

AFRICA INTERNATIONAL UNIVERSITY

FEE PAYMENT AGREEMENT

FPA No.....

1. Personal Information

Student's name.....Number.....
 School (tick as appropriate):NEGST.....SEAS.....SBE.....
 Programme:Semester:.....Academic Year:.....
 P.O. Box.....Post Office Code.....Town.....
 Telephone.....Mobile.....
 Residence.....Estate Plot No.....Town.....
 University e-mail address (PRINT IN BLOCK).....
 Other e-mail address (PRINT IN BLOCK).....

2. Sponsor/Parent /Guarantor Information

Sponsor/Parent/Guarantor name.....
 P.O. Box.....Post Office Code.....Town.....
 Phone Number:.....
 Residence.....Estate Plot No.....Town.....
 Official e-mail address.....

3. Amount and Due Dates

I..... wish to pay KSh.....(in words Kenya Shillings.....)

being my tuition fees for the term stated above by installment. I therefore enter into this Fee Payment

Agreement with Africa International University (AIU) for the payment of the said amount as indicated in the table below:

Detail		KSh.	Due date
Fee Payment Agreement Fee			
1 st Installment	60%		
2 nd Installment	30%		
3 rd Installment	10%		
Total			

4. Terms and Conditions

1. The Fee Payment Plan has been established by AIU to enable students settle their tuition fees in three installments each term. It does not cover non-tuition fees, housing and other charges.
2. The installments are due as follows 1st 60% on the first day of semester (by the end of first two weeks of opening school); 2nd -30% and 3rd- 10% in the two successive months.
3. The student will complete the Installment Fee Payment Agreement and have it countersigned by a parent, sponsor or a person who will guarantee the payment of fees due from the student. The Installment Fee Payment Agreement will be signed by an authorized officer in the Finance Department.
4. A fee of Ksh. 2000 will be charged on each Installment Fee Agreement that the student will enter into with AIU.
5. It is expected that a student will abide by the terms of the Installment Fee Plan faithfully. If the student is late in paying an installment a notice will be sent from the Finance Department. If two weeks pass after the date by which the installment should have been paid the amount due will attract a 1.5% interest monthly from the date that the installment should have been paid.
6. If an installment shall be unpaid it must be fully paid inclusive of interest charged on it with the next installment.
7. All fees balances are to be paid fully before the start of the new term. If there are fees outstanding the student will not be cleared for examinations and registration for the new term.
8. If a student owes money under the Fee Payment Agreement or has other amounts outstanding their grades, transcripts, degrees and diplomas will be withheld and they will also not receive services from AIU until the amount due is fully settled.
9. If a student fails to pay their account as agreed AIU may take action as provided for in the policies of the university. The costs incurred by the university in the collection process will be borne by the student.
10. Students who will not honor their Fee Payment Agreement for a term will not be allowed to enter into Fee Payment Agreements in the following term. This probation period will be intended to ensure that the student demonstrates that they will make good their promises and abide by the values espoused by AIU.
11. If the student remedies their situation successfully they will be allowed to enter into new Fees Payment Agreements by presenting sufficient proof that they will not default. This must be accompanied by a letter of guarantee from a sponsor or parent.
12. A student who defaults two times in the course of their studies at AIU will not be allowed to negotiate the payment of their fees and other financial charges. They will have to pay their fees in full.

Now this agreement witnesses that the named student and Africa International University agree to enter into the Fee Payment Agreement for the amount to be paid in installments and in periods stated under the terms and conditions above. Accordingly the student and AIU sign below in witness to the agreement.

I.....elected to pay my tuition fees as stated above and having read and understood the terms and conditions of this Fee Payment Agreement hereby agree to abide and honor my obligations under the agreement.

Student’s signatureDate.....

I.....being the sponsor/parent/guarantor (underline as appropriate) of the student named in this agreement undertake to ensure that the student abides by their obligation under this agreement. Should the student not honor their obligations I undertake to pay the amount and or assist AIU to follow-up the student to collect the amount due from the student under this agreement.

Sponsor’s/Parent’s/Guarantor’s signatureDate

Stamp in case of church or organization

And that

I.....Designation..... Being duly authorized by AIU to countersign this Fee Payment Agreement for and on behalf of AIU.

Signed for AIU:

.....Date..... Stamp of AIU