will refund tuition fees in accordance with legal requirements and University regulations.
- vi. The University recognizes that students may face financial hardship during the course of their studies and provides fees payment options to enable eligible students to continue their studies.

F. Categories of Fees

University fees are categorized as *tuition*, *functional* and *other* fees as detailed below:

- i. **Tuition Fees** (payable each ordinary and recess semester)
- ii. **Undergraduate Students Functional Fees** (payable in the first semester of each academic year)
 - a. Registration
 - b. Examination
 - c. Rules booklet
 - d. Library
 - e. Technology
 - f. Guild
 - g. Sports
 - h. Identity Card
 - i. Field attachment supervision
 - j. Development
 - k. Caution

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- l. Endowment Fee
- m. Research Fee

iii. Graduate Students Functional fees (payable in the first semester of each academic year)

- a. Registration
- b. Examination
- c. Book Bank
- d. Library
- e. Information and Communication Technology
- f. Guild
- g. Sports
- h. Identity Card
- i. Medical Capitation
- j. Development
- k. Caution
- l. Endowment
- m. Research Fee

iv. Other Undergraduate Fees (payable as and when required)

- a. Application Fee
- b. Graduation
- c. Transcript
- d. Certificate
- e. Convocation
- f. Certification
- g. Academic Gowns
- h. Recess Term fee (computed pro-rata to full ordinary semester)
- i. Late Registration
- j. Re-mark Fee
- k. Re-take Fee
- l. Late Fees Payment Fee
- m. Verification Fee
- n. Affiliated Institutions Fee
- o. Application Fee
- p. Any other fees as may be fixed by Council from time to time

v. Other Graduate Fees (payable as and when required)

- a. Application Fee
- b. Graduation
- c. Transcript



- d. Certificate
- e. Convocation
- f. Certification
- g. Academic Gowns
- h. PhD Cylinder
- i. Recess Term fee (computed pro-rata to full ordinary semester)
- j. Late Registration
- k. Re-mark Fee
- l. Re-take fee
- m. Late fees Payment fee
- n. Verification Fee
- o. Thesis Examination Fee
- p. Affiliated Institutions Fee
- q. Any other fees as may be fixed by Council from time to time

G. Fees Regulations

1. General Provisions

- i. Payment of University fees is the responsibility of students. An account shall be opened for each student in the computerized information system of the University. Students who default on the payment of fees are subject to sanctions, including de-registration, payment of a fine and legal action.
- ii. Fees are due on the first day of each semester.
- iii. All students admitted for programmes at the University are personally responsible for the payment of fees. This includes arrangements where students obtain sponsorship for fees and the sponsor defaults.
- iv. The specific fee applicable is confirmed at the point of admission.
- v. When there is a review between admission and registration, the applicable fee will be that given to the students at the time of registration.
- vi. Students repeating a course unit or programme of study will be charged the appropriate fee for the unit or programme for continuing students and those who will have overstayed on the programme.
- vii. Students repeating course units or programmes where the fee structure has been revised upwards will be charged the revised rates.
- viii. Every student admitted to a programme of study of Makerere University shall be required to sign an undertaking regarding fees payment.



2 Specific Requirements

a) New Students

- i. Every student admitted to a programme of study of Makerere University will be issued a provisional admission letter with an invoice for payment of the requisite fees.
- ii. All functional fees and 60% of tuition fees for new joining students must be paid before the admission letter is issued.

b) Continuing Students

Every continuing student is expected to pay fees due on the first day of a semester. However, in the event that a student is unable to pay full fees on the first day of the semester, the following conditions shall apply:

- i. Every continuing student who has not paid full fees on the first day of a semester shall pay a deposit as a commitment as may be fixed by the University Council within the first three weeks of a semester;
- ii. The commitment deposit shall form part of fees due for the semester;
- iii. A student who fails to pay the commitment deposit within three weeks of a semester shall be required to pay a surcharge as may be fixed by Council from time to time and the minimum deposit by the sixth week of a semester;
- iv. Every continuing student shall be required to register within three weeks of the semester upon which the student shall be billed for that semester;
- v. A student who fails to register by the end of the third week of a semester for genuine reasons must register by the tenth week;
- vi. A student who is not registered by the end of the 10th week of a semester shall be charged a late registration fee as may be fixed by Council from time to time;
- vii. A student who does not register by the 12th week of a semester shall be de-registered automatically and shall henceforth cease being a student of Makerere University;
- viii. A student who fails to pay 100% fees on the first day of a semester shall pay 100% fees within the first 12 weeks of the semester;
- ix. A student who fails to pay 100% fees within the first 12 weeks of the semester may be permitted to complete payment of the fees by the 15th week of a semester with a surcharge of 5% on the outstanding balance of fees due;
- x. A student who fails to pay full fees by the 15th week shall be de-registered.

