



## **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](http://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.

2023/2024 Academic Year

This Engagement is made on the \_\_\_\_\_ of \_\_\_\_\_, 2023 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 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:** \_\_\_\_MM / \_\_\_\_DD / \_\_\_\_YYYY

**Place of Birth:** \_\_\_\_\_

**National ID N°** \_\_\_\_\_ **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

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### IV. CATEGORY OF FEES ENGAGEMENT

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

### V. ENGAGEMENT PLAN

#### A. Category A: 75% Fees Engagement for B.Sc. /Post Graduate Programs

- i. Initial Payment (Amount Already Paid)

XAF

Amount in words \_\_\_\_\_

- ii. Engagement Amount (Balance of 75% owed)

XAF

Amount in words \_\_\_\_\_

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

#### B. 75% Fees for HND Programs:

- i. Initial Payment (Amount Already Paid)

XAF

Amount in words \_\_\_\_\_

- ii. Engagement Amount (Balance of 75% owed)

XAF

Amount in words \_\_\_\_\_

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

#### C. 100% Monthly Fees Engagement:

- 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:***

**October**

XAF

Amount in words \_\_\_\_\_

**November**

XAF

Amount in words \_\_\_\_\_

**December (End of 75% & 75% payments)**

XAF

Amount in words \_\_\_\_\_

**January**

XAF

Amount in words \_\_\_\_\_

**February 15, 2024 for HND 100%**

XAF

Amount in words \_\_\_\_\_

**March 15, 2024 for B.Sc. 100%**

XAF

Amount in words \_\_\_\_\_

**N.B.: All Fees must be 100% complete by February 15<sup>th</sup> (HND) and March 15<sup>th</sup> (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**