



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.

2016/2017 Academic Year

This Engagement is made on the \_\_\_ of \_\_\_, 2016 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 N° \_\_\_ 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 N° - \_\_\_ 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 \_\_\_
c) B-Tech \_\_\_

Department of \_\_\_

**III. REASON FOR ENGAGEMENT**

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**IV. CATEGORY OF FEES ENGAGEMENT**

- A. 75% Fees Engagement for B.Sc. Programs
- B. 85% Fees for B-Tech and 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 15<sup>th</sup> of each academic year**

**B. 85% Fees for B-Tech and HND Programs:**

i. Initial Payment   
Amount in words \_\_\_\_\_

ii. Engagement Amount   
Amount in words \_\_\_\_\_

**N.B.: Fees must be 100% complete by February 15<sup>th</sup> 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, 2017**   
Amount in words \_\_\_\_\_

**N.B.: Fees must be 100% complete by March 15<sup>th</sup> 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**