



# UNIVERSITY OF NAIROBI

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## STUDENT'S INFORMATION BOOKLET ON FEE PAYMENT

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## **VISION; MISSION AND CORE VALUES**

### **Vision**

A world-class university committed to scholarly excellence

### **Our Mission**

To provide quality university education and training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge.

### **Our Core Values**

Freedom of thought and expression

Excellence

Care

Good governance

Innovativeness and creativity

Partnership and teamwork

## TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>5</b>
1.1 OUTLINE.....	5
1.2 LEGISLATIVE AND ADMINISTRATIVE FRAMEWORKS .....	5
1.3 POLICY POSITION ON FEES PAYMENT .....	5
1.4 TRANSITION AND EFFECTIVE DATE .....	6
<b>2. CATEGORIES OF FEES .....</b>	<b>7</b>
2.1 ADMINISTRATIVE CHARGES.....	7
2.2 MISCELLANEOUS CHARGES .....	8
2.3 ACADEMIC (TUITION) FEES .....	9
<b>3. SCHEDULES FOR ACADEMIC FEES.....</b>	<b>10</b>
3.1 FEES FOR DIPLOMA.....	10
3.2 FEES FOR BACHELORS PROGRAMMES .....	10
3.3 FEES FOR MASTERS PROGRAMMES .....	10
3.4 FEES FOR DOCTORAL PROGRAMMES .....	10
<b>4. GUIDELINES FOR PAYMENT OF FEES .....</b>	<b>11</b>
4.1 SCHEDULE OF PAYMENT.....	11
4.2 MODES OF PAYMENT .....	11
4.3 TIMELINES FOR PAYMENT .....	11
4.4 PAYMENT BY INSTALMENTS .....	12
4.5 PENALTIES FOR DEFAULTERS .....	12
4.6 REFUND OF FEES .....	12
4.7 FINANCIAL ASSISTANCE .....	13
4.8 WAIVER OF FEES FOR MEMBERS OF STAFF .....	13
4.9 DEBT RECOVERY.....	13
4.10 FEES FOR INTERNATIONAL STUDENTS.....	13
4.11 ACCOUNT DETAILS FOR FEES PAYMENT.....	13
4.12 FEES BILLING & RECONCILIATION.....	14
4.13 CONFIRMATION OF FEES BALANCE .....	14
4.14 PAYMENT FOR MISCELLANEOUS SERVICES .....	14
<b>5. PROCEDURES FOR FEES PAYMENT RELATED FUNCTIONS.....</b>	<b>15</b>
5.1 PROCEDURE FOR FEES PAYMENT .....	15
5.2 PROCEDURE FOR FEES PAYMENT BY INTERNATIONAL STUDENTS.....	16
5.3 PROCEDURE FOR RETRIEVING FEES STATEMENT/FEES ENQUIRIES .....	16
5.4 PROCEDURE FOR APPLICATION FOR REFUND OF TUITION FEES .....	16
5.5 PROCEDURE FOR APPLICATION FOR REFUND OF CAUTION MONEY .....	17

## UON, Fees Payment

5.6	PROCEDURE FOR EXPENDING FEES IN COURSE REGISTRATION .....	17
5.7	PROCEDURE FOR REDEEMING LOANS, BURSARIES & SCHOLARSHIPS.....	17
5.8	PROCEDURE FOR APPLYING FOR WAIVER OF FEES (for members of staff only).....	17
5.9	PROCEDURE FOR PAYMENT BY INSTALMENTS.....	18
5.10	PROCEDURE FOR LATE PAYMENT .....	18
5.11	PROCEDURE FOR PAYMENT FOR MISCELLANEOUS SERVICES .....	18
5.12	PROCEDURE FOR APPLICATION FOR FINANCIAL ASSISTANCE .....	19
5.13	PROCEDURE FOR FINANCIAL CLEARANCE .....	19
<b>6.</b>	<b>USEFUL CONTACTS.....</b>	<b>20</b>
<b>7.</b>	<b>GLOSSARY OF TERMS.....</b>	<b>21</b>
<b>8.</b>	<b>APPENDICES (FORMS).....</b>	<b>22</b>
8.1	FORM: FINANCE/FP/INST/01 .....	22
8.2	FORM: FINANCE/DOS/FA/01 .....	23
8.3	FORM: FINANCE/JI/6B.....	26
8.4	FORM: FINANCE/GS/FW/01 .....	27

## **1. INTRODUCTION**

This Information Booklet is a consolidation of important information regarding fees. It articulates the legislative and regulatory frameworks that anchor the management and administrative frameworks which guide the payment and collection of fees. It also contains the procedures and instructions for fees payment.

