

MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

STUDENTS FEES POLICY (AS APPROVED BY THE 48TH MEETING OF COUNCIL MINUTE 48/05/13)

A. Introduction

1. Fees are an essential element of University funding. The level of fees paid by students is approved by the University Council and is subject to review from time to time.
2. The University is committed to ensuring information on fees is readily available and publishes fees information in advertisements calling for prospective applicants as well as on MUST website, www.must.ac.ug. For those who are given admission to programmes, detailed information about the fees, along with arrangements for payment are provided in the letters of offer.
3. Students are responsible for the prompt payment of fees. The students who default on payment of the fees are subjected to appropriate sanctions. An Account for each student shall be opened in the Students' Academic Record Management Systems (SARMS)

B. MANAGEMENT OF TUITION AND FUNCTIONAL FEES

Functional fees include:

- (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) Field attachment for supervision
- (k) Development
- (l) Caution

Fees on completion include

- (a) Graduation
- (b) Transcript
- (c) Certificate
- (d) Convocation

1. Students fees form part of the University budget.
2. Students are invoiced for the fees
3. Payments are made to approved MUST Bank collection accounts.
4. Upon payment, receipts are issued by Finance Department to students.

5. Upon registration an account is opened in SARMS for each student and maintained.
6. Cash books are maintained for each fees collection account by Finance Department.
7. Bank reconciliations are made for every fees collection account by the Finance Department.
8. Periodic financial reports in respect of fees are submitted to stakeholders for appropriate action.

C. Tuition fees Regulations

1. General

- 1.1 Tuition fees are set by the University Council and may be subject to periodic review as thought appropriate from time to time.
- 1.2 All students registered for programmes at the University are personally responsible for the payment of fees. This includes arrangements where students obtain sponsorship for fees should the sponsor default.
- 1.3 Tuition fee structure is published on the University's website. The specific fee applicable is confirmed at the point of admission. When there is a review between admission and registration, the applicable fee will be that given to the students at the time of registration.
- 1.4 Students repeating course unit or programme of study will be charged the appropriate fee.
- 1.5 Students repeating programmes where the fee structure has been revised upwards will be charged at the revised rates.
- 1.6 Fees for students studying for University awards at partner institutions will be levied at the same rate charged by the University. Responsibility of collection of fees from students at the Institution will be agreed through an MOU, indicating which portion goes to the University and what portion the institution retains.
- 1.7 For avoidance of any doubt, fees for application, registration, and examination will be fully retained by the University.
- 1.8
 - (a) All functional fees must be paid before registration at the beginning of the academic year.
 - (b) Tuition fees should preferably be paid at the beginning of the academic year. However tuition fees may be paid in two equal instalments. The first instalment shall be paid at the beginning of

the first semester. The second instalment shall be paid at the beginning of the second semester.

- (c) Residence fees must be paid before allocation of a room.
- 1.9 On completion, students will be required to pay such fees that are stipulated viz: certificate, convocation, graduation and academic transcript fees.
- 1.10 Students who withdraw from a programme of study, are liable to fees payment which they still owe to the University.
- 1.11 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.
- 1.12 Students will be required to pay for certification of their documents at rates determined by the University Council.

2. Defaulting students:

- 2.1 Students who default payment of fees or who are in debt to the University for any reason, shall not be allowed to sit for their examinations or proceed further with their studies or to receive a University Transcript, degree or any award except by special permission. Such a student will be required to apply to sit for special examinations, or apply for a dead year and will be required to pay fees due before sitting for special examinations or resuming studies after a dead year or appearing for graduation ceremony.
- 2.2 Students who are in debt to the University at the time of graduation shall not be issued with Academic Transcript, a Degree or Diploma certificate and will be refused attendance at graduation ceremonies.
- 2.3 The University reserves the right to take court action, where appropriate, to effect recovery of the debt from students who leave the University with outstanding debts.

3. Fees Exemption Schemes:

- 3.1 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 all other functional fees. This facility also includes full time employees of Mbarara Regional Referral Hospital (MRRH). Employees who leave the University or MRRH service will cease to benefit from the Biological Children Scheme.
- Only two biological children of a member of staff may benefit from the scheme at any given time.

3.2 Members of staff who are on Staff Development programme will have a waiver of the tuition fees but must pay for all other functional fees.

4. **Refund of Fees**

4.1. Students' Withdrawal

Privately sponsored students who choose to withdraw from a programme may be refunded some tuition fees as follows:

4.1.1 Tuition fees

- | | |
|---|-----|
| (a) Within the first half of 1 st semester | 50% |
| (b) Subsequently | NIL |

4.1.2 Functional fees

NIL

4.1.3 Residence fee

NIL

4.2 **Staff Development Students**

Students on Staff Development who get a scholarship may be allowed to use their tuition fees for research purposes. They would apply through their Faculty Research Committees and the money will only be an advance which they must account for.

4.3 **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
- (b) the sponsor
- (c) or rolled forward depending on the circumstances.

4.4 **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 official in the Academic Registrar's office before a refund is paid.

4.5 **Forgeries**

Students who present forged academic papers will not get refund of their fees.

5. **Write off of uncollected debts.**

The University shall follow Government Rules and Regulations for write off of bad debts.

NB: This policy shall be read in conjunction with University Rules which apply to all student members of the University. These rules are given to students together with their admission letters.