

TUITION REFUND APPLICATION FORM

1. STUDENT DETAILS

Last Name: _____ First Name: _____ Middle Name: _____

Date: _____ Semester: _____ Student ID: _____

Office Tel. _____ Cell No: _____ Email: _____

Bank Name: _____ Branch Name: _____

Account Name: _____ Account Number: _____

Excess arising from (Tick as appropriate)

- Caution Money
 Overpaid Tuition
 Graduation Gown
 Others Specify

Amount Applied for Kshs. _____ US Dollars _____

Note: (No tuition Refund will be processed without correct Bank Details and Final Clearance)

2. SPONSOR/GURDIAN/PARENTS DETAILS

Last Name: _____ First Name: _____ Middle Name: _____

Office Tel. _____ Cell No. _____ Email: _____

Country _____ Home Town. _____ City/State: _____

I/We authorize the credit balance in the account of my/our dependent(s) to be remitted to him/her as tuition refund.

Signature _____ Date _____

3. ACCOUNTS OFFICE (For Official Use Only)

Account Balance _____ Debit _____
 _____ Credit _____

Please pay: Kshs. _____ Account CODE _____
 UD\$ _____

Checked by _____ Date _____

Authorized by _____ Date _____

TUITION REFUND PROCESS

The Finance Division is committed to providing excellent and timely service to all our stakeholders. In order to make processes as efficient and effective we hereby issue this guideline that will govern stakeholders and staff engagement in the process of refunds.

Steps:

1. Apply for final clearance online: <http://clearance.usiu.ac.ke>

2. Seek final clearance from **ALL** departments listed below:

- Library
- Student Affairs - Housing
- Student Affairs - Student activities, Clubs and Sports Equipment/Materials
- Student Affairs - Disciplinary
- Student Affairs - Student Leaders
- Registrar - Graduation Dress
- Registrar - Degree completion
- Health Services - Registrar
- Registrar Exit Form
- Alumni Affairs Department
- Cafeteria
- ICT Center

3. After clearance with the above departments, please ensure you clear with:

- Finance
- Registrar – Submission of student ID

4. Download the tuition refund form under downloads:

http://www.usiu.ac.ke/images/downloads/finance/TUITION_REFUND_APPLICATION_FORM.pdf or

collect a hard copy from the Student Accounts section of Finance Division

5. Sign the Tuition Refund application form and hand it over to the Student Accounts section of Finance Division

Please note:

- a. Refund forms are collected up to the 24th of every month and refunds processed by the 2nd week of the following month. Refunds will take a maximum of 3 weeks from the date of submission
- b. All refunds are paid via EFT
- c. Only accounts that are fully cleared and refund forms that are duly filled shall be processed. Incomplete refund forms/requests shall not be accepted.
- d. Only graduating or exiting students shall be refunded. No continuing students shall be refunded
- e. In case of a likely or foreseeable delay, applicant(s) shall be informed on status of their refund application