### **1.1 OUTLINE**

Apart from the frameworks, categories and schedules of fees payment, this handbook also contains guidelines; procedures; and important contacts.

### **1.2 LEGISLATIVE AND ADMINISTRATIVE FRAMEWORKS**

The academic fees are consistent and in accordance with the University of Nairobi Statutes, 2013 [XXX; XXXII]; University Financial Regulations, 2016 (1.1 a, 7.0, 7.1; 8.0-8.5); and University of Nairobi Policy on Fees Collection, 2017 (Amended, 2021). The fees charged are aligned to the need to ensure quality and sustainability of the programmes. Administrative fees charged are consistent with the prevailing regulations and administrative frameworks and are also in tandem with the requirements for Quality.

### **1.3 POLICY POSITION ON FEES PAYMENT**

The provisions of UON Statutes XXX; and XXXII shall apply:

- 1.3.1 All students admitted to the University of Nairobi for any degree, diploma, certificate or other award of the University shall pay the University such Registration fees, Tuition Fees and other fees and charges as Council may from time to time determine.
- 1.3.2 The University shall withhold any and all services, examination results, conferment of any degree, certificate or award until all outstanding fees are settled and further reserve the right to institute other legal recovery proceedings against students with outstanding fees and also surcharge an interest at a rate to be determined by Council from time to time.

**1.4 TRANSITION AND EFFECTIVE DATE**

1.4.1 Fee information will be provided on commencement of a programme upon admission.

1.4.2 Continuing students will continue to pay the fees that was specified to them at the time of their admission.

## 2. CATEGORIES OF FEES

The University levies three (3) broad categories of fees- administrative fees, which is uniformly paid by all students; academic fees charged for specific programmes; and miscellaneous charges for selected services offered by the University on need basis.

### 2.1 ADMINISTRATIVE CHARGES

These are mandatory fees paid for administrative services rendered to facilitate academic activities. The charges are categorized by level of study [Table 1, 2, 3].

Table 1: **Charges for Undergraduate Students**

SN	ITEM	AMOUNT (KSH)
1.	Application (once)	3,000.00
2.	Registration (per sem.)	2,250.00
3.	ICT services (p.a)	7,000.00
4.	Library (p.a)	4,000.00
5.	Medical (p.a)	6,500.00
6.	ID Card (p.a)	1000.00
7.	Activity (p.a)	2,000.00
8.	Students' organization (p.a)	1,000.00
9.	Examination (per unit)	1,000.00
10.	Caution (once)	5,000.00

Table 2: **Charges for Postgraduate Students**

SN	ITEM	AMOUNT (KSH)
1.	Application (once)	
	a) Masters	4,000.00
	b) Doctorate	5,000.00
2.	Registration (per sem.)	2,250.00
3.	Library (p.a)	5,000.00
4.	ICT services (p.a)	7,000.00
5.	Medical (p.a)	6,500.00
6.	ID card (p.a)	1,000.00
7.	Activity	2,000.00
8.	Student organization	1,000.00
9.	Examination coursework (per unit)	1,000.00
10.	Thesis examination	
	a) Masters	30,000.00
	b) Doctorate	50,000.00
11.	Caution (once)	5,000.00

Table 3: Charges for Higher Doctorate Degrees

SN	ITEM	AMOUNT (KSH)
1.	Registration	5,000.00
2.	ICT Services	15,000.00
3.	Identity Card	1,000.00
4.	Library Resources	10,000.00
5.	Examination Fees	110,000.00
6.	Graduation Gown	80,000.00
7.	Citation	250,000.00
8.	Handling Charges	25,000.00
	<b>TOTAL</b>	<b>496,000.00</b>

## 2.2 MISCELLANEOUS CHARGES

These comprise the charges levied for various services that students, alumni and other individual or corporate stakeholders may seek from time to time during their studentship and afterwards. They cover items such as convocation, extension of studentship, hire of academic dress, Issuance of Transcripts, Certification of documents, Replacement of lost ID card; Amendment of Academic Records; Retention of Registration; Thesis/Dissertation Processing among others (Table 4). These charges may vary from time to time.

