



THE TECHNICAL UNIVERSITY OF KENYA

FEES PAYMENT POLICY

POLICY NUMBER: TU-K/ACAD-FEES-TSF/001/2025

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ABBREVIATIONS AND ACRONYMS

ASA Academic and Student Affairs

HELB Higher Education Loans Board

IBL Industry-Based Learning

KES Kenya Shillings

KCB Kenya Commercial Bank

TU-K The Technical University of Kenya

1.0 INTRODUCTION

This policy establishes a comprehensive framework for the payment, management, and collection of fees at the Technical University of Kenya (TU-K). It defines the responsibilities of students and sponsors, specifies applicable fee structures and payment modalities, and outlines the consequences of non-compliance.

The policy aims to uphold financial integrity and sustainability while fostering fairness, transparency, and accountability in all financial engagements with students, sponsors, and other stakeholders.

2.0 DEFINITIONS AND INTERPRETATIONS

Academic Year: A period consisting of two semesters of formal instruction and, where applicable, an industry-based attachment.

Bursary: A non-repayable grant awarded to a student on the basis of financial need, payable directly towards tuition fees.

Checkoff System: A payroll deduction facility whereby a member of staff of the University who is also a student authorizes the University to deduct their semester fees in installments directly from their monthly salary

Discount: A reduction in total tuition fees granted to students who pay the full amount at the time of registration.

Fees: Mandatory charges payable by a student for tuition, registration, examinations, and other university services.

Instalment: A partial payment of semester fees under an approved payment plan.

Penalty: A surcharge imposed for late payment beyond the stipulated deadline.

Refund: Reimbursement of fees due to overpayment, official withdrawal, or in the event of a student's demise.

Registration: The formal process through which a student enrolls, accepts the University's terms, and gains access to academic services.

Scholarship: A financial award provided by an individual, organization, or the University to support tuition or related costs.

Semester: A 15-week period of academic instruction or its equivalent in accredited contact hours.

Sponsor: An individual or organization assuming partial or full responsibility for a student's financial obligations.

Student: A person duly admitted and registered in an approved academic programme.

University (TU-K): The Technical University of Kenya.

Work-Study: A University-administered programme offering part-time employment opportunities to needy students to offset their fees

3.0 PREAMBLE

Timely payment of fees is essential for sustaining the University's academic operations, infrastructure development, and strategic objectives. This policy reaffirms TU-K's commitment to providing flexible, fair, and transparent fee structures that reflect diverse financial capacities while ensuring institutional sustainability.

4.0 SCOPE

This policy applies to all TUK students, parents, guardians, and sponsors, including government agencies, private organizations, and individuals. It governs all categories of fees, including tuition, statutory, and incidental charges, and covers all related financial transactions and obligations.

5.0 POLICY STATEMENT

Subject to the Ministry of Education's guidelines on fee payment in public institutions, the University Council shall exercise exclusive authority to review, approve, and amend all fee structures. Any approved revisions shall take effect at the beginning of a new academic year to ensure proper planning and communication to all stakeholders.

All students and their respective sponsors are responsible for the full payment of the stipulated fees. The University does not offer refunds or reductions for interruptions in studies resulting from events beyond its control, including strikes, pandemics, or other force majeure occurrences.

To promote transparency and accountability, the University publishes the approved fee schedules annually and issues regular student fee statements to facilitate informed financial planning.

Fulfilment of all financial obligations is a mandatory requirement for registration, continued enrollment, participation in examinations, and the issuance of academic transcripts, certificates, or any other official University documents.

6.0 RATIONALE

This policy establishes a standardized and enforceable framework for the management of student fees at the Technical University of Kenya. It is designed to promote transparency, equity, and accountability in all financial dealings between the University, students, and sponsors. By providing clear procedures and expectations, the policy seeks to enhance financial discipline and ensure that all stakeholders understand their obligations and rights regarding fee payment and management.

The policy is aligned with the *Technical University of Kenya Charter*, the *Standards and Guidelines for Quality Assurance in University Education in Kenya*, and other relevant national financial and higher education regulations. This alignment ensures that the University's financial management practices meet statutory requirements and uphold institutional integrity and sustainability.

Furthermore, this policy supersedes all previous informal practices, circulars, or ad hoc directives relating to fee payment. It serves as the authoritative and definitive reference for all fee-related

matters at the Technical University of Kenya, thereby fostering consistency and fairness in the application of fee policies across all academic and administrative units.

7.0 PROCEDURES, TERMS AND CONDITIONS

7.1 Procedures

Access and Invoicing:

1. A provisional fee estimate is issued upon admission.
2. Official, personalized e-invoices are accessible through the student portal before the start of each semester.
3. Students returning from deferment or leave must complete reinstatement procedures to ensure accurate fee computation.

Approved Payment Channels:

Payment of fees shall be effected exclusively via the eCitizen Portal ('Pay via eCitizen'), unless otherwise authorized by the Council.

Prohibited Methods:

Cash payments, agency banking, ATM deposits, and Pesa Link transfers are not accepted.

All payments must quote the student's full name and registration number to ensure proper crediting.

