



TECHNICAL UNIVERSITY OF MOMBASA
Office of the Registrar (Academic Affairs)

FEE REFUND APPLICATION FOR M

PART 1 STUDENT'S PARTICULARS

Registration No.ID/Passport No. Date.....

Surname.....Other Names.....

Amount in Kshs..... Student's Signature.....

Reasons for refund.....

SPONSORSHIP

Sponsor's (Self, Parent, Organization) Name.....

Address of Sponsor Town Phone

Number *Email*..... **PART 2**

FOR OFFICIAL USE

CoD's Comments

Name Sign..... Date

Faculty Dean's Verification

Name Sign..... Date

Registrar (AA)

Recommended/Not Recommended

Sign..... Date.....

Finance Officer's Comments

Sign..... Date

Vice Chancellor

Approved/Not Approved

Sign..... Date



All refunds shall be made to the sponsor subject to fulfilling the conditions given in hereunder.

A. STUDENT WHO HAVE COMPLETED THEIR COURSE

All students in this category should attach a clearance form that has been duly signed by all concerned officers.

All Tuition refund in this category shall attract a penalty of 10% of the value in addition to 2000/= administrative fee.

B. STUDENTS WHO HAVE BEEN DISCONTINUED

Students in this category should provide the following

1. Proof of a letter to the Registrar (AA), requesting to discontinue with the course through the Faculty Dean, and CoD ;
2. Evidence that the student request was granted;
3. Evidence that the student has no fee balance;
4. Fee policy requirements should be met as indicated below :-

WITHDRAWAL AT THE END OF WEEK	AMOUNT REFUNDABLE. (%)
1	90
2	70
3	50
4	30
5	0

C. STUDENTS WHO DID NOT REGISTER

Provide proof that the students did not report to class. The evidence should be obtained from the CoD and the student registry.

NOTE (FEE POLICY)

There is no refund after the 4th week of the semester.



TUM is ISO 9001:2015 Certified

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