
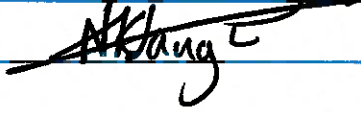


MIOG NATIONAL POLYTECHNIC

STUDENT FINANCE POLICY

Version#	Action	Date	Reason
1.0	Authored by MIOG - NP		
1.0	Adopted by BHRC		Adopted without amendments
1.0	Approved by Board		Adopted by the Board

	State	Final
	Version	1.0
	Owner	Board of Directors
	Effective Date	11TH JUNE 2025
APPROVAL NAME: <u>Joe Sang</u> SIGNATURE: <u></u>		

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1. Policy Approval

This policy shall be known as the Student Finance Policy of Morendat Institute of Oil & Gas National Polytechnic (herein after also referred to as “the Policy”) shall take effect on approval by Governing Council.

In exercise of the powers conferred by statute 17 (2d) of Morendat Institute of Oil & Gas National Polytechnic, section 35(1) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Morendat Institute of Oil & Gas National Polytechnic 2013, Morendat Institute of Oil & Gas National Polytechnic Council affirms that this policy has been made in accordance with all relevant legislations.

Dated the 11th day of JUNE 2025

Signed:

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2. Policy Preamble

The growth of the Morendat Institute of Oil and Gas calls for the institution to put in proper mechanisms to guide its operations and decision making. To this end, the Morendat Institute of Oil and Gas has developed the fees payment policy which is aimed at streamlining fees collection.

This policy is very critical considering that the Morendat Institute of Oil and Gas will at some point in its life rely on fees collected from students to meet its financial obligations and as the funding received from the sponsor and the Kenya government, might not be adequate to cover the financial obligations for effective service delivery. The policy will ensure that the fees collection and management of student's fees is done in a transparent, convenient and efficient manner for the benefit of the Morendat Institute of Oil and Gas, students and all the stakeholders. It provides guidelines to students, parents and guardians on the fees payment procedures and their obligation towards payment of Morendat Institute of Oil and Gas fees.

3. Definition of Terms

"Curriculum" means any documented programme of study (National Polytechnic Standards and Guidelines, 2014; pp45).

"Course" means a single unit in a programme of study

"Department" means an academic division into which a faculty is divided for purposes of teaching, examinations and administration; National Polytechnic Standards and Guidelines, 2014 Page 46 of 170

"Fees" Refers to the amount of money paid by a student to the MIOG-NP for educational and provision of other services.

"Faculty/school" means an academic division so designated or established under the instruments constituting a National Polytechnic

"Institution" means an organization founded for purposes of National Polytechnic education and research

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“Installment” Refers to payment of fee in parts spread over an agreed period.

“Principal” refers to administrative and academic head of the institution, responsible for providing strategic leadership, overseeing the implementation of policies, and ensuring the institution’s overall performance in line with its mandate and national education goals.

“Refund” Refers to money paid back to the student or sponsor of the student because of withdrawal from MIOG-NP and/or demise of the student or any other acceptable reason. It also means the paying back of the cash amount called Caution money when the student completes the studies and clears from the institute having no charges for any damages or lost items.

“Semester” Refers to a period of study of normally not less than 15 weeks or such a period as may be determined by Senate for any academic year.

“Sponsor” Refers to an individual or organization responsible for payment of a student’s fee in part or fully, for a period of study

“Student” Refers to a person who is registered for a degree, diploma, certificate or such other course of the MIOG-NP as may be approved by Senate during a prevailing academic year.

“A continuing student” means a student who has completed the first year of study.

“Work study” Refers to a work programme designed by the MIOG-NP for students to carry out certain tasks within the Institute for specified wages.

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4. Acronyms and Abbreviations

AA	Academic Affairs
A&SA	Academic and Student Affairs
EAC	East African Community
GSS	Government Sponsored Students
HELB	Higher Education Loans Board
PSS	Privately Sponsored students
QAO	Quality Assurance Officer
TVET	Technical Vocational and Educational Technology
MIOG-NP	Morendat Institute of Oil & Gas National Polytechnic

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5. Introduction

5.1 Policy rationale

Fees payment is vital for the management of the MIOG-NP and effective service delivery. This fees payment policy caters for the needs and aspirations of both the Institute and its stakeholders as it spells out the fees payment guidelines for realization of optimum collection of fees. The Policy Approval is committed to providing quality and timely services and this can only be achieved if students fulfill their fees payment obligation as per regulations stipulated in the policy.