H. Incentives for Early Payment of Fees

Incentives as may be determined by Council from time to time may be given to students who complete payment of fees 100% by the sixth week of the semester.

I. Special Payment Plans

i. *Monthly Fees Payment Plan*

Students who have difficulty paying their tuition fees due to financial hardship may apply to pay their tuition fee under a monthly payment plan. Students who wish to use this arrangement must apply in writing, and provide documentation as evidence of their financial hardship. The following conditions will apply:

- a) Applications are reviewed on an individual basis and arranged on a per-semester basis only;
- b) Payment plans cannot be applied retrospectively and are not available to new students. **Please note:** an administrative fee as may be fixed by Council will be charged for the establishment of a fees payment plan;
- c) Students who wish to apply for a monthly payment plan arrangement must submit a written request/application no later than the fee payment due date for the semester in which they are requesting a payment plan;
- d) Students permitted to pay by a monthly payment plan will be required to pay a deposit on the fees as may be determined by Council before the payment plan is approved and the deposit will be included in the student's schedule of payments;
- e) The remaining balance will be paid under a monthly payment plan;
- f) All fees must be finalised in accordance with the agreed terms and conditions of the individual payment plan and in any case not later than the 12th week of the semester;
- g) Payment plans will be limited to the semester in which the request is made and no further extensions will be granted;
- h) There is no interest charge or finance charge (zero percent annual percentage rate) imposed for use of the Monthly Payment Plan;
- i) Continued participation in the Monthly Payment Plan is contingent upon a satisfactory payment history;
- j) Makerere University reserves the right to deny continued participation to anyone who has previously not complied with the terms of the monthly payment plan billing schedule.

The Monthly Payment Plan is available to all undergraduates and post graduates. Students desiring to use the Monthly Payment Plan are encouraged to sign up as soon as possible to realize the maximum number of months over which to pay the balance due. Application forms for this plan may be obtained from the College accountant.

ii. *Prepaid Tuition Plan*

The University's Prepaid Tuition Plan allows new students to prepay all the semesters in their study plan thereby locking in the rate of tuition in effect at the time of the plan's initiation. Payment must be received before the first semester of the student's study programme. For a copy of the Prepaid Tuition Plan agreement that governs this plan, please contact the Bursar's Office.



iii. Financial Support and Advice

Students who are experiencing unforeseen financial difficulties in paying their tuition fees should seek help at the earliest opportunity. The University will assist by providing information about possible scholarships where possible. It must be noted, however, that payment of fees remains the responsibility of the student.

J. Special Provisions

i. Students Who Have Overstayed on a Programme

Continuing students who have overstayed on a programme and are repeating a course unit or programme of study shall be charged the appropriate fee for the unit or programme of study

ii. Students at Affiliated Institutions

Fees for students studying for Makerere University awards at affiliated institutions will be determined by the affiliated institution, provided that functional fees payable directly to Makerere University will be the same fees payable by Makerere University students.

iii. Students With Sponsors

Students who have an approved sponsor shall be liable for any unpaid tuition fee costs if the sponsor defaults on payment in any given semester.

iv. Accommodation Fees

Residence fees must be paid before occupation of a room at the beginning of the semester.

v. Other fees

- a) On completion of their programmes of study, students shall pay stipulated fees, e.g. certificate, convocation, graduation and academic transcript fees.
- b) Students shall be required to pay for certification of their documents at rates determined by the University Council.

vi. Fees Upon Withdrawal and Discontinuation From Studies

- a) Students who withdraw from a programme of study are still liable for the fees which they owe to the University.

