



CUIB FEES ENGAGEMENT APPLICATION FORM

READ THE BELOW FEES ENGAGEMENT FORM VERY CAREFULLY BEFORE COMPLETING IT.
COMPLETE THE APPLICATION FORM IN CAPITAL LETTERS AND MAKE SURE YOU PROVIDE ALL THE NECESSAERY INFORMATION AS REQUESTED.

Students applying for fees engagement are to follow the below procedures:

1. Download the Fee Engagement Application Form from the University Website: www.cuib-cameroon.org
2. Fill out the form in three copies as required and **SPECIFY the CATEGORY of fees Engagement applying for.**
3. Submit the complete form at the Office of Admissions and Enrolment Management.
4. Collect an approved copy of Fees Engagement Form from the Office of Admissions and Enrolment Management after three business days and continue the Registration Process.

2017/2018 Academic Year

This Engagement is made on the ____ of _____, 2017 between the Catholic University Institute of Buea (CUIB), P.O. Box 563, Buea, South West Region, Cameroon and

I. PARENT/GUARDIAN’S PERSONAL INFORMATION

Name _____ Parent Guardian

Contact:

Address (Place of Work): _____

Telephone Number _____

E-mail Address: _____

National ID N⁰ _____ Date of Issue __/__/____/ Place of Issue _____

Residence: _____

Profession: _____

On behalf of (student’s name) _____

Matricule Number (If Applicable): _____

II. STUDENT’S PERSONAL INFORMATION:

Sex:

Female

Male

Date of Birth: Date of Birth MM / DD / YYYY

Place of Birth:

National ID N⁰ - _____ Date of Issue __/__/____/ Place of Issue _____

A. Schools:

- a) Agriculture and Natural Resources
 - b) Business
 - c) Engineering
 - d) Information Technology
- Freshman Sophomore Junior Senior

B. College of Business and Technology:

- a) HND Level I
- b) HND Level II

Department of _____

III. REASON FOR ENGAGEMENT

IV. CATEGORY OF FEES ENGAGEMENT

- A. 75% Fees Engagement for B.Sc. Programs
- B. 85% Fees for HND Programs:
- C. Monthly Fees Engagement

V. PAYMENT PLAN

A. Category A: 75% Fees Engagement for B.Sc. Programs

- i. Initial Payment
Amount in words _____
- ii. Engagement Amount
Amount in words _____
N.B.: Fees must be 100% complete by March 15th of each academic year

B. 85% Fees for HND Programs:

- i. Initial Payment
Amount in words _____
- ii. Engagement Amount
Amount in words _____
N.B.: Fees must be 100% complete by February 15th of each academic year

C. Monthly Fees Engagement:

- October**
Amount in words _____
- November**
Amount in words _____
- December**
Amount in words _____
- January**
Amount in words _____
- February**
Amount in words _____
- March 15, 2018**
Amount in words _____

N.B.: Fees must be 100% complete by March 15th of each academic year

VI. AGREEMENT TERMS

Shall the Parent/Guarantor fail to meet up with their engagement, they shall be obliged to pay the Student's Complete School fees for the academic year.

Failure to respect the payment plan as stated above, the student shall face the following consequences:

- 1) The Student shall not be allowed to register for the following Semester, nor continue classes or sit for any exams in CUIB.
- 2) **ALL** appropriate legal actions shall be taken for breach of contract.
- 3) The fees due/owed shall be recovered from the Debtor
- 4) The Student's end of Course Certificate (transcript, attestations, semester results, etc.) shall be withheld till the totality of fees is paid.

VII. TERMINATION OF CONTRACT

This Contract shall be terminated **ONLY** when the Debtor completes the payment of her fees.

IN WITNESS WHEREOF the parties hereto have set their hands and seals on the above mentioned day, month and year of which they have expressed their intentions.

**SIGNED, SEALED AND DELIVERED
BY**

**SIGNED, SEALED AND DELIVERED
BY**

INSTITUTION / CREDITOR

PARENT OF STUDENT