5.2 Vision, Mission and Core Values

5.2.1 Vision- An international center of excellence for energy, oil and gas
Skills development

5.2.2 Mission- To build capacity in the energy sector by offering
internationally accredited courses, research and consultancy services
for sustainable development

5.2.3 Core Values

- i. Excellence
- ii. Innovation
- iii. Sustainability
- iv. Collaboration
- v. Integrity
- vi. Equity

6. Purpose

The purpose of this policy is to provide guidelines on payment of fees charged on various services offered to students of the MIOG-NP including penalties levied on infringement of specific clauses of the MIOG-NP regulations.

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7. Policy Statement

MIOG-NP shall levy fee and penalties if needed on services offered to students as determined by The College secretariat and/or the Academic Board. The fees payment policy has been set up specifically to ensure equity in the management of fees payment and enhance fees collection. The policy provides guidelines on fees payments, refunds of fees and information on financial assistance available to students. It also spells out sanctions applied in cases where students do not pay the fees as required. MIOG-NP commits to disseminate the policy and fees structures to ensure adherence to the policy.

8. Policy Objectives

Specific policy objectives include:

- i. To give guidance to students, sponsors and other stakeholders on the fee payment processes and procedures at the MIOG-NP.
- ii. To facilitate prompt and effective fee collection for quality and timely service delivery.
- iii. To facilitate effective planning and utilization of MIOG-NP financial resources.

9. Scope of the Policy

The fees policy covers all matters touching on fees and applies to all students enrolled at the MIOG-NP.

10. Implementation of the Students Finance Policy

10.1 Setting of Tuition Fees and Other Charges

Tuition fees and all other charges payable by students are set by the MIOG-NP Board of Advisers regularly following recommendation by the College secretariat or the academic board. These fees are subject to review from time to time.

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International students excluding those from EAC countries shall be charged 20% above fee charged to resident students.

11. Key roles and responsibilities:

11.1 Registrar AA

Responsible for monitoring and ensuring compliance to this policy.

11.2 Finance Officer

- Tracks student fee payments, issues fee statements, and ensures all outstanding balances are addressed.
- Flags non-compliance and coordinates with campus Principals on enforcement.

11.3 Deputy Director AA

Provides overall leadership in policy enforcement, especially on financial matters.

12. Student fee's payment procedures:

12.1 Fees Payment in Full

Fees shall be paid per semester or term or for a module/unit of competence. The fee is payable in full before or at the start of the semester into the MIOG-NP bank accounts. The Institute shall require payment direct to the bank either by Mpesa through Paybill or E-citizen platform or through bank transfer. The Institute does not accept any cash or personal cheque payment.

12.2 Fees Payment by Installments

Students who are not able to pay the full amount of fees at the beginning of the semester or term or for a module/unit of competence shall be allowed to pay in two installments as specified below:

- a) The first installment of 60% of the semester's fees shall be made at the beginning of the semester. However, any student accommodated in the MIOG-NP halls of residence must pay the accommodation fee in full.

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Students who would not have paid the 60% of the fees by the end of the third week of the semester shall be deemed to have deferred studies and shall be barred from accessing services at the MIOG-NP and sitting for the end of semester examinations.

- b) The second installment of 40% must be paid in full three (3) weeks before the start of the end of semester examinations. This shall trigger the provision of examination cards to those students who have cleared the semester fees.
- c) Failure to clear fee by the time stated in (b) above shall lead to the student being advised to defer studies and thereafter sit for the examinations when next offered upon clearance of the fees.

It shall be an offence for a student to attend classes or sit for MIOG-NP examinations before clearance of semester or term fees.

12.3 Charges for Retake and Re-sit of examinations

A student recommended to retake or re-sit courses shall be required to pay a fee determined by the Morendat Institute of Oil and Gas. This fee shall be payable before registration for the courses to be re-sat/re-taken.

12.4 Fee Payable for Exemption of Courses

A student awarded exemption of courses based on such relevant MIOG-NP regulations shall be required to pay determined exemption fee for the specific course/s and the full amount of statutory fees for the semester.

