



Technical University of Mombasa
Office of the Registrar (Academic Affairs)

FEE REFUND APPLICATION FORM

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



TUM is ISO 9001:2015 Certified

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All refunds shall be made as per the TUM financial Management Fee Refund Policy section 6.6 below;

Students shall ONLY be refunded on the following conditions: -

- a) Students who withdraw from a programme before commencement of the course shall be refunded less 10% administrative charges.
- b) Students who withdraw, are expelled or deceased after the semester has commenced shall not be entitled for a refund.
- c) That the student has cleared and graduated and the excess fees had originated from the student's own resources shall be refunded less 15% administrative charges.
- d) Excess fees arising from CDF, HELB and other sponsors are paid back to source. The request has to be accompanied with an approval letter from the Sponsor.
- e) Excess fees arising from donations or sponsorship for students may be considered for transfer to accommodation to meet legitimate needs of the students with written authority from the sponsor.

