



## EXTERNAL POLICIES AND PROCEDURES

Here are the financial Policies and Procedures that define the mode of operation of all financial activities of the Catholic University Institute of Buea, The Entrepreneurial University.

### 1) PAYMENT POLICY

#### I. PAYMENT METHOD

All Payments (fees, transcript, late registration etc) are required to be paid into the University bank accounts, either over the counter, a bank transfer or through Express Exchange S.A. The University does not receive checks, but it could be deposited directly into our accounts.

The University is not liable for any erroneous fees payment into a different bank account.

#### II. PAYMENT CHANNELS

##### i. BANKS

CUIB BANK ACCOUNTS				
BANKS	BANK CODE	BRANCH CODE	ACCOUNT NUMBER	KEY
ECOBANK	10029	26015	01413400401	71
NFC	10025	00043	16401044571	96

##### ii. EXPRESS EXCHANGE

**N.B.:** When paying your fees, please indicate clearly the following information at the Bank:

Name of Student as on your Birth Certificate

Name of School, Program and Registration Number(Except for Freshmen)

(Please, respect the order of your name as on the Admission letter when making payment at the Bank).( Admission letters must follow the order of names as on the birth Certificate

## 2) *INSTALMENTS AND DEADLINES*

### I. **Payment Instalments and Deadlines for B.Sc. Programs**

PAYMENT INSTALMENTS AND DEADLINES FOR BSC. PROGRAMS		
Description	Percentage Applicable	Deadline
<b>First Instalment</b>	75% of Fees due for The Academic Year	Before First Semester Registration
<b>Second Instalment</b>	25% of Fees Due for The Academic Year	March 15 <sup>th</sup> of each academic year.

### II. **Payment Instalments and Deadlines for HND**

PAYMENT INSTALMENTS AND DEADLINES		
DESCRIPTION	PERCENTAGE APPLICABLE	DEADLINE
FIRST INSTALMENT	<b>85% OF FEES DUE FOR THE ACADEMIC YEAR</b>	Before First Semester Registration
SECOND INSTALMENT	<b>15% OF FEES DUE FOR THE ACADEMIC YEAR</b>	On/before February 15 <sup>th</sup> of each academic year

## 3) *FINANCE CLEARANCE PROCESS*

Once payments have been made into the University's bank Accounts or through Express Exchange, students are required to:

- Upload their receipts immediately into the finance platform and ensure that it is done properly.
- Each receipt should be uploaded just ones. If a receipt is uploaded more than ones, it will be rejected and the student will have to repeat the process again.
- Students will have access to the OCR only after finance has approved/validated their receipts in the Finance Platform.

## 4) *FEES ENGAGEMENT*

### I. **Category of Fee Engagement**

For Parents/Sponsors who may not be able to comply with fee payment instalments as stated above, a fee engagement option has been put in place to enable them comply with the payment due date at a flexible pace.

- 75% Fees Engagement for B.Sc. Programs:** Parents can take engagement for which they are allowed to pay the first 75% on or/before December 31<sup>st</sup> of each Academic Year. In this case, students will be allowed to register for their courses without completing the

75% as per the normal instalment and deadlines policies stipulated above. Further engagement during the second semester of each academic year is **NOT** allowed. The balance of 25% shall be paid in full within the required time frame (March 15th of each academic year).

- b. 85% Fees for HND Programs:** Parents can take engagement for which they are allowed to pay the first 85% on/or before the December 31 of each academic year. In this case, students will be allowed to register for their courses without completing the 85% as per the normal instalment and deadlines policies stipulated above. Further engagement during the second semester of each academic year is **NOT** allowed. The balance of 15% shall be paid in full within the required time frame (February 15th of each academic year).
- c. Monthly Fees Engagement:** In case of monthly fees engagement, the complete fees should be paid on or/ before March 15<sup>th</sup> of each academic year. A default in monthly payment cancels the engagement automatically. In this case, the student will be required to complete the fees due following the University's Policies and Procedures on instalment Payment and Deadlines as mentioned above.

***N/B: \*\*It is Mandatory for All students to pay at least 75% Or 85% of their fees before they can be allowed to write an Exam or have access to their First Semester results.***

## **II. Fees Engagement Procedures**

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

- Download the Fee Engagement Application Form from the University Website: [www.cuib-cameroon.org](http://www.cuib-cameroon.org)
- Fill out the form in two copies as required.
- Submit the complete form at the office of Finance with a copy of the receipt for initial fee payment.
- Collect an approved copy of Fees Engagement Form from the Office of Finance.

