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FEES POLICY

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Signature by Chairman Council

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1.0 Interpretation of Operational Terms of the Policy

- (i) Defaulting: this can occur when a person is unable to make timely payments, misses payments, or avoids or stops making payments for services rendered.
- (ii) Fees or Tuition: fees is the price one pays as remunerations for rights or services. It is also amount of money a person or an organization is allowed to pay to do something. Tuition is a sum of money charged for teaching by a college or university.
- (iii) Forgeries: the action of false utterance or making of a copy or imitation of any document (e.g., banknote, cheque, etc.), signature, work, tape, disc, or document, intending that people shall accept it as genuine and so act to their or another's prejudice.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

- i. To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
- ii. To promote research and encourage students and staff to publish;
- iii. To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
- iv. To strengthen MRU's human resource capacity;
- v. To achieve a sustainable financial resource base;
- vi. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii. To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be “a leading university responding to contemporary challenges through teaching and learning, research and technical guidance”.

1.4 Mission of MRU

The Mission of MRU is “to provide training, research and technical guidance responsive to national socio-economic needs”.

1.5 Core Values of MRU

The core values of MRU are as follows:

- i. Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
- ii. Respect for Diversity;
- iii. Cultural Sensitivity;
- iv. Tenacity; and
- v. Team Spirit.

2.0 Introduction of the Policy

MRU is committed to providing service to its students to ensure that they obtain the best higher education experience. Being a private University in order to achieve this objective, MRU shall raise financial resources from different sources including tuition and functional fees, charges for the use of MRU facilities, endowment and donations. Tuition and functional fees payable by students form a substantial component of MRU's financial resources.

3.0 Objectives of the Policy

The objectives of this Policy are:

- a. To ensure that fees are collected in a timely manner and no one is inconvenienced during its collection; and
- b. The fees collected are put to proper use so as to ensure value-for-money especially on the part of the payers.

4.0 Application of the Policy

This policy applies to all categories of fees chargeable for services rendered by MRU to its students.

5.0 Legal Framework

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

6.0 Guiding Principles of the Policy

- i. MRU will set the tuition fees in accordance with the economic situation in the country and its strategic considerations;
- ii. MRU will levy fees and charges on students in accordance with legal requirements and its regulations;
- iii. MRU's fees for tuition are set and charged at different rates for different cohorts based on citizenship status, level of study and other criteria determined by MRU Council;
- iv. MRU 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 legal requirements and its regulations, policies and procedures;
- v. MRU will refund tuition fees in accordance with legal requirements and MRU regulations;
- vi. MRU reorganizes that students may face financial hardships during the course of their studies and provide fees payment options to enable eligible students to continue their studies; and
- vii. International students shall attract a surcharge of international differential fee (IDF) which should not exceed 50% of the local students fees for the same Course.

7.0 Categorization of Fees

MRU fees structure is categorized as tuition, functional fees and other fees as detailed below:

- i. Tuition fees payable in each ordinary and recess semester; and
- ii. Students' functional fees payable in the First Semester of each academic year. This includes:
 - a. Registration;
 - b. Examinations;
 - c. Library;
 - d. Guild;
 - e. Sports;
 - f. Identity Card;
 - g. Internship;
 - h. School Practice;
 - i. Development; and
 - j. Research.

8.0 Graduate Students' Functional Fees Payment

Graduate students' functional fees payable in the First Semester of each Academic Year is as follows:

- a. Registration;
- b. Examinations;

- c. Library Guild;
- d. Sports;
- e. Development;
- f. Identity Card (ID);
- g. Book Bank; and
- h. Research.

9.0 Other Fees Payable as and when Required include:

- a. Application;
- b. Graduation;
- c. Transcript;
- d. Certification;
- e. Convocation;
- f. Academic Gown;
- g. Late Registration;
- h. Re-take;
- i. Re-mark;
- j. Recess Term (computed to full ordinary semester);
- k. Verification;
- l. Affiliated Institutions;
- m. NCHE; and
- n. Any other that may be fixed by MRU Council from time to time.