Table 4: Miscellaneous Charges

SN	SERVICE	AMOUNT (KSH)
1.	Convocation	1,000.00
2.	Late Registration	1,000.00
3.	Extension of Studentship	10,000.00 (per semester)
4.	Remark of examination	1,000.00 per paper
5.	Issuance of Transcripts	500.00
6.	Appeal	1,000.00
7.	Hire of Academic Dress	
	• Bachelors	4,000.00
	• Masters	4,000.00
	• Doctoral	4,000.00
8.	Certification of academic Document	200.00 (per page)
9.	Replacement of lost ID Card	500.00
10.	Amendment of Academic Records	1,000.00 (per record)
11.	Thesis Processing	
	• Masters	8,000.00
	• Doctoral	12,000.00
12.	Dissertation/Project Paper Processing	3,000.00
13.	Retention of Registration*	2,250.00 (per semester)

\*For students who defer, or temporarily withdraw from their studies



### **2.3 ACADEMIC FEES**

This is fees that the student pays to be taught. The charges are specific to academic programmes. They comprise the following: Tuition Fees, Laboratory, Fieldwork, Project/Thesis Supervision, Clinical teaching, Teaching Practice; Practicum, Industrial Visits/Supervision; Workshops and Projects; Design Project for Engineering students and any other instructional activities approved by Senate. The composite fees for all these charges are provided under the respective programmes in various Faculties.

### **3. SCHEDULES FOR ACADEMIC FEES**

The Fees charged are those ones approved by Senate, and are based on the nature of programme- Need for Laboratory, Workshop and Studio practicals; Clinicals; Student: Staff ratio; Requirements for Technological support and Industrial/Fieldwork.

Accordingly, the fees charged are aligned with the needs of the programmes. Schedules for individual programmes are posted on Faculty Websites, as revised from time to time.

#### **3.1 FEES FOR DIPLOMA**

Fees for Diploma programmes depend on the academic requirements of each programme.

#### **3.2 FEES FOR BACHELORS PROGRAMMES**

Fees is aligned with the academic requirements of the programme including but not limited to the following needs:

- a) Laboratory/workshops/studio practicals
- b) The intensity of Clinical/Industrial and Fieldwork exposure
- c) Student: Staff ratios
- d) Extent of Technical and Technological support

#### **3.3 FEES FOR MASTERS PROGRAMMES**

These fees depend on the nature of the programme; duration and number of coursework Units; nature of the Research work and duration of supervision

#### **3.4 FEES FOR DOCTORAL PROGRAMMES**

The fees for Doctoral programmes depend on the duration and nature of coursework units; nature of tuition; type of Research; Technical support; and Supervision needs

#### **4. GUIDELINES FOR PAYMENT OF FEES**

The guidelines cover Schedule of payment; Modes of Payment; Timelines for payment, Payment by Instalments; Penalties; Refund of Fees; Waiver of Fees; Financial Assistance; Debt Recovery; Fees for International Students; Fees Payment Account Details; Fees Billing and Reconciliation; Confirmation of Fees Balance and Payment for miscellaneous services.

##### **4.1 SCHEDULE OF PAYMENT**

- 4.1.1 Prepayment and advance payments: Before commencement of the Semester
- 4.1.2 Payment for the whole year (2 Semesters): During first Semester
- 4.1.3 Payment for the Semester: At the beginning of the Semester, within five (5) weeks
- 4.1.4 Installment payments: At the approved time
- 4.1.5 Payment for Repeating Students: At the beginning of the Semester
- 4.1.6 Payments for supplementary examinations: At the time of registration

##### **4.2 MODES OF PAYMENT**

- 4.2.1 The University shall **ONLY** accept Fees paid in any one of the following forms:
  - a) Direct Bank Deposits
  - b) Electronic Funds Transfer
  - c) Mobile Money Transfer
  - d) Credit/Debit Cards
  - e) Bankers Cheques
- 4.2.2 Cash or Personal Cheques shall **NOT** be accepted
- 4.2.3 Fees shall be paid in Kenya Shillings or US Dollars

##### **4.3 TIMELINES FOR PAYMENT**

The University shall charge academic fees for its programmes on Semester basis, and other charges on annual basis.

- 4.3.1 All fees are due at the beginning of each Semester and should be paid within the first five weeks of the Semester.
- 4.3.2 All fees chargeable annually must be paid at the start of the 1st Semester for the student to register.
- 4.3.3 Pre-payments and advance payments are allowed.

#### 4.4 PAYMENT BY INSTALMENTS

4.4.1 Payment by Instalment may be accepted subject to approval by UEB. The instalments shall be due at the following times: 1st (50%) in week 1; 2nd (50%) in week 5.

