



**THE KENYA SCHOOL OF LAW**

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**FEES POLICY**

**2020**

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## FOREWORD

The Kenya School of Law is established under Section 3 of the Kenya School of Law Act, 2012.

The Mandate of the School under section 4 of the Act is to:

- a) *Train persons to be Advocates under the Advocates Act.*
- b) *Ensure continuing professional development for all cadres of the Legal profession.*
- c) *Provide paralegal training.*
- d) *Provide other specialised training in the Legal sector.*
- e) *Develop curricula, training manuals, conduct examinations and confer academic awards.*
- f) *Undertake projects, research and consultancies.*

In order for the School to effectively discharge its mandate of training advocates and paralegals; there is need to have a policy on collection and management of students fees. The development, implementation, modification and review of the policy is to ensure that there is timely collection of fees.

The Policy lays down the parameters that will provide a framework for the levying and payment of fees at the School, guidelines for timely collection of fees by the School, refund of fees and guide on the mode of payment of fees.

This 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

## **DEFINITION OF TERMS**

<b>Fees</b>	Refers to the amount of money paid by a student to the School for a course of study.
<b>Instalments</b>	Refers to payment of fees in parts within a specified period.
<b>School</b>	Means the Kenya School of Law established under the Kenya School of Law Act 2012.
<b>Student</b>	Refers to a person registered for a course of study at the School
<b>Term</b>	Refers to one of the three periods into which an academic year is divided.

## **1.0 GENERAL INFORMATION**

### **1.1 Vision**

A preferred Centre of excellence in professional legal training, research, consultancies and projects in East Africa region and beyond.

### **1.2 Mission**

To offer quality practical training in law and other related disciplines for the professional development of lawyers and other actors in the legal sector, and to undertake research, consultancies and projects.

### **1.3 Core Values**

#### **i. Integrity**

We strive to adhere to the highest ethical standards in performance of our duties, act in good faith, and demonstrate highest level of integrity by creating an atmosphere of trust and confidence.

#### **ii. Excellence**

We are committed to ensuring that all our services meet the highest level of quality through adherence to industry best practices and maintenance of our ISO 9001 Standards.

#### **iii. Client Oriented**

We strive to continuously identify and meet our client's needs in the provision of our services at all times by ensuring that all our services and products are developed with the client in mind.

**iv. Team work and partnership**

We promote respect and unity of purpose among staff, and recognize the key role that mutual partnerships play in the success of the school.

**v. Competence and professionalism**

We are committed to the provision of services that meet professional standards through incorporation of best practices in the delivery of our services and recruitment and retention of competent staff.

**vi. Transparency and accountability**

We are committed to ensuring that all our processes are documented and taking responsibility for our actions in the delivery of services and products.

**vii. Inclusivity**

We endeavor to ensure that all our processes, products, services and infrastructure recognize and meet the special needs of youth, women, Persons with disabilities (PWD), minority and marginalized groups.

**1. INTRODUCTION**

This Policy sets out the guidelines to be applied by the School in providing a framework for collection and management of student fees.

## **2. SCOPE OF POLICY**

This policy applies to all fees levied by the School for the academic programmes that are offered by the School.

## **3. PURPOSE OF THE POLICY**

The purpose of the policy is to:

- a) Provide a framework for the levying and payment of fees at the School.
- b) Provide guidelines for timely and convenient collection of fees by the School.
- c) Provide guidelines for refund of fees.
- d) Guide students, sponsors and other stakeholders on the mode of payment of fees.

## **4. GENERAL POLICY STATEMENT**

The Board is committed to establishing a sound policy framework for collection and management of fees through:

- a) Competitive fees for the School's academic programmes;
- b) Convenient payment processes;
- c) Timely fees payment;
- d) Refund of fees where applicable.

## **5. LEVYING OF FEES**

The School shall from time to time determine the fees to be charged for the various academic programs.



## **6. PAYMENT OF FEES**

### **6.1 Programmes of the School**

- a) Fees shall be paid in full upfront for the entire programme.
- b) Payment by instalment may be allowed subject to payment of a deposit of at least 75% of the total fees payable on registration.
- c) The balance due shall be payable on or before the end of 5<sup>th</sup> month after commencement of the academic year for the yearly based programme and not later than two weeks before commencement of the end of term examinations for the termly based programmes.
- d) A student who defaults to pay the balance due within the stipulated time, shall be considered to have deferred studies.
- e) A student who defers an examination shall be ineligible to register for the subsequent term of study unless the outstanding fees has been paid in full.
- f) A student who wishes to re-sit an examination shall be required to pay the applicable examination fee at least two weeks before the date of commencement of the examinations.
- g) A student who wishes to re-sit one unit in any programme shall be required to pay an amount proportionate to the fees payable for the programme.

### **6.2 Mode of payment**

Fees may be paid in any of the following forms as approved from time to time:

- 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.

## 7. REFUND OF FEES

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

- i. Overpayment;
- ii. Withdrawal from a course of study;
- iii. Death of the student;
- 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 clauses (a) ii, iii and iv shall be subject to a pro-rata deduction, surcharge and administrative charges as applicable.

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

e) All refunds shall be payable via the modes of payment approved by the school.

## 9. IMPLEMENTATION OF THE POLICY

The Director is responsible for implementation of this policy.

## 10. REVIEW

This policy shall be reviewed at least once every 5 years.

Approved by:

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**The Chairperson**

**On behalf of the Kenya School of Law Board**

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**Date**