- b) A student who is dismissed for academic or disciplinary reasons, prior to the end of semester, shall forfeit all tuition and other fees paid for that semester.

vii. Defaulting Students:

- a) Students who default payment of fees, or who are in debt to the University for any reason, shall not be allowed to write their examinations or proceed further with their studies or receive a University Transcript, degree or any award.
- b) A student who fails to pay fees within the stipulated period may apply for withdraw from the programme and on resumption shall be required to pay all the requisite fees.
- c) If, with notice, a student's enrolment is cancelled for abscondment from the programme of study and that student is subsequently permitted to have his/her enrolment reinstated, a re-instatement fee will be levied in addition to the requisite functional and tuition fees not paid by the student at the time of abscondment.
- d) Non-payment of fees within the prescribed period shall lead to cancellation of registration.
- e) A student whose enrolment is cancelled will retain her/his fee liability, and re-admission in a subsequent year or semester will only be permitted when the debt is paid in.
- f) A student who is in debt to the University shall not be permitted to graduate or be given transcripts or partial transcripts.
- g) The University reserves the right to take legal action, where appropriate, to effect recovery of monies from students who leave the University with outstanding debts.
- h) Transfer of fees from one student's account to another student's account is not permissible.

K. Procedure for Paying Fees

The following is the procedure for paying University fees:

- i. Students are invoiced for the fees before the start of the semester.
- ii. Payments are made to an approved Makerere University Bank collection account.
- iii. Upon confirmation of payment, receipts are issued by the Finance Department to students only for those who pay by EFT's, Draft and cheques.
- iv. Upon registration an account is opened and maintained in the computerized system of the University for each student.

L. Methods of Payment

Methods of payment of University fees include the following:

- i. Cash deposit in a University bank account
- ii. Bank drafts
- iii. Direct Transfer(EFT's)
- iv. Other electronic transfer methods as may be approved by University Management



M. Fees Subsidy Schemes

- i) Biological children of members of staff who are less than 21 years on entry into the University may be permitted to pay ½ tuition fees and full functional fees in accordance with the existing policy on fees subsidy for biological children of members of staff. Members of staff who are on the Staff Development programme on programmes offered at Makerere University will have a waiver of the tuition but not on functional fees.

N. Refund of Fees

i. Students' Withdrawal

Students who choose to withdraw from a programme may be refunded some tuition fees as detailed below:

a) Tuition fees

A student who has been permitted to withdraw from studies shall be refunded the Tuition Fees already paid pro-rata to the equivalent fees due for the time spent on the programme of studies. No tuition fees shall be refunded to a student who withdraws from a programme of study after the sixth week or without permission.

In case an Academic Programme to which a student has been admitted is not conducted in a particular academic year, the University will refund the full tuition fees paid by the student.

b) Functional fees

NIL

c) Residence fees

NIL

ii. Payment in excess of statutory fees

Students, who pay more than the University's tuition and other fees requirement, shall be refunded the sum paid beyond the University statutory fee requirements to:

- a) The student or sponsor upon completion of programme of study
- b) Or rolled forward depending on the circumstances.

Any credit resulting from an overpayment or an adjustment/amendment to a student's fee liability will be credited towards her/his fee liability for the following semester.



iii. Application for Refund

In every case a refund will be made on production of University receipt. Students' written application seeking for the refund shall be verified by the Academic Registrar and Bursar before a refund is paid.

Applications for refund will only be approved where the University is satisfied that:

- a. The circumstances were beyond the student's control (and those circumstances were unusual, uncommon or abnormal) **and**
- b. The circumstances did not make their full impact on the student until after the census date for the course(s) they wish to withdraw from **and**
- c. The circumstances make it impracticable for the student to complete the requirements for the course.

j) Forgeries

- i. Students who are registered on the basis of forged academic documents will not get fees refund.
- ii. Students who present forged fees payment documents will be dismissed from the University and prosecuted.

O. Responsibility for Implementation of the Fees Policy

The overall responsibility for implementation of this policy is the Vice Chancellor, assisted by the Deputy Vice Chancellor (Academic Affairs) and the Deputy Vice Chancellor (Finance and Administration).

The operational responsibility for implementation of this policy lies with the University Secretary, the Academic Registrar, the Bursar, the College Principals, Directors of External Campuses, Deans and Heads of Department.

Every member of staff has the general responsibility of ensuring that this policy is implemented effectively.

P. Date of Commencement

This Policy will come into force on the date it is signed as approved by the Chairperson of Makerere University Council.

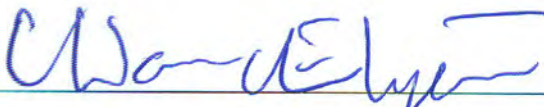
Q. Date of Next Review

This policy will be reviewed by the University Council as need may arise.



R. Date of Approval

This policy was approved by Makerere University Council on 13th July 2016

Signed: 

Chairperson, Makerere University Council

