

UGANDA CHRISTIAN UNIVERSITY

DEBTORS' POLICY



A Centre of Excellence in the Heart of Africa

Policy Schedule

Title	Debtors' Policy
Policy Lead Contact	
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DEBTORS' POLICY

1.0 PREAMBLE

The University operates an Accruals basis of Accounting where student's fees income is recognized through billing of student's accounts upon reporting for every semester.

In the past, the University accumulated large balances as students' fees debtors. These balances ran to several years back and the majority was not recoverable. The effect of this was to exaggerate actual income in form of debtors and surpluses made at the end of the financial year. In the year 2002/2003, a figure of Shs530,908,397/= covering 6 years of operations was written off as bad debts. This led management to come up with a Debtor's Policy to keep the student fees debtors to an absolute minimum.

2.0 FEES PAYMENT POLICY

All fees payments are done through the University Bank accounts, both local and foreign. **NO cash** or personal cheques are accepted in respect of student fees. Bank charges (of Shs2,000/= currently) should be paid to the bank for every deposit made. Excess banking is not refundable; where it occurs, the excess is transferred to the next semester.

2.1 PROMPT PAYMENTS

- (a) **Full prompt payment:** All students who meet the whole of their fees dues by or before the prompt deadline, i.e. three (3) days from the reporting date shall be **exempted** from paying registration fees; hence they save Shs50,000/= each. This entitles them to be fully registered and they obtain a full payment certificate, can access an examination card and they are removed from the list of fees debtors.
- (b) **Half prompt payments:** All students who are able to clear all miscellaneous fees, board and at least half of their tuition within the prompt deadline will save half of the registration fees, i.e. Shs25,000/=. This entitles the student to be fully registered but s/he does not qualify to obtain an examination card until s/he has cleared the remaining half of the tuition fees debt and all other fees. It is expected that this should be cleared by or before the commencement of the end of semester examinations, i.e. by the 12th week.
- (c) **Provisional registration payments:** In the event that a student has not met any of (a) or (b) above, (except for new students, i.e. 1st years), all continuing students can deposit at least Shs50,000/= within the first two weeks of semester to qualify for provisional registration, failure of which the student must apply for a dead semester or dead year (where it applies).

However, students who are provisionally registered are required to upgrade their payments to cover half tuition, full board (if applicable) and the miscellaneous fees by the 6th week from the date of commencement of the semester in order for them to qualify to be fully registered.

- (d) **Entering students** (1st Semester only): They shall be required to pay at least ½ of Tuition fees, ½ all other fees EXCEPT the Board fees which must be paid in full.

2.2 FEE DEADLINES

All registered students must pay at least half the fees within the first six weeks of the semester in order to be fully registered.

Students who fail to pay after six weeks will be given one late week to register, with a penalty of Shs50,000/=.

Students who fail to register after seven weeks will be dropped from the rolls and must take a dead semester or year.

All registered students must pay the balance of semester fees, including examination fees, by the 12th week of the semester. Students who fail to pay this balance will be dropped from the rolls and must take a dead semester or year.

3.0 WITHDRAWAL FROM THE UNIVERSITY

No fee is refunded if a student withdraws or leaves the university without permission from the Vice Chancellor or the Deputy Vice Chancellor (Academic Affairs). Such authorization will be communicated to the University Bursar immediately.

3.1 FEE OBLIGATIONS

A Student who withdraws from the university before completing all fees payments will have been billed fully for the particular semester/year, hence the withdrawal should be communicated by the office of the Deputy Vice Chancellor (Academic Affairs) to the Bursar immediately so that reversal entries for the billings can be passed in the accounting system.

Students are obliged to pay for the facilities and services of the University whether or not they complete the semester. The following rules particularly apply.

- (a) Students who register, fully or provisionally, will be billed the full amount of semester fees at the time of registration and will be held responsible for paying them on time.

- (b) Students who officially withdraw from the University during the first seven weeks will be charged on a pro-rata weekly basis. If they have a negative balance on their account, they will be billed and required to pay the balance before registering for another semester. If they have a positive balance, they will be refunded the balance.
- (c) Students who fail to make the 7th week deadline will be billed for half the semester fees and will have to pay any outstanding balance before registering for another semester.
- (d) Students who fail to make the 12th week deadline will be billed for the whole semester fees and will have to pay any outstanding balance before registering for another semester.
- (e) Any monies deposited into University accounts, whether before or after the said deadlines, will be considered payments toward student debt balances and will not be refunded, unless the student has a positive account balance at the time of withdrawal or completion of studies.

3.2 Student Debtors

The Bursar will observe the following procedure in recording student accounts:

- (a) The Bursar will notify students of outstanding balances by the end of a given semester, making clear the obligation to pay off the debt before registering again.
- (b) The Bursar will ensure that students pay existing debt balances before registering, fully or provisionally, for another semester.
- (c) At the end of each semester, the Bursar, in consultation with the Deputy Vice Chancellor for Academic Affairs and Deputy Vice Chancellor for Finance & Administration, will evaluate the Student Debtor accounts.

4.0 AGEING OF DEBTORS

Funding bodies and/or sponsors are "Official" if sponsorship is done through the University's authorized partner channels.

- (a) If a student takes a dead semester/year and wishes to come back to continue with his/her course, all the positive balances from the previous semester fees will automatically be transferred to the next semester/year. In any case this student will be reflected as a creditor to the university.

- (b) All students who, after completion of their courses still have outstanding fees debts due to delays by their official sponsors to remit money for their fees and/or scholarships, will be maintained as legitimate fees debtors until the money has been received. They will always appear on the list of fee debtors.
- (c) A student who withdraws from the University with no formal communication will be maintained on the debtor's list. No fees will be written off as uncollectible unless and until they have remained outstanding for a period of not less than three (3) consecutive financial years, and the Finance Board must authorize the write-off.
- (d) All students with scholarships are billed every semester but the dues remain outstanding until the official sponsors have remitted the money.
- (e) Student debtors written off from the debtors' list will be maintained on a memorandum list and when a student debtor on this list re-surfaces, s/he will be reinstated on the debtors list and income is credited with the same amount with due regard for outstanding debts.

5.0 NON-STUDENT DEBTORS

- (a) **Conference Debtors:** The University runs small conferences during holiday periods. Facilitators are required to deposit at least 50% of the estimated conference cost one week before the conference is held. The remaining balance must be paid by the end of the conference if it is for 3 or more days. Otherwise all fees must be paid before the said conference. Participants who hire University facilities for wedding receptions and parties are required to pay for them before the event is held.
- (b) **Rental Income Debtors:** The University rents out its properties to accommodate married students and tenants. These houses are located at the Mukono Main Campus and in Kampala. Tenants renting Kampala houses pay rent in advance; hence there are no debtors. Students occupying Ordinands' Village houses pay for rent as and when their sponsors send the money or in advance if they are self-sponsored. No refunds are made to students until all the dues for fees and accommodation have been deducted.
- (c) **Water Debtors:** These are billed periodically and the bills are based on the amount of water already consumed.
- (d) **Income from regional teaching centers and affiliate institutions.** They will remit this income to the University within the first month of a semester.