Payment Plans:

1. Full Programme Payment: Payment for the entire programme in advance.
2. Full Annual Payment: Payment for one or more academic years in advance.
3. Full Semester Payment: Payment of one or more semesters
4. Instalment Plan: Payment in two instalments per semester:
 - i. *First instalment (65%):* Due before registration. Registration closes after the third week.
 - ii. *Second instalment (35%):* Due by the end of the eighth week.
 - iii. *Late payment:* Subject to a 5% penalty.
5. Staff Checkoff Plan: Available to TU-K staff registered as students, allowing for monthly deductions from salary as per an approved schedule.
6. All members of the graduating class are required to clear any outstanding fees owed to the University no later than one (1) month prior to the scheduled graduation date, unless otherwise approved by the University Council.

Registration and Examination Clearance:

1. Registration must be completed online within the first three weeks.

2. Financial clearance is mandatory before registration.
3. Students unable to meet the first instalment deadline must apply for deferment.
4. Examination cards are issued only after full payment.

Sponsorship Processing:

1. **Government Loans (e.g., HELB):** Require submission of official award letters for temporary clearance.
2. **External/Private Sponsors:** Must provide official letters of commitment authorizing direct payment to the University.

International Students:

1. Must submit all required documentation to the Office of the Academic Registrar before enrolment.
2. Fees must be paid in full prior to student pass processing.

Refunds:

Approved refunds shall be made electronically to the verified bank account of the original payer.

Payment Accounts:

1. **Co-operative Bank of Kenya – COOP House Branch**
Account Name: The Technical University of Kenya
Account No: 01129006234900
2. **Kenya Commercial Bank (KCB) – Moi Avenue Branch**
Account Name: The Technical University of Kenya
Account No: 1101632445

7.2 Terms and Conditions

1. **Financial Responsibility:** Registration signifies formal acceptance of liability for all accrued fees.
2. **Fee Liability:** Fees are not refundable or reducible due to academic interruptions arising from force majeure events.
3. **Financial Clearance:** Registration is contingent upon full settlement of prior balances or the stipulated deposit for the current semester.
4. **Outstanding Balances:** Students with debts will be denied access to results, transcripts, certificates, and industry-based learning placements.
5. **Legal Costs:** Defaulters shall bear all legal and administrative costs incurred in debt recovery.
6. **Refund Policy:** Refunds apply only to students who have formally withdrawn or graduated. All refunds must be applied for in writing and are processed electronically to the payer's verified account.

7. **Fee Amendments:** The University Council reserves the right to review fee structures, effective from the start of a new academic year.
8. **Financial Awards:**
 - i. Tuition and statutory fees take first priority in disbursement.
 - ii. Surplus funds are retained until programme completion.
 - iii. The University reserves the right to verify and approve sponsorship commitments.
9. **Staff Checkoff System:**
 - i. This facility is exclusively available to confirmed members of staff of The Technical University of Kenya who are duly registered as students.
 - ii. Eligible staff must complete and sign an irrevocable checkoff authorization form, which will be processed by the Human Resource and Student Finance offices.
 - iii. Deductions will be spread over the semester as per the approved payroll schedule, and the staff member will be granted financial clearance upon submission of the duly signed authorization form.
 - iv. The staff member's financial liability for the semester fees remains personal and unconditional. Should their employment with the University cease for any reason before the full fee is deducted, the outstanding balance becomes immediately payable.
 - v. The University reserves the right to recover any outstanding fee balance from the staff member's final dues or through other lawful means.

7.3 Schedule of Incidental Fees

Item	Fee Description	Amount (KES)	Terms and Conditions
1	Statutory Fees	As reviewed, approved, and amended by the University Council	One-time, non-refundable
2	Industry-Based Learning (IBL)	Variable	Prorated by duration and location
3	Supplementary Examination	1,500 per unit	Payable before exam
4	Repeat Course Fee	Variable	Prorated per unit
5	Academic Field Trip	Cost-based	Covers upkeep and transport
6	Withdrawal from Studies	Percentage-based	25% forfeited by Week 3; 100% after Week 3
7	Deferment of Studies	Percentage-based	No penalty by Week 3; 20% forfeited Weeks 4–6; 100% after Week 6
8	Health Certificate	As per Govt. rates	Mandatory for designated programmes
9	Course Exemption Application	500 per unit	Non-refundable
10	Script Re-Marking	1,000 per unit	Non-refundable
11	Reinstatement Application	2,000	Non-refundable

7.4 Contact Information

Student Finance
 Office of the Academic Registrar
 The Technical University of Kenya
 P.O. Box 52428 – 00200, Nairobi, Kenya
 Email: info.studentsfinance@tukenya.ac.ke

8.0 RESPONSIBLE OFFICE(S)

Role	Responsibility
Vice-Chancellor	Overall policy oversight and approval
Deputy Vice-Chancellor (Academic & Student Affairs – ASA)	Policy implementation and supervision
Chief Finance Officer	Financial management and enforcement
Academic Registrar	Operational administration and student compliance
Director, Human Resource	Administration of the staff checkoff system in liaison with Student Finance

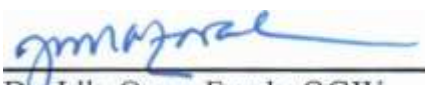
9.0 EFFECTIVE DATE

This policy shall take effect from the date of approval by the University Council.

10.0 POLICY REVIEW

This policy shall be reviewed every three (3) years or when the need arises.

11.0 FORMAT OF APPROVAL

POLICY NUMBER	TU-K/ACAD-FEES-TSF/001/2025
VERSION	001
APPROVED BY: UNIVERSITY COUNCIL  Dr. Idle Omar Farah, OGW CHAIRMAN, UNIVERSITY COUNCIL	27 TH DAY OF JANUARY, 2026