

Policy Title : Fee Payment Policy

Purpose: This policy is intended to offer guidelines on fee payment at NWH College.

Registration For the Trimester.

Students shall register for the trimester on the student portal within the **first week** of the Trimester. All relevant fees should be paid in full and payment details uploaded on the portal during registration.

Deferral

Students who shall not have completed payment of the trimester fees by the third week will be expected to defer their studies, failure to defer within timelines, the trimester fee shall be charged. The deferral form should be submitted to the Course coordinator, Dean of Academics and the Finance Office for approval.

Examinations and Assessments

Only students who have completed the full Trimester fee and registered in the portal will be allowed to sit for Examinations and Assessments. If any examination is missed, the student shall not progress to the next trimester.

Refund

All refunds shall be paid back to the paying account. There shall be no cash refunds.

No refund/credit of fees shall be made to a student who has been expelled, suspended or demoted for the affected Trimester.

To receive a refund, fill the refund form at the Finance Office. Once approved the refund payment process shall take not less than **21 working** days. All refunds shall be less any amounts owed to the Nairobi Women's Hospital Group.

Type of Fee	Description	
Indexing fee	Charged by the relevant professional bodies at the beginning of the training. This fee is determined by the regulator.	Paid once upon admission.
Tuition Fee	Caters for direct cost of teaching.	Per Trimester
Administrative Fee	This fee caters for operational and administrative costs	Per Trimester
Clinical Placement Fee	This fee is charged and determined by the teaching hospitals. Paid only when the student is on Clinical rotation.	During Clinical Rotation
Hostel Fee (Optional)	Caters bed ,mattress and breakfast .	P/Trimester
Internal Examination Fee	For Internal Exam and Assessment operations.	P/Trimester
Supplementary Exam Fee	Charged for supplementary exams or re-assessments.	Per Paper
Graduation Fee	Payable during final trimester of training	Per Graduation
Gown Replacement Fee	Loss of gown	Ksh.10,000/=
	Late return of gown: Charged for gowns not returned within the stipulated timeliness .	A daily penalty of Ksh.1000/= capped at Ksh. 10,000/=.
Licensure /External Examination Fee	This fee is charged by relevant Examining body for the certification /licensing examinations.	Regulator specific

All fees is payable at the beginning of each Trimester. Check the student portal for fee updates.

Withdrawal from Training

- a) The student must notify the administration of intend to discontinue studies by filling **Withdrawal from Training Form within the first two weeks of the trimester.(Refer to academic policy)**. The sponsor will also confirm the decision to discontinue, in writing.
- b) The withdrawal form and the sponsor's letter should be submitted to the Course Coordinator, Dean and the Finance Office.
- c) The effective date for withdrawal shall be on the calendar day that the withdrawal is requested by both the student and the sponsor or on the last day the student attended class; whichever comes later.
- d) **Administration fee , Uniform Fee and Hostel Fee is non-refundable.**
- e) Please see the table below for information regarding refund

Timing	Refund % of the Tuition Fee
Before Reporting/Beginning of Trimester	100%
Withdraw During 1st -4 Week	75%
Withdraw After 4th Week	0%