4.4.2 Monthly Instalments, subject to a plan approved by the Dean of Faculty may be made by a valid standing order, provided 100% of the fees shall have been paid by the 13th week of the semester.

#### 4.5 PENALTIES FOR DEFAULTERS

All students who will **NOT** have paid fees, or provided an approved payment plan, by the end of the 5th week shall be liable and will suffer penalties comprising, but not limited to Denial of Access to Services including lectures, practicals, seminars, project or thesis supervision, fieldwork, library, sports, examinations, graduation, or certification.

#### 4.6 REFUND OF FEES

4.6.1 Refunds shall be **ONLY** for academic fees, based on the number of weeks the student will have been in the University (Table 5), subject to official withdrawal from the University.

Table 5: **Proportionate Fees Refundable**

<b>Weeks of Study before Withdrawal</b>	<b>Proportion of tuition fees refundable (%)</b>
1	80
2	70
3	60
4	50
5	40
6	30
7	20
8 and above	0

4.6.2 Administrative and miscellaneous fees are **NOT** refundable.

4.6.3 Such refunds will require approval of the Dean of Faculty.

4.6.4 Refunds shall be payable only to the sponsor, parent, guardian, those they authorize, or to the student where they paid for themselves.

4.6.5 There shall be **NO** refund after the 8th week, OR after 50% of the course has been taken.

UON, Fees Payment

#### **4.7 FINANCIAL ASSISTANCE**

The student is responsible for sourcing their University fees. The University may facilitate assistance from the following sources.

4.7.1 Higher Education Loans Board (HELB)

4.7.2 Bursaries and Scholarships

4.7.3 Work Study Programmes.

#### **4.8 WAIVER OF FEES FOR MEMBERS OF STAFF**

4.8.1 Waivers for academic fees shall be given to **ONLY** active members of staff in accordance with their applicable terms of service, subject to approval by management. They shall be tenable for the duration of studentship in accordance with the regulations of the programme.

4.8.2 Administrative charges shall **NOT** be waived.

#### **4.9 DEBT RECOVERY**

4.9.1 The University shall endeavor, within its regulations, policies and the law, to recover outstanding fees from all students who have consumed its services.

4.9.2 The measures to ensure full recovery shall include, but are not limited to the following:-

a) Legal action

b) Engagement of an external debt collection agent.

#### **4.10 FEES FOR INTERNATIONAL STUDENTS**

The University does **NOT** discriminate fees charged, on the basis of Nationality. International students shall pay the same fees as Kenyan students, except that such fees are payable in US dollars.

#### **4.11 ACCOUNT DETAILS FOR FEES PAYMENT**

All fees shall be paid into the Revenue Accounts provided below:

**i. Government Sponsored (Module I)**

UON MODULE I Collection Account No. 2032770838 at ABSA Bank, Plaza Branch

**ii. Self-sponsored Module II**

UON Module II Collection Account No. 2032771362 at ABSA Bank, Plaza Branch

**iii. International Students**

UON, Fees Payment

UON Dollar Account No. 2032770625 at ABSA Bank, Plaza Branch

#### **4.12 FEES BILLING & RECONCILIATION**

Fees shall be billed to the student at the time of registration and reconciled monthly by the Faculty Accountant.

#### **4.13 CONFIRMATION OF FEES BALANCE**

The student shall be responsible for confirming and settling the fees balance before registering for the examination at the end of semester. Such confirmation shall be done during or before the 10<sup>th</sup> week of each semester.

#### **4.14 PAYMENT FOR MISCELLANEOUS SERVICES**

The student; individual or corporate client shall pay for the service at the time of application, to the account provided by the service provider.

## **5. PROCEDURES FOR FEES PAYMENT RELATED FUNCTIONS**

This section covers important procedures for the following functions- fees payment; Retrieval of fees statement; Application for Refund of tuition fees; application for refund of caution money; expending fees in course registration; redeeming loans, bursaries and scholarships; waiver of fees; fees payment by instalments; late payment; payment for miscellaneous services; application for financial assistance and Financial clearance.

