

# THE KENYA SCHOOL OF LAW

FEES POLICY.

---

January, 2025

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## FOREWORD

The Kenya School of Law is established under the Kenya School of Law Act (Cap.16C). It is a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The core functions of the School are set out in section 4 of the Act.

In order for the School to effectively discharge its mandate, there is need to have a policy on levying, payment, collection and refund of fees. The development, implementation and review of the Policy is to facilitate efficient collection of fees. The Policy provides a framework for the levying, payment, collection and refund of fees at the School.

I wish to acknowledge the work of the drafting committee and all those whose contributions facilitated completion of this document. The Policy will be subject to review on a regular basis to match with prevailing conditions.

The Policy shall be subjected to monitoring and evaluation and reviewed on a regular basis.

Thank you,



Director/CEO

KENYA SCHOOL OF LAW

## **ABBREVIATIONS AND ACRONYMS**

ATP            Advocates Training Programme

PTP           Paralegal Training Programme

## INTERPRETATION

In this policy, unless the context otherwise requires-

**"client"** means a student, a participant or other person who pays fees to the School;

**"fees"** means a sum of money paid by a client to the School for a course of study, training programme, consultancy or other related service provided by the School;

**"instalment"** means an amount of money paid over a period of time as part of full fees payable for a service;

**"participant"** means a person who attends a short training course offered by the School;

**"School"** means the Kenya School of Law established under the Kenya School of Law Act (Cap.16C);

**"student"** means a person registered for a course of study or training programme at the School;

**"term"** means a period into which an academic year is divided.

## **1.0 INTRODUCTION**

This Policy sets out the framework for levying, payment, collection and refund of fees.

## **2.0 PURPOSE OF THE POLICY**

The purpose of the policy is to provide a framework for:

- a) levying of fees;
- b) payment of fees;
- c) collection of fees;
- d) refund of fees.

## **3.0 POLICY STATEMENT**

The School is committed to establishing a sound policy framework for levying, payment, collection and refund of fees.

## **4.0 STATEMENT OF COMPLIANCE**

This Policy is in compliance with the Constitution of Kenya, 2010, and all relevant laws and policies including;

- a) the Kenya School of Law Act (Cap.16C);
- b) the Public Finance Management Act (Cap.412A);
- c) the Public Finance Management Regulations (2015);
- d) the Public Audit Act (Cap.412B);
- e) the State Corporations Act (Cap.446);
- f) Government circulars as may be issued from time to time.

## **5.0 SCOPE OF POLICY**

This policy applies to staff, students, participants and other relevant stakeholders.

## **6.0 GUIDING PRINCIPLES**

The following principles shall guide the levying, payment, collection and refund of fees:

- a) Equity
- b) Responsibility
- c) Transparency and accountability
- d) Objectivity

## **7.0 GOVERNANCE**

### **7.1 Board**

The Board is responsible for:

- a) providing overall policy direction with respect to fees management;
- b) approving the fees structure for programmes offered by the School;

### **7.2 The Director**

The Director is responsible for:

- a) implementation of this Policy;
- b) developing guidelines for implementation of this Policy.

### **7.3 Heads of Department**

Heads of department are responsible for:

- a) recommending fees to be levied for various programmes;
- b) communicating to clients on fees matters;
- c) assisting the Director in collection of fees;
- d) advising the Director on refund of fees.

## **7.4 The Finance Department**

The Finance department is responsible for:

- a) collecting and receipting of fees
- b) updating of client fees accounts;
- c) keeping proper and accurate fees records;
- d) processing fees refunds;
- e) clearing of students on fees matters at the point of exit.

## **8.0 POLICY AREAS**

### **8.1 Levying of Fees**

- a) The School shall from time to time determine the fees to be charged for the various programmes.
- b) In determining the fees payable, the School shall consider the cost of running a programme.

### **8.2 Payment of Fees**

#### **8.2.1 Advocates Training Programme**

The following shall apply with respect to payment of fees for ATP:

- a) Full fees is payable at the beginning of the academic programme.
- b) Where a student has not paid the full fees, a minimum of 75% of the total fee shall be payable before expiry of the registration period for an academic year.
- c) The Director may for good cause permit a student to register upon payment of 50% of the fees with the balance payable in instalments.
- d) Where the Director permits payment by instalments, the balance shall be payable at the beginning of Term II.
- e) The School may take administrative measures to enforce payment of fees not paid when due.
- f) A student who wishes to attend repeat tuition in a different academic year shall pay the proportionate fees for a course unit and annual library fees.

- g) Where a payment is made by cheque to the School and at the time of payment the student's fees account is fully paid, such amounts shall not be accepted.

### **8.2.2 Paralegal Training Programme**

The following shall apply with respect to payment of fees for PTP:

- a) Full fees is payable at the beginning of each term.
- b) Where a student has not paid the full fees, a minimum of 75% of the total fee shall be payable before expiry of the registration period for a term.
- c) The Director may permit a student to register upon payment of 50% of the fees with the balance payable in instalments.
- d) Where the Director permits payment by instalments, the balance shall be payable at least two weeks before commencement of the end of term examinations.
- e) The School may take administrative measures to enforce payment of fees not paid when due.
- f) A student who wishes to attend repeat tuition in a different term shall pay the proportionate fees for a course unit.
- g) A student who wishes to re-sit an examination in a particular unit shall pay the examination fees for that unit.
- h) A payment made in a subsequent term shall first be applied to settle any outstanding fees from a previous term.

### **8.2.3 Certified Secretary Course**

The following shall apply with respect to payment of fees for CS:

- a) Full fees is payable at the point of registration for each term.

### **8.3 Mode of Payment**

Fees may be paid in any of the following forms:

- a) Direct bank deposit;
- b) Banker's cheques;
- c) Electronic funds transfer;
- d) Mobile money transfer;
- e) Credit and Debit cards;
- f) Any other mode approved by the School.

### **8.4 Refund of Fees**

a) A request for refund shall be made to the Director in the following cases:

- i. Overpayment;
- ii. Death of the student;
- iii. Withdrawal from a course of study;
- iv. Any other reasonable cause.

b) A refund due to over payment will be paid in full and will not attract administrative charges.

c) A refund under clause (a) iii and iv shall be subject to a pro-rata deduction and administrative charges.

d) a request for a refund shall be made within three years from the date when the refund falls due.

e) A refund shall be made through a mode of payment approved by the School.

f) A request for refund shall be processed within a reasonable time.

## **9.0 RELATIONSHIP WITH OTHER POLICIES**

This policy shall operate alongside other policies of the School including the Finance Policy, the Credit Policy, the Resource Mobilization Policy and the Records Management Policy.

## 10.0 IMPLEMENTATION, MONITORING, AND EVALUATION

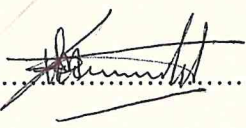
- a) The Director is responsible for implementing this Policy.
- b) The monitoring and evaluation of this policy shall be done in accordance with the approved monitoring and evaluation framework of the School.

## 11.0 REVIEW

The School shall review this Policy at least once every five years. In reviewing the Policy, the School shall consider:

- a) New and emerging areas of law.
- b) The Strategic Plan of the School.
- c) Changes in the social, economic, political, and technological environment.
- d) Resolutions of the Board.

Approved by the Board of Directors on.....9/MAY/2025.....

Signed by the Chairperson of the Board..........Date.....20/JUNE/2025.....