UGANDA CHRISTIAN UNIVERSITY
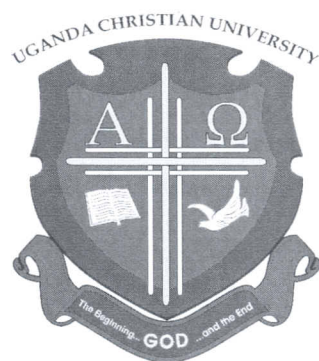
POLICY FOR SMOOTH REGISTRATION AND FEE COLLECTION

A Centre of Excellence in the Heart of Africa

Statute schedule

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Uganda Christian University

Policy for Smooth Registration and Fee Collection

Over recent years, UCU has been relatively successful in the collection of fees and registration of students. However, there has also been continual pressure on the Academic and Bursar's offices during the various deadline periods of the year. With the full implementation of the new Fees and Collection Policy, it is imperative that we find a way to administer the registration and collection of fees. Here are some proposals.

1.   Clear information should be given to students in terms of take-home letters and print and radio notification. The Bursar's office should aim to be able to present individual invoices to students sometime in 2009 that will be received no later than at the time of registration. These should be keyed into the Focus RT/ARIMS system.

2.   As they have done in the past, the Academic and Bursar's offices should design a way of accommodating the large inflow of students at the necessary times (Prompt Days, two weeks of Registration, one or two weeks around the mid-term payment. Students should not have to wait in long queues in the sun. Students will be directed to a Registration area as the first order of business.

3.   Payment at the pressure times should be limited to current obligations only. Miscellaneous payments and payment of debt balances should be made at another time. The variables for payment therefore are quite limited per students:
   a) Programme
   b) Ugandan/International
   c) Resident/Non-Resident.

4.   The only additional variables would be Security Deposit on Boarding; Field Work/Internship Fee and; Graduation Fees. I propose the following for these variables:
   a) Eliminate this deposit, while keeping the existing deposits as payment for damage done to halls in previous year.
   b) Collect the Field Work/Internship in January and May 2009 and then fold the fee into general tuition beginning in September 2009.
   c) Make one final graduation/fee balance invoice and payment at the end of the final semester or at some point before Graduation.

5.   Do everything possible to avoid incurring any further student debts. This should be easier with the new policy as students will be paying in advance for all services. To implement this, I suggest that we:

   a. Put aside all current debt balances in January. Any payments from students will be charged *first* against current fee obligations, unless the student specifically designates them as debt repayment.
   b. Insist that the Bursar's and Academic Offices may not register or clear anyone who has not paid the current fee obligations.
   c. The Financial Aid Officer will work out a clear statement of what scholarships and work-study funds will be applied.
   d. The Student Guild stipends will be credited at the beginning of the semester only according to a clear schedule submitted to the Bursar's and Academic offices.

e. The Student Guild is not authorized to clear or credit any individual student account. This is an inappropriate use of Guild Funds. They may, however, dedicate a portion of their budget to the top-up plan to be administered through the Scholarship Committee, with funds for January 2008 going for the second payment only (in other words, any recipient of a Guild scholarship will have to cover the first payment on their own).

f. Sponsored students may be allowed to carry forward a small balance, if the majority of their fees have already been paid by the donor organization. However, they will not be registered for subsequent semesters until all balances are paid.

6.   International students will be allowed to pay fees in US dollars or in Uganda Shillings. However, they must carry out any exchanges through an outside forex bureau. UCU officials will speak to local banks on their dollar acceptance policy.

7.   Staff who wish to sponsor students out of their pay must register the students with the Scholarship Committee. Payments for students must come from current payroll before or during the same semester the student is studying.

8.   Bank payments shall be accepted based on the date of receipt at UCU. The deadline for the arrival of any bank transfer will be the deadline day. Any student whose funds arrive on the deadline day will be processed on the next working day. This may mean that a few students will be registered or cleared on the Monday following the Friday deadline.

9.   Registration, Non-Registration and Dead Semester. Under the new policy, there is no provisional registration. Students who pay half in the first two weeks will register; students who fail to pay half will be not be registered for the semester and must not be present on campus. Students who fail to make the mid-point deadline to complete payment will be required to apply for the dead semester and and will be de-registered. The Academic Office, upon receiving notice from the Bursar that payment has been received (or by default not received) will announce quickly who is registered after two weeks and who is deregistered after nine weeks (counting the penalty week). The Academic Office and Faculties must design a way of distinguishing students who have paid full fees and half fees. "Deadbeat" students who fail to register or pay fees on time but who continue to use university facilities shall be subject to discipline and fined. Supervisors should warn and note in performance evaluations those staff who allow deadbeat students to remain in their classes.

10.   By January 2010, the University should aim to have a system of ID card checks at the gates such that only those who have legitimate business on the campus (and visitors) would be admitted. This may be hard to enforce during peak hours, but it could be supplemented by spot-check system.

SN 10 Dec 2008; revised 14 Dec 08