### **5.1 PROCEDURE FOR FEES PAYMENT**

The procedure for fees payment is as follows:

5.1.1 Check fees payable for the Semester

5.1.2 Identify/select payment mode

5.1.3 Payment by selected mode(s):

#### **a) Direct Bank Deposit; EFT; RTGS**

i. You may pay your fees in any Absa Bank branch anywhere in the country using the following accounts:

- Government Sponsored Students Module I: UON MODULE I Collection Account No. 2032770838 at ABSA Bank, Plaza Branch
- Self-Sponsored Students Module II: UON Module II Collection Account No. 2032771362 at ABSA Bank, Plaza Branch

ii. Confirm your Registration/Reference Number

iii. Enter the your correct name

iv. Proceed to make the deposit

v. Retrieve the bank confirmation slip or SMS and keep it securely

#### **b) Mobile Money Transfer**

i. Go to MPESA Menu on your mobile phone

ii. Select Lipa na MPESA

iii. Go to Paybill

iv. Enter Paybill number as 300059

v. Enter Account number, that is the student registration number (E.g. D61/1234/2019)

vi. Enter the fees amount

vii. You will receive a confirmation message from Mpesa.

5.1.4 Wait for your student portal to be credited within 2 hours

5.1.5 Confirm receipt of payment in your student portal (<https://smis.uonbi.ac.ke/>)

## **5.2 PROCEDURE FOR FEES PAYMENT BY INTERNATIONAL STUDENTS**

The procedure for fees payment for international students is as follows:

- 5.2.1 Check fees payable
- 5.2.2 Ascertain the current exchange rate
- 5.2.3 Proceed to make payment into the designated account below in USD.

International Students: UON Dollar Account No. 2032770625 at ABSA Bank, Plaza Branch

- 5.2.4 During Payment:
  - a) Confirm your Registration/Reference Number
  - b) Enter the your correct name
  - c) Proceed to make the deposit
  - d) Retrieve the bank confirmation slip
- 5.2.5 Wait for your student account to be credited within 24 hours
- 5.2.6 Confirm receipt of payment in your student portal (<https://smis.uonbi.ac.ke/>)

## **5.3 PROCEDURE FOR RETRIEVING FEES STATEMENT/FEES ENQUIRIES**

The procedure for retrieving fees statement through the student portal is as below:

- 5.3.1 Log into student portal through <https://smis.uonbi.ac.ke/>
- 5.3.2 Enter student registration number and password
- 5.3.3 Click on student fees on the top menu bar
- 5.3.4 Access your detailed fees statement

## **5.4 PROCEDURE FOR APPLICATION FOR REFUND OF TUITION FEES**

Students who seek to apply for refund upon withdrawal, or graduation will follow the steps below:

- 5.4.1 Verify with Department OR Faculty.
- 5.4.2 Fill Tuition Refund/Transfer request form and submit it to Student Finance Office through the Dean.
- 5.4.3 Follow up approval by Chairperson of Department and Dean of Faculty.
- 5.4.4 Ensure receipt of your application at Student Finance Office in Gandhi Wing room G3 for processing
- 5.4.5 Wait for 30 working days.



## **5.5 PROCEDURE FOR APPLICATION FOR REFUND OF CAUTION MONEY**

- 5.5.1 Apply online on the student SMIS Portal.
- 5.5.2 Submit to Student Finance through the Dean of Faculty.
- 5.5.3 Ensure it is received at Student Finance.
- 5.5.4 Wait for 30 working days.
- 5.5.5 You may follow up as a reminder.

## **5.6 PROCEDURE FOR EXPENDING FEES IN COURSE REGISTRATION**

- 5.6.1 Confirm receipt of fees payment on your student portal through the link <https://smis.uonbi.ac.ke/>
- 5.6.2 Confirm Academic Fees per Unit
- 5.6.3 Proceed to Course Registration field on SMIS
- 5.6.4 Select and pay for the course units you wish to take
- 5.6.5 Proceed to confirm the registration for the course units.

## **5.7 PROCEDURE FOR REDEEMING LOANS, BURSARIES & SCHOLARSHIPS**

- 5.7.1 Confirm details on date of payments and amount remitted by your sponsor as filed in form **FINANCE/JI/6B**
- 5.7.2 Confirm details provided with UoN Student Finance Office
- 5.7.3 Follow instructions given by Student Finance Office
- 5.7.4 Check your student portal for receipt of the funds as agreed by Student Finance Office
- 5.7.5 Proceed to expend the fees by registering for Course Units

## **5.8 PROCEDURE FOR APPLYING FOR WAIVER OF FEES (for members of staff only)**

- 5.8.1 Retrieve your letter of admission for Graduate Student Affairs
- 5.8.2 Apply to the Deputy Vice Chancellor (AA) through your Head of Department and Dean of Faculty vide form **FINANCE/GS/FW/01**
- 5.8.3 Confirm receipt of application
- 5.8.4 Wait for two (2) weeks
- 5.8.5 Secure letter of approval for waiver of fees and submit it to Student Finance.
- 5.8.6 Confirm with Academic Registrar, and proceed to finalize registration for the programme.