10.0 General Provisions

- a. Payment of the MRU fees is the responsibility of students. An account shall be opened for each student in MRU's computerized information system. Students who default on the payment of fees are subject to sanctions, including de-registration, payment of fine and legal action;
- b. Fees are due on the first day of each semester;
- c. All students admitted for programme of study at are personally responsible for the payment of fees. This includes arrangements where students obtain sponsorships for fess and the sponsors' defaults;
- d. The specific fees applicable are confirmed at the point of admission;
- e. When there is a review between admission and registration, the applicable fees will be that given to the student at the time of registration;
- f. Students repeating Course Units (CUs) of programmes where the fees structure has been changed or revised upwards will be charged the revised rates;
- g. Every student admitted to MRU shall be required to sign an undertaking regarding fees payment;
- h. Every student shall continue with fees regimes of the cohort he/she was admitted; and
- i. Every student shall continue with fees regimes in his/her on which he/she was admitted.

11.0 Specific Fees Requirements

- a) New Students

Every student admitted to a programme of study of MRU will be issued a Provisional Admission Letter with an invoice for payment of the requisite fees. All functional fees and 40% of tuition fees for new students must be paid before the admission letter is issued.

b) Continuing Students

- i. 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:
 - 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 MRU Council within the first two/three weeks of a semester;
 - The commitment deposit fees shall form part of the fees due for the semester;
 - Every student shall be required to register within the first six weeks of the semester upon which the student shall be billed for that semester;
 - A student who fails to register by the end of the sixth week of a semester shall be registering after payment of a late registration fee as may be determined by MRU Council from-time to time; and
 - The student who does not register by the 14th week of the semester shall be de-registered automatically and shall henceforth cease being a student of MRU.

c. Incentives for Early Payment of Fees

Incentives as may be determined by MRU Council from time to time may be given to students who complete payments of fees 100% by the third week of the semester. The Incentive shall be in non-monetary terms.

d. Monthly Fees Payment Plan

- Students who have difficulty paying their tuition fees due to financial hardship may apply to pay their tuition fees under a monthly payment plan;
- There may be varied payment plans from which applicants may choose what best suits them; and
- Students who wish to use this arrangement must apply in writing and provide documentation as evidence of their financial hardships. The following condition will apply:
 - i. Applications are received on an individual basis and arranged on a per semester basis only and no continuation in another semester;
 - ii. Payment plans cannot be applied retrospectively and are not available to new students. NB: an administrative fee as may be fixed by MRU Council may be charged for the establishment of the payment plan;
 - iii. Students allowed to pay by payment plan will be required to pay a deposit on the fees as may be fixed by MRU Council before a payment plan is approved and the deposit will be included in the student's schedule of payment;

- iv. The remaining balance will be paid in a monthly payment plan;
- v. Continued participation in the monthly payment plan is contingent upon satisfactory payment history; and
- vi. MRU reserves the right to deny continued participation to anyone who has previously not complied with the monthly payment plan billing schedule.

e. Prepaid Tuition Plan

MRU's pre-paid tuition plan permits all new willing students to prepay fees that cover all their programme duration, i.e., for six semesters or four semesters for the two or three year programs.

f. Financial Support and Advice

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

g. Other Special Provisions

j. Students who have overstayed on a Programme:

Continuing students who have overstayed on a programme and are repeating a CU or programme of study shall be charged the appropriate fees for it.

ii. Student at Affiliated Institutions

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

iii. Students with Sponsorship

- a. Students who have an approved sponsor shall be liable for any unpaid tuition fees costs if the sponsor defaults on payment in any given semester; and
- b. Any amount remitted in excess by a sponsor will be reimbursed to the sponsor and not to the student.

iv. Accommodation Fees

- a. Residence fees must be paid before occupation of a room at the beginning of a semester; and
- b. Resident students shall pay caution fees refundable at completion of their programmes which will be determined from time to time by MRU Council.

v. Other Fees

- a. On completion of their programme of study, students shall pay stipulated fees, e.g., Certificate, Convocation, Graduation, Academic Transcript; and
- b. Students shall be required to pay for certification and verification of their documents at a rate determined by MRU council.