12.5 Fee Payable for Late Reporting

A Student who fails to register for courses within the time prescribed in the Rules and Regulations Governing Examinations shall be required to pay a penalty of **Ksh. 1,000** or as may be determined by the MIOG-NP academic board or college secretariate from time to time.

12.6 Fee Payable for Extension of Registration

A student who extends the registration period beyond the stipulated period

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of study shall be required to pay a fee to be determined by MIOG-NP academic board from time to time.

12.7 Deferment/Suspension

A student who is on suspension/official deferment will not be required to pay fee during the period the student is out of the Morendat Institute of Oil and Gas.

13. Student Fees refund guidelines

In normal circumstances, fees once paid shall not be refundable. However, fees may be refunded under any of the following circumstances:

- a) A student withdraws from the MIOG-NP because the Institute is unable to offer the academic course, he/she is admitted to.
- b) A student withdraws due financial, health related reasons, transfer to other institutions or any other reason acceptable to the MIOG-NP. This is only tenable if the student has not attended even a single lesson in the MIOG-NP.
- c) In the event of a death of a student who has not attended a single lesson of the MIOG-NP
- d) Overpayment of fees by the end of the period of study.
- e) When a student clears after the completion of study, the caution fee is refunded on satisfactory finding that there was no charge for any damage or loss by the student during the study period.
- f) No refund will be made after the 2nd week
- g) A student who withdraws before the start of the semester will be refunded all the fees paid less registration fee.
- h) A student who withdraws after the semester has begun, will NOT be refunded: registration, student identification card, student union, medical and accommodation fees (where applicable). A student withdrawing from the MIOG-NP must complete the clearance process within a week after registering. Otherwise, they shall be deemed to have continued with their studies. The effective date of the withdrawal shall be determined by the Registrar, AA.

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- i) Refund of caution money upon completion of the course, where applicable.

NB: Fee refund shall be payable to the sponsor by cheque or bank transfer upon receipt of a written request.

All refunds shall attract five hundred (500/-) shillings administration charges.

13.1 Refund due to overpayment

Refunds due to overpayment will be paid in full (100%) to the sponsor after completion of studies and clearance from the MIOG-NP.

13.2 Transfer of fees

The MIOG-NP shall not accept transfer of fees from one student's account to another.

14. Financial Assistance

The MIOG-NP students may benefit from the following financial assistance.

14.1 Higher Education Loans Board

It is the responsibility of the student to apply for HELB loan on time to avoid inconveniences in the payment of fees. The loan from HELB shall be credited directly to the student fee account.

14.2 Bursaries and Scholarships

- i. Needy students are encouraged to apply for bursaries and scholarships from or through the MIOG-NP and other sponsors on time to avoid inconveniences in the payment of fees.
- ii. Bursaries and scholarship money shall be credited to the student fee account.

14.3 Work study programs

The MIOG-NP enrolls needy and deserving students in the work study programs to help them raise additional funds towards their fees. Earnings

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from the programme are allocated as per the work study programme policy.

15. Monitoring and Evaluation

The fee payment policy is focused on ensuring optimal fees collection from students in a transparent and efficient manner. The policy clearly stipulates that fee is payable in full per semester. The compliance to this policy will be assessed on a semester basis, immediately at the end of every examination period. The office of the Registrar, AA will work closely with the Students Finance section to ensure that only students who have completed fees are cleared to sit for end of semester examinations by providing examination cards which will be a direct ticket entry to the examination room. This will be done by comparing the examination attendance lists with the list of students with Nil balances to flag out any students who may want to sit for examinations without clearing the semester's fee.

Adherence to the guidelines provided on refunds will be monitored and the evaluation done at the end of every academic year. It is expected that the Audit department will give a report on all refunds made and whether the guidelines were adhered to during the financial year.

Monitoring and evaluation reports are to be submitted to MIOG-NP Management the QAO for discussion and corrective/preventive measures put in place accordingly.

16. Review of the Fees Payment Policy

The Fees Payment Policy shall be due for review three years from the time of approval and/or from time to time to incorporate emerging issues and in line with the MIOG-NP strategic plan and Kenya Government guidelines.