## **5.9 PROCEDURE FOR PAYMENT BY INSTALMENTS**

- 5.9.1 Identify the amount of fees payable
- 5.9.2 Determine instalment amount
- 5.9.3 Pay the first instalment
- 5.9.4 Apply for payment by instalments by completing form **FINANCE/FP/INST/01**
- 5.9.5 Submit duly completed form **FINANCE/FP/INST/01** online to Dean of Faculty
- 5.9.6 Upon approval, effect your payment schedule
- 5.9.7 After payment of any instalment, Check portal to confirm receipt of payment
- 5.9.8 Proceed to register for the course units

## **5.10 PROCEDURE FOR LATE PAYMENT**

- 5.10.1 Retrieve fees statement as shown in 5.3 above
- 5.10.2 Apply for late course registration
- 5.10.3 Pay late registration fees
- 5.10.4 Upon approval, pay the outstanding fees in full
- 5.10.5 Proceed to register for the course units

## **5.11 PROCEDURE FOR PAYMENT FOR MISCELLANEOUS SERVICES**

- 5.11.1 Apply for the service required and get invoice indicating the amount
- 5.11.2 Identify suitable mode of payment for the service
- 5.11.3 Remit payment appropriately
- 5.11.4 Retrieve receipt for the payment made
- 5.11.5 Provide proof of payment at the point of service or when required

## **5.12 PROCEDURE FOR APPLICATION FOR FINANCIAL ASSISTANCE**

This procedure applies to needy students **ONLY**. Application does **NOT** guarantee financial assistance

- 5.12.1 Register with the Office of the Dean of Students as a needy student by completing Form **FINANCE/DOS/FA/01** **online** on the link <https://studentlife.uonbi.ac.ke/student-services/financial-aid-office>
- 5.12.2 Ask your former School Head Teacher, Current Area Chief and the Pastor of the Church you attend to write for you a recommendation letter and proceed to attach on Form **FINANCE/DOS/FA/01** and upload on the online platform
- 5.12.3 Upon approval, you will be provided with a serial number for identification as a needy student. The Financial Aid Office will strive to identify a sponsor for you.
- 5.12.4 If the sponsor remits funds to the University in respect of your fees, your student portal will be credited with the remitted fees.
- 5.12.5 Upon notification, visit the portal and expend the fees as shown in 5.6 above.

## **5.13 PROCEDURE FOR FINANCIAL CLEARANCE**

Students who seek to graduate or apply for certificate of completion are required to clear with the various departments including the student finance section. The procedure is as follows:

- 5.13.1 Obtain fees statement as shown on 5.3
- 5.13.2 Clear all outstanding fees to ensure a zero (0) balance
- 5.13.3 Present the signed fees statement to Student Finance Office
- 5.13.4 Student Finance Office will clear you after confirmation that all fees due to the University are cleared.
- 5.13.5 Proceed to your Faculty for final clearance and issue of clearance certificate

