

Billing & Debt Management Policy Highlights



The Billing and Debt Management Policy was approved by the University on November 10, 2018 and became effective on the same day. It commits the University to an efficient and effective risk management process in recovery of outstanding debts while maintaining a fair, consistent and accountable approach to quality services.

Tuition

- Fee Charges subject to variance - approved fees and charges are published in the Fee Schedule.
- Fees and commensurate charges are applied based on course registration, and the student's nationality.
- **Pre-registration** is only available to students with **zero balances**, those on financial aid and deferred payment plans. **Holds** will be administered to all students whose fees is owing at the time of pre- registration.

Clearance to access facilities/sit exams

- Financial clearance to attend classes and access University facilities, will be upon full payment of fees or payment of instalments for students on the approved Deferred Payment Plan.
- **Students who are not financially cleared will NOT be allowed to sit exams.**
- Attending classes without financial clearance will be treated as an offence and disciplinary action will be taken against the student.

Room & Board/Medical Insurance Fees

- A room key deposit (*refundable on leaving the hostel*) and room reservation charges are payable before the semester begins.
- Medical Insurance Fee: University hostel residents and non - Kenyan citizens are charged for a comprehensive medical insurance cover, unless the student already has an existing cover acceptable in Kenya (subject to authentication by the Insurance Office every semester).

Payment of Fees

- All fees are due for payment **on or before the first day of every semester.**
- Incoming students must pay fees **before course registration.**

Credit Control Office

Email: finance@usiu.ac.ke | Phone: 0730116538/224/403 | Web:www.usiu.ac.ke/finance

- Any amounts paid into the University's bank account will be deemed as payment towards tuition fees unless otherwise specified.
- Add/Drop Fee is KES 500 per course charged from the first day of the second week of the semester.
- When a course is dropped on the first week of the semester, a 10% charge is applied. 25% charge is applied when the course is dropped on the second week of the semester. When a course is dropped after the second week of the semester, 100% of the course fee is charged.
- Late registration fee is a fixed charge which begins the second day of the second week of the semester.
- Students who plan to participate in the Commencement Ceremony must have paid their fees in full including the graduation fee and the gown deposit charges.

Instalment Payments

- The Deferred Payment Plan is available to Kenyan students. Access to the Plan for international students is at the discretion of the University.
- Continuing students and freshmen are allowed a maximum of 3 and 2 equal instalments respectively.
- Freshmen on Deferred Payment Plan will be allowed to register for classes after payment of 50% of fees, and will get financial clearance after registration and approval of the instalment plan by the Credit Control Office. The second 50% instalment plus any interest charged will be due the 7th day of the second month of the semester.
- Financial clearance for continuing students is conditional upon payment of the 1st instalment, registration and approval of Deferred Payment Plan by the Credit Control Office. The 2nd and the 3rd instalments are due for payment on the 7th day of the second and the third months of the semester respectively.
- Forms are available from the Credit Control Office (Ground Floor, Administration Building) and must be appropriately filled and return on or before the last day for financial clearance. Documents required include:
 - Data Sheet (Course and Fee Statement)
 - Copy of KRA PIN Certificate
 - Proof of ability to pay (Payslip or Bank Statement)
 - Copy of National Identity Card /Passport

- Students who do not adhere to the payment plan dates and regulations will be deemed as defaulters and may be denied future payment plan applications, and removed from class during spot checks.
- Kenya Shillings (KES) and US Dollars (USD) are the acceptable currencies. USD exchange rate depends on bank spot rates for East African students. For non - East African students, the rate is fixed per semester using the average rate of the month before the beginning of pre-registration.

Interest Charge

- Fees not paid on or before the first day of the semester are considered outstanding and attract an interest of 1.5% per month.
- Interest on outstanding debt is charged each month for a maximum of 10 months, after which it is stopped until the student resumes payments.

Exchange Rate

- The US Dollar to Kenya Shilling exchange rate for international students will be set using the monthly rate average of the buy and sell rates for the month before pre-registration of the next semester and remain fixed per semester. For East African students, the rate will vary with the date the transaction takes place.

Tuition Refund Process

- Students should ensure that they have completed their final clearance before the refund form is filled and submitted to the finance office.
- All refunds are paid via Electronic Funds Transfer
- Only duly filled and signed refunds forms for students who are fully cleared shall be processed. Applicant(s) shall be informed on the status of their refund application in the event of a delay.
- A transaction charge of USD 25 will be applied to transfer of funds to international accounts.

Debt Collection

- Debtors over one year will be forwarded to external debt collectors for recovery at the student's cost.
- The University reserves the right to blacklist students with a Credit Reference Bureau for non-payment of fees and charges.