

MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE ACADEMIC REGISTRAR

STUDENTS FEES POLICY

(AS APPROVED BY THE 62nd MEETING OF COUNCIL 9th Sep 16)

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. An Account for each student shall be opened in the student database management system.

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 the Finance Department to students.

5. Upon registration an account is activated in CEMAS 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. Fees Regulations

- 1.1 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 The 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.
- 1.6a 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.
- 1.6b For avoidance of any doubt, functional fees will be fully retained by the University.
- 1.7 Students shall pay all the functional fees in the first three weeks of the first semester then they shall be eligible to register.
 - a. Students shall pay at least 50% of the tuition for the semester by the 7th week.
 - b. Students shall pay the remaining 50% of the tuition for the semester by the 14th week.

- c. In the second semester, students shall pay at least 50% within the first three weeks of reporting and the remaining 50% by the 14th week.
 - d. Resident students shall pay all the resident fees before being allocated a room.
 - e. Admitted undergraduate students shall confirm acceptance of their admissions by paying a non-refundable tuition fee deposit of 52,000/= by a specified date.
 - f. Admitted postgraduate students shall confirm acceptance of their admissions by paying a non-refundable tuition fee deposit of 100,000/= by a specified date.
 - g. Students are encouraged to pay all fees at the beginning of the academic year.
 - h. Students are responsible for the prompt payment of fees. The students who default on payment of the fees are subjected to appropriate sanctions as stipulated in Sec 2.1.
 - i. These regulations shall apply to the undergraduate and postgraduate students.
- 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.

Such a student will be required to ask for a dead year and will be required to pay fees due before 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 Staff members with biological children 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.
- 3.2 Only two biological children of a member of staff may benefit from the scheme at any given time.
- 3.3 The tax component due to this benefit shall be paid by the beneficiary.

4. Refund of Fees

4.1. Students' Withdrawal

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

4.1.1 Tuition fees

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

4.1.3 Functional fees

NIL

4.1.3 Residence fee

NIL

4.1.4 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 Academic Registrar's office before a refund is paid.

5. Transfer of Fees

The university shall not allow transfer of fees.

6. 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.

7. Staff Development Students

Members of staff who are on Staff Development programme will receive a scholarship to cover their tuition fees but must pay for all other functional fees.

The tax component due to this benefit shall be paid by the beneficiary.

8 Forgeries

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

Conclusion

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