**6. USEFUL CONTACTS**

<b>SN</b>	<b>OFFICE</b>	<b>LOCATION</b>	<b>TEL</b>	<b>EMAIL</b>
1.	<b>Student Finance</b>	Main Campus, Gandhi wing (Room G3)	020-491-3054	<a href="mailto:studentfinance@uonbi.ac.ke">studentfinance@uonbi.ac.ke</a>
2.	<b>Faculty Student Finance</b>			
	i. Faculty of Agriculture	Upper Kabete Campus	020-491-6005	<a href="mailto:agrichelp@uonbi.ac.ke">agrichelp@uonbi.ac.ke</a>
	ii. Faculty of Arts and Social Sciences	Main Campus	020-491-3204	<a href="mailto:foahelp@uonbi.ac.ke">foahelp@uonbi.ac.ke</a>
	iii. Faculty of Built Environment & Design	Main Campus (ADD)	020-491-3507	<a href="mailto:sbehhelp@uonbi.ac.ke">sbehhelp@uonbi.ac.ke</a>
	iv. Faculty of Business & Management Science	Lower Kabete Campus	020-4919019	<a href="mailto:bushelp@uonbi.ac.ke">bushelp@uonbi.ac.ke</a>
	v. Faculty of Education	Kikuyu Campus	020-491-6506	<a href="mailto:soedhelp@uonbi.ac.ke">soedhelp@uonbi.ac.ke</a>
		Kenya Science	020-491-6707	<a href="mailto:soehelp@uonbi.ac.ke">soehelp@uonbi.ac.ke</a>
	vi. Faculty of Engineering	Main Campus	020-491-3507	<a href="mailto:soehelp@uonbi.ac.ke">soehelp@uonbi.ac.ke</a>
	vii. Faculty of Health Sciences	KNH Campus	020-491-5004	<a href="mailto:execdean-fhs@uonbi.ac.ke">execdean-fhs@uonbi.ac.ke</a>
	viii. Faculty of Law	Parklands Campus	020-491 4011	<a href="mailto:solhelp@uonbi.ac.ke">solhelp@uonbi.ac.ke</a>
	ix. Faculty of Science & Technology	Chiromo Campus	020-491-4111	<a href="mailto:sbshelp@uonbi.ac.ke">sbshelp@uonbi.ac.ke</a>
	x. Faculty of Veterinary Medicine	Upper Kabete Campus	020-491-6005	<a href="mailto:vethelp@uonbi.ac.ke">vethelp@uonbi.ac.ke</a>

## 7. GLOSSARY OF TERMS

<b>Abridge</b>	- Shorten without losing the essence
<b>Administrative Charges</b>	- Charges for common University services
<b>Caution Money</b>	- Money deposited by a student as security for any damage to University property
<b>Convocation</b>	- List of Individuals who have graduated from the University
<b>Financial Record</b>	- Record of payable, paid and outstanding Fees
<b>Indemnity</b>	- Covering for damage or loss
<b>Level of Study</b>	- Specified Doctorate, Masters, Bachelors and, Diploma
<b>Mandatory fees</b>	- That payable by every student
<b>Pre-Payment</b>	- Payment made before commencement of the Semester
<b>Refund</b>	- Given back, for services not rendered
<b>Self-Sponsored Student</b>	- Student who does not have Government of Kenya sponsorship
<b>Semester</b>	- Period of study lasting 15-18 weeks
<b>Senate</b>	- University of Nairobi Senate
<b>Student</b>	- An individual registered for study at the University
<b>Tuition</b>	- Pertaining to teaching
<b>Work Study Programme</b>	- Programme where a student works while they are studying at the University

## 8. APPENDICES (FORMS)

### 8.1 FORM: FINANCE/FP/INST/01

# UNIVERSITY OF NAIROBI

## APPLICATION FOR PAYMENT OF FEES IN INSTALMENTS

### PART I: STUDENT DETAILS

- a) NAME:.....b) REGISTRATION NO:.....  
c) FACULTY:..... d) DEPARTMENT:.....  
e) PROGRAMME:.....f) YEAR OF STUDY:.....  
g) SEMESTER:.....

### PART II: PARENT/GUARDIAN/SPONSORS DETAILS

- a) NAME:..... b) ID/PP No. :.....  
c) CONTACT(S)  
i) Email..... ii) Tel. No.....  
iii) P O Box.....  
iv) COUNTY:.....v) CITY:.....  
vi) SUBCOUNTY:.....vii) .....

### PART III: COMMITMENT

I.....being the sponsor of the student.....hereby commit to pay fees in installments as shown below:

INSTALMENT	DATE	AMOUNT	MODE OF PAYMENT
I.			
II.			
III.			

### PART IV: VERIFICATION AND APPROVAL (FOR OFFICAL USE ONLY)

This fees payment plan has been verified and approved for implementation.

a) **VERIFIED**

i) Sign:.....Date:.....

**Faculty Accountant**

b) **APPROVAL**

Sign:.....Date:.....

**Dean of Faculty**

Distribution: Deputy Vice-Chancellor Academic Affairs  
Chief Operations Officer  
Director, Finance

**8.2 FORM: FINANCE/DOS/FA/01**

**UNIVERSITY OF NAIROBI**

**APPLICATION FOR FINANCIAL ASSISTANCE**

**SECTION A: STUDENT DETAILS**

- b) Name:..... B) Registration No:.....
- c) Id No./Passport No.:..... D) Gender.....
- d) County of Birth.....
- e) Constituency.....
- f) Location/Ward.....
- g) Physical Address.....
- h) Phone Number.....
- i) Email.....
- j) Department.....
- k) Faculty.....
- l) Year of Study.....
- m) Course.....

