

THE KENYA SCHOOL OF LAW

FEES POLICY.

January, 2025

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FOREWORD

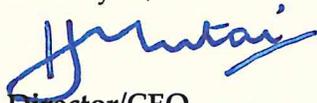
The Kenya School of Law is established under the Kenya School of Law Act (Cap.16C). It is a public legal education provider responsible for the provision of professional legal training as an agent of the Government. The core functions of the School are set out in section 4 of the Act.

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

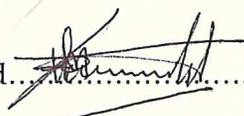
- a) The Director is responsible for implementing this Policy.
- b) The monitoring and evaluation of this policy shall be done in accordance with the approved monitoring and evaluation framework of the School.

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.....