***N/B: Fee engagement forms shall be approved by the office of Finance only when the student has made an initial payment of FCFA 400,000 for BSc and FCFA 200,000 for Associate Degree.***

## **5) OTHER FEES**

Below are other additional Fees items applicable to students in specific cases:

- i.** Students who are due to re-take certain courses are required to pay fees depending on the courses they are to take. **For All General University Courses, Students pay FCFA 25,000 per course. For All Major Courses, Students will pay FCFA 50,000 per course for up to Eight (8) courses. Students to re-take Nine (9) courses and above will pay the complete fees of that academic year.**
- ii.** Request for transcript is **5 000 FCFA per hard copy**, to be paid into the University's Bank Account.

- iii. Students who need additional skills in some core courses, will have to register for the **Vocational Competence Program** and pay the required fees as per the program. For more information, visit the website.
- iv. Associate Degrees Students are to pay the sum of **FCFA 15,000 (Fifteen Thousand Francs CFA)** as cost of renting the graduation robes. FCFA 10,000 (Ten Thousand Francs CFA) is the cleaning cost, while **FCFA 5000 (Five Thousand Francs CFA)** is the caution which will be given back to the students upon the return of their robes).
- v. The cost of certification of O'Level and A'Level result is **FCFA 4000** per result slip as mentioned in the fee structure. Students with BAC and other foreign certificates will be charged a different amount as required by the GCE Board.

## **6) FINES AND PENALTIES**

- i. Students who misplace their School Identity Card are to pay the Sum of FCFA **5 000 (Five Thousand Francs CFA)** into the University's bank accounts to get a new copy. Proof of payment should be presented to the Finance Office before the ID card will be processed.
- ii. Late Registration Fee for each semester is **FCFA 5 000 (Five Thousand Francs CFA)** payable into the University's bank accounts.
- iii. Students who wish to change campus during the academic year shall pay a fee of **CFA 15 000**, payable into the University's bank account.
- iv. Sophomore students who fail to attend the Convocation Ceremony without official justification shall be liable to an additional 8hours of volunteerism.
- v. Freshmen who fail to be present for the Freshmen Convocation Ceremony without official justification shall be liable to an additional 8hours of Volunteerism.

## **7) FEE REFUND**

### **I. Refund Policy**

#### **a. Refund of Fees Paid Upon Withdrawal from CUIB**

- Refund of fees paid shall be done **ONLY within ONE month from the Official start of Lectures** at CUIB. In this case, a student who started attending lectures shall **receive 60%** of fee paid as refund for that year.
- Once official lectures have gone for over a month, students who have started attending lectures **will NOT be eligible for refund of fees.**
- After **a month of official lectures**, there shall be an **80 % fee refund** for students who did not attend classes in CUIB upon withdrawal.
- Students who are admitted after ONE month from Official start of Lectures **will NOT** be due refund of fees paid upon withdrawal and their fees **will NOT** be carried forward to the next academic year.
- Returning students who begin classes after ONE month from Official start of Lectures **will NOT** be due refund of fees upon withdrawal and their fees **will NOT** be carried forward to the next academic year.

- Once official lectures have gone for over **ONE month**, **ALL students** enrolled are liable to pay the **COMPLETE FEES** for that academic year whether they choose to **complete** the academic year or **Not**.
- Finance clearance permitting a student to obtain an academic documents **will NOT** be issued to students with outstanding balances irrespective of the academic year.
- **NO FEE REFUND** will be given to students who suspend their academic year

#### **b. Excess Fee Refund**

*Students are not allowed to pay in excess fee into the University's bank account.*

- Excess payment of fees by Freshmen, Sophomore, Junior and ASC/HND Level 1, will be **Carried Forward** to the next academic year as pre-paid fees **Except** in cases of withdrawal.
- Excess fees payment for Senior, ASC/HND Level 2, Non-Degree and Certification Programs, will be refunded **ONLY at the end** of the Academic Year.