**SECTION B: FAMILY DETAILS**

- a) Total number of Siblings in your family.....

Name..... Age.....

- b) Who is responsible for paying your fees.....

Name .....Relationship.....

Email..... Phone No.....

Occupation.....

- c) Family Status
  - Single family
  - Both parents alive
  - Orphan
- d) Any other supporting Guardian

Name.....Phone No.....

- e) Are you a refugee/Immigrant?

Yes..... No.....

If yes from which country.....

- f) Are you a Student Living with Disability? Yes..... No.....

If yes which Disability.....

UON, Fees Payment

**SECTION C: EDUCATION RECORD**

a) Primary Schools: Name.....

County:.....

Private or public.....

b) Secondary Schools: Name:.....

County:.....

Private or public .....

c) Any extra Curricular activity in High School.....

d) Any leadership position in High School.....

e) Marks Scored in Primary School.....

f) Mean Grade attained in High School.....

**SECTION D: Referees - These are people who know you very well and can give us more information about you.**

**a) Head Teacher**

Name.....Phone.....

**b) Current Area Chief**

Name.....Phone.....

**c) Religious Leader**

Name.....Phone.....

**SECTION E (ADDITIONAL REMARKS)**

a) Any other Comment

.....  
.....

b) In 250 word Explain why you need a bursary

.....  
.....

**SECTION F: ESSENTIAL SUPPORTING DOCUMENTS**

Upload following docs

- a) Introduction Letter
- b) Copy of identity Card/ Birth Certificate
- c) Area Chief/ Assistant Chief Recommendation Letter
- d) Religious Leader Recommendation
- e) Copy of admission letter/ Student identity card



UON, Fees Payment

**SECTION G: OFFICIAL USE ONLY**

Received by: ..... Date .....

Potential Sponsors sort.....

Sponsorship Amount Secured.....

Date of Remittance of Funds.....

Date Student Account Credited.....

**8.3 FORM: FINANCE/JI/6B**

**UNIVERSITY OF NAIROBI**

**TO BE COMPLETED BY SPONSORING AUTHORITY**

**Names of Candidate** \_\_\_\_\_

**Course Admitted** \_\_\_\_\_

**Registration Number** \_\_\_\_\_

We are prepared to sponsor the above named candidate for the course of study leading to the degree of Bachelor of (insert course for which the candidate has been admitted)

---

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**NAME, ADDRESS AND TELEPHONE NUMBER**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE** \_\_\_\_\_

**NB:**

1. All privately sponsored candidates are requested to get this form signed by their sponsors as soon as they receive their offers. Students in this category should make arrangements to pay fees due in advance prior to the registration day.
2. Kenyan students applying for a Loan from Higher Education Loans Board do not need to complete this form

**8.4 FORM: FINANCE/GS/FW/01**

**UNIVERSITY OF NAIROBI**  
**APPLICATION FOR WAIVER OF FEES**

**PART I: DETAILS OF MEMBER OF STAFF**

- a) NAME:..... b) PAYROLL NO:.....  
c) REGISTRATION NO:.....

**PART II: AFFILIATION**

- a) DEPARTMENT:..... b) FACULTY.....

**PART III: DETAILS OF THE PROGRAMME**

- a) NAME..... b) CODE.....  
b) AREA OF SPECIALIZATION.....  
c) FACULTY..... e) DEPARTMENT.....  
d) DATE OF COMMENCEMENT..... g) EXPECTED DATE OF COMPLETION.....

**PART IV: CONFIRMATION & RECOMMENDATION**

I confirm that the member of staff named above is deployed in the Department and Faculty indicated above; and that he/she is eligible for waiver of academic fees.

Signed:

1. .... Date.....  
**CHAIRMAN**
2. .... Date.....  
**DEAN**
3. .... Date.....  
**REGISTRAR, ADMINISTRATION**

I confirm that the member of staff named above is registered for a degree and duration indicated above.

Sign..... Date.....

**ACADEMIC REGISTRAR**

**(PTO)**

UON, Fees Payment

**PART V: APPROVAL**

The Application for fee waiver Ref..... in respect of .....has  
been **APPROVED**

**Sign**..... **Date**.....  
**DVC, AA**

Distribution: Deputy Vice-Chancellor Academic Affairs  
Academic Registrar  
Dean of Faculty  
Chair of Department  
Member of Staff