12.0 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 MRU;
- b. A student who is dismissed from academic or disciplinary reasons prior to the end of a semester shall forfeit all tuition and other fees paid for that semester; and
- c. Attempting to access examinations with fees balance is an examinations malpractice.

13.0 Fees Defaulting Students

- a. Students who default payment of fees or who are in debt to MRU for any reason shall not be allowed to write their examinations or proceed further with their studies or receive MRU transcript, degree or any award;
- b. A student who fails to pay fees within the stipulated period may apply for withdrawal 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 the student is subsequently allowed to have his/her enrolment reinstated, a reinstatement fee will be levied in addition to the requisite functional and tuition fees not paid by the student at the time of abscondment;
- d. A student whose enrolment is cancelled will retain his/her fees liability and re-admitted in a subsequent year or semester will only be allowed when the debt is paid;
- e. A student who is in debt to MRU shall not be allowed to graduate or be given transcript or partial transcript;
- f. Transferring of fees from one student's account to another student's account is not allowed; and
- g. MRU deserves the right to take legal action, where appropriate, to effect recovery of monies from students who leave MRU with outstanding debts.

14.0 Procedure for Paying Fees

- (i) Students are invoiced before the start of the semester;
- (ii) Payments are made to MRU approved collection account; and
- (iii) Upon confirmation of payments, receipts are issued by the Finance Department to students only for those who pay by Electronic Funds Transfer (EFT) Draft and cheques.

15.0 Method of Fees Payment

Methods of payment of MRU fees include the following:

- a) Cash in MRU bank account;
- b) Bank draft EFTs; and
- c) Other electronic transfer methods as may be approved by MRU Council.

16.0 Fees Subsidy

All fees subsidy will be channeled through MRU account.

17.0 Refund of Fees

Students who choose to withdraw from a programme only in their First Year of study may be refunded some tuition as detailed below:

- a) Tuition Fees: a student who has been allowed to withdraw from studies during the first week of the first semester of the First Year shall be refunded 100% of both Functional and Tuition Fees;
- b) Withdrawal from a program in the second week of the same semester shall be given 50% and the third week shall attract a refund of 25%; and
- c) Payment in excess of statutory fees: students who pay more than MRU's tuition and other fees requirements shall be refunded the sum paid beyond MRU's statutory fees requirements to:
 - a) The student or sponsor upon completion of a programme of study;
 - b) Or rolled forward depending on the circumstances; and
 - c) Any credit resulting from an overpayment or an adjustment/amendment to a student's fees liability will be credited towards his/her fees liability for the following semester.

18.0 Application for Refund

In any case a refund will be made on production of a MRU receipt. A student's written application seeking for the refund shall be verified by the Academic Registrar and Bursar before a refund is made. Application will be approved when MRU is satisfied that:

- a) The circumstances were beyond the students control (and those circumstances were uncommon or abnormal); and
- b) The circumstances make impracticable for the student to complete the requirements for the Course.

19.0 Forgeries

- a) Students who are registered based on forged academic documents will not get fees refund;
- b) Students who present forged fees payment documents will be dismissed from MRU and prosecuted; and
- c) Students found to be guilty of seating examinations with forged fees payment documents shall have his/her examinations cancelled and may face the penalty of not being transferred to another educational institution of learning.

20.0 Responsibility for Implementation of the Fees Policy

- a) The overall responsibility for implantation of the fees policy lies in the hands of the Vice Chancellor, assisted by the Deputy Vice Chancellor;
- b) The operational responsibility of this Policy lies with the Academic Registrar, the Bursar, Deans, Examinations Director and Heads of Department; and
- c) Every member of staff has the general responsibility of ensuring that this Fees Policy is correctly and effectively implemented.

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