*N/B: In case where the excess fees has to be refunded before the above mentioned period, the parents/sponsors will send an official letter addressed to the VP for Finance requesting for the refund of excess fees.*

#### **c. Procedure for Refund of Fee**

Students entitled to a Fee Refund should submit an application to the office finance requesting for a refund together with the following documents:

- A letter of Authorization from parents or sponsor.
  - A copy of Parent/ Sponsors Identification document(ID card, Passport etc)
  - A bank receipt as a proof that the money was paid into the University's bank account.
- ☐ All refunds will be processed within **Fourteen(14) business days**

## **II. Transfer of Student**

*All transfers should be duly approved by the Office of the Provost and in the case of the Satellite Campus, the Director of the Campus. A copy of the transfer decision should be forwarded to the Finance Office before notifying the students.*

- i.** **Transfer of students from Schools to College:** The students will have to pay **the complete 75% fee due for the B.SC** program for the said academic year before the transfer is effected.
- ii.** **Transfer from College to Schools (B.SC program):** The Students will pay the complete fee due for the **B.SC program** for the academic year.

***NB: ONLY transfers made within two (2) Months of the Start of Lectures from Schools to College will be entitled to a refund for the extra fee paid for B.SC programs. This extra fee paid (which is 25% in case the student had paid the complete B.SC fee) will be refunded OR considered as prepaid fee following the refund policy. If the transfer is done after two (02) Months of Start of Lectures, the Student will pay Complete Fee for BSc program previously enrolled.***

### III. Fees for One Semester

Students admitted during the second semester or New students who just want to do a semester in CUIB will be charged **Half of Tuition Fee Plus All Other Fee Amount** depending on the level they were admitted. The students must pay the fee irrespective of whether they will be taking the Exams.

## 8) SCHOLARSHIP AND FINANCIAL AID

CUIB offers each year 5% of its expected tuition as unpaid scholarship to the underprivileged and financially challenged students. Students who want to benefit from this scholarship must follow the process and respect All Deadlines for application.

### I. Scholarships

*Please visit the website to download the scholarship application form. All applications MUST be submitted online*

- All students applying for scholarship must do so on or before **September 15**. **Applications submitted after the deadline will NOT be considered.**
- Freshmen applying for scholarships **MUST** also include their admission letter alongside other documents required for the scholarship application.

### II. Types of Scholarships Offered

*The University offers different types of scholarships. Applicants **MUST** meet **ALL** criteria required for the type of scholarship they are applying for in order to qualify. Please visit our website on <http://cuib-cameroon.org/scholarship-and-financial-aid/> for more details on the different scholarship types mentioned below;*

- Chancellor's Excellence Scholarship
- Sr Emmanuella Fomenky Memorial Scholarship □ Talent Scholarship
- CUIB Community Stakeholder's Scholarship
- HND-BSc Exceptional Scholarship
- Diocese of Buea Nursery, Primary and Secondary School Teacher's Scholarship

### III. Scholarship Renewal

Returning students who are on scholarship must re-apply each year for their scholarship to be renewed for the next academic year. The online application **MUST** be submitted by **August 15**. All applications submitted after the deadline as well as **Incomplete** applications **Shall NOT** be considered. A link will be sent to the students' email by **July 30**, requesting for the following documents:

- A copy of result slip for the current academic year
- A copy of the scholarship letter for the current academic year
- A letter of acknowledgement of service from the Head of Unit/Dean where the student served during the academic year.

- A proof regular class attendance and good behaviour from the student's lecturer/Dean
- A proof of complete fee payment for those on partial scholarship (as well as the other fee item amount)

#### ***IV. Other Scholarship/Financial Aid Guidelines***

- Students on partial scholarship should meet up with their financial obligations within the required deadlines.
- It is the responsibility of the student on scholarship to follow up with the office in charge of scholarship/Financial Aid to ensure that their application is processed on time.
- Scholarships are awarded at the beginning of the year. There is NO scholarship offered within the academic year.
- ALL students on Scholarship/Financial Aid who do not REGULARLY assist in the University's activities will not qualify for renewal.

### ***9) COMMUNICATION***

For all inquiries concerning fee payment, refund and other financial related information, please contact us through the following means:

#### **Emails:**

- ✓ For general finance info: [finance.office@cuib-cameroon.net](mailto:finance.office@cuib-cameroon.net)
- ✓ For scholarship info: [scholarshipandfinancialaid@cuib-cameroon.net](mailto:scholarshipandfinancialaid@cuib-cameroon.net)
- ✓ For Fee Engagement info: [feesengagement@cuib-cameroon.net](mailto:feesengagement@cuib-cameroon.net)

**Telephone:** Fixed: +237-233-322-829

Mobile: +237-675-531-822

***Annex: Procedure (steps) for filling and submission of finance documents online***