CATHOLIC UNIVERSITY INSTITUTE OF BUEA
P.O. Box 563 Buea,
South West Region,
Republic of Cameroon,
Central Africa

CUIB

The Entrepreneurial University

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THE ECONOMY OF COMMUNION
EoC
CUIB CAMEROON

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 NECESSARY INFORMATION AS REQUESTED.

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

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

2020/2021 Academic Year

This Engagement is made on the _____ of_____, 2020 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
Address *(Place of Work):* _____
Telephone Number_____
E-mail Address: _____
National ID Nº _____ 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: ☐☐ MM / ☐☐ DD / ☐☐☐☐ YYYY
Place of Birth: _____
National ID Nº _____ Date of Issue__/___/____/ Place of Issue_____

A. School of Student:

a) School of Agriculture and Natural Resources ☐
b) School of Business ☐
c) School of Engineering ☐
d) School of Information Technology ☐

Freshman ☐ **Sophomore** ☐ **Junior** ☐ **Senior** ☐ **Post Graduate** ☐

Department of _____

B. Higher National Diploma Program (HND):

a) HND Level I ☐
b) HND Level II ☐

Department of _____

III. YOUR REASON FOR ENGAGEMENT

_____

_____

_____

_____

IV. CATEGORY OF FEES ENGAGEMENT

A. 75% Fees Engagement for B.Sc./Post Graduate Programs ☐
B. 85% Fees Engagement for HND Programs: ☐
C. 100% Monthly Fees Engagement ☐

V. ENGAGEMENT PLAN

A. <u>Category A: 75% Fees Engagement for B.Sc. /Post Graduate Programs</u>

i. Initial Payment (Amount Already Paid) **XAF**
Amount in words _____

ii. Engagement Amount (Balance of 75% owed) **XAF**
Amount in words _____

<u>N.B.: Fees must be 75% completed by December 31st of each academic year</u>

B. <u>85% Fees for HND Programs:</u>

i. Initial Payment (Amount Already Paid) **XAF**
Amount in words _____

ii. Engagement Amount (Balance of 75% owed) **XAF**
Amount in words _____

<u>N.B.: Fees must be 85% completed by December 31st of each academic year</u>

C. <u>100% Monthly Fees Engagement:</u>

i. Initial Payment (Amount Already Paid) **XAF**
Amount in words _____

ii. Engagement Amount (Balance of 100% owed) **XAF**
Amount in words _____

PAYMENT PLAN AS PER CATEGORY<u>:</u>

October **XAF**
Amount in words _____

November **XAF**
Amount in words _____

December (End of 75% & 85% payments) **XAF**
Amount in words _____

January XAF

Amount in words _____

February 15, 2021 for HND 100% XAF

Amount in words _____

March 15, 2021 for B.Sc. 100% XAF

Amount in words _____

N.B.: All Fees must be 100% complete by February 15th (HND) and March 15th (B.Sc. /Post Graduate) 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.

N.B: All students on engagement will not be entitled to any academic document (transcript, attestation, semester results, etc.) during their period of engagement unless they have met up with the required percentage of fee as per the standard instalments(75% & 85% respectively).

VII. TERMINATION OF ENGAGEMENT

This Engagement shall be terminated **ONLY** when the Debtor completes the payment of his/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

CUIB / CREDITOR

PARENT/GUARDIAN OF STUDENT