



Consolidated
UR Fees Structure and
Charges for Services

2017 - 2018

Approved by UR Board of Governors meeting of 8th November 2017

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POLICY COVER SHEET

Title	Consolidated UR Fees Structure and Charges for Services
Policy Number	UR-FIN-03
Approving Authority	Board of Governors
Approval date	08/11/2017
Type	Revised University of Rwanda Fees Structure
Effective from	Approval date
Developed in	September 2017
Policy Brief Summary	Defines Fees that are applied to different services offered by the University of Rwanda
Reason	Better management of finances
Related Policies or References	Law N° 01/2017 of 31/01/2017 governing the organization and functioning of Higher Education
	Law N° 71/2013 of 10/09/2013 Determining the Structure, Organization and Functioning of University of Rwanda (UR)
	UR Financial Management Manual
Policy Custodian	Deputy Vice Chancellor in charge of Administration and Finance
Contact Office	University Corporate Services Unit
Consulted organs	<ul style="list-style-type: none"> - The Office of the Vice Chancellor - The Academic Senate - The UR Senior Management Council

Acronyms

STEM: Science, Technology, Engineering, Mathematics and Medicine

Non - STEM: Social Sciences, Business, Economics, and Arts

EAC: East African Community

Non - EAC: Non - East African Community

Frw: Rwandan Francs

CASS: College of Arts and Social Sciences

CAVM: College of Agriculture, Animal Sciences and Veterinary Medicine

CBE: College of Business and Economics

CE: College of Education

CMHS: College of Medicine & Health Sciences

CST: College of Science and Technology

UR: University of Rwanda

1. Introduction

UR operates under the supervision of the Ministry for Education. The University Board of Governors is the supreme administrative and decision making organ. It has full powers and responsibilities in the management of human and material assets of the University. The consolidated Fees Structure puts together fees and tariffs on academic and administrative services offered by the University in order to facilitate their implementation and management. The fees structure also includes allowances and staff benefits as per the law and approval by competent organs.

On the proposition of the management, this fee structure may be amended for approval by competent organs.

2. Objectives

- i. To serve as a reference for charges on services offered and payment of staff benefits and allowances.
- ii. To describe services charged and those offered without a cost.

3. Scope

The consolidated fees structure covers academic and administrative fees on services offered to new students, ongoing students and former students of UR and former institutions. It also covers charges on services offered to the public on request and revenues collected on hiring different facilities. The last part of this document covers staff allowances and benefits.

4. Definition of Key Words

- **Tuition Fees:** are defined as any financial charges payable to the University by student for teaching and learning.
- **Administrative Fees:** are defined as any financial charges payable to the University by current students, former students and the general public on service offered other than teaching and learning
- **Instalment:** a sum of money due as one of several equal payments for something, spread over an agreed period of time.
- **Revenue:** Money generated on use of University infrastructure, facility or human capital.
- **Undergraduate program:** programs leading to a Bachelor degree and or Diploma
- **Postgraduate program:** any program beyond undergraduate program
- **External Part-time teaching staff:** is an external person, not permanently employed by the University who is hired on part-time basis to teach a particular subject for a particular time.
- **Facilitation:** any means, in monetary or any other form, made available by the University to its staff to support them in the fulfillment of their mission.

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5. Detailed Fees Structure

5.1. Undergraduate Tuition Fees

Category	Nationals and EAC students (Frw)	International (Non-EAC students) (additional 20% of the Nationals and EAC fees) (Frw)
	Total tuition fees per Year	Total tuition fees per Year
Non-STEM Programmes	600,000	720,000
STEM programmes	1,500,000	1,800,000

5.1.1. Payment Modalities

Tuition fees shall be paid in three equal instalments as follows:

Categories	1 st Instalment (Frw)	2 nd Instalment (Frw)	3 rd Instalment (Frw)	Grand Total (Frw)
STEM: Nationals & EAC students	500,000	500,000	500,000	1,500,000
Non-STEM: Nationals & EAC students	200,000	200,000	200,000	600,000
STEM: Non-EAC students	600,000	600,000	600,000	1,800,000
Non-STEM: Non-EAC students	240,000	240,000	240,000	720,000

Note:

1. **Refugees** with legal status shall pay as National Students
2. **Fees per credit unit** is calculated by dividing the total annual programme fees (STEM or NON STEM) with average annual credits (120). International students shall add 20%.
3. **Repeat/retake fees** shall be paid per credit. In cases where the **total retake or repeat fees** exceeds the **annual programme fees**, the latter will be charged.
4. The repeat/retake fees should be cleared in the respective trimester of study according the fixed instalment schedule.
5. **Remedial fees** shall be 50% of a particular module fees calculated on the basis of number of credits.
6. No student is allowed to sit the examination before clearing the required minimum fees for the trimester.

5.1.2. Undergraduate Administrative Fees - Non-refundable

Category	National and EAC students (Amount in Frw)		International(Non-EAC students) Amount in Frw		Regularity
	New Students	Continuing Students	New students	Continuing students	
Admission fees	5,000	0	6,000	0	Once (On application)
Registration Fees	50,000	25,000	60,000	45,000	Per Year
Student Medical Insurance	7,000	7,000	8,400	8,400	Per Year
Student Life Insurance	2,000	2,000	2,400	2,400	Per Year
Student Union Contribution	1,000	1,000	1,000	1,000	Per Year
Total	65,000	35,000	77,800	56,800	

5.2. Postgraduate Tuition Fees

College	Programme	Duration (Months)	Tuition Fee for National and EAC Students (Full-Time & Part-Time)		International (Non-EAC students) (Full-Time & Part-Time) (additional 20% of the National and EAC fees)	
			Total Fees for the whole study period (Frw)	Total Fees per Year	Total Fees for the whole study period (Frw)	Total fees per Year
A. Masters Degrees,						
College of Agriculture, Animal Sciences and Veterinary Medicine	All Masters Programmes	2 years	3,000,000	1,500,000	3,600,000	1,800,000
College of Arts and Social Sciences & College of Business and Economics	All Masters Programmes related to Economics & Management	2 years	2,500,000	1,250,000	3,000,000	1,500,000
	All Masters related to law, arts, communication and governance	2 years	2,250,000	1,125,000	2,700,000	1,350,000
College of Education and Library Sciences	All Masters Programmes	2 years	2,250,000	1,125,000	2,700,000	1,350,000
	Postgraduate Diploma	One Year	480,000	480,000	576,000	576,000
	Post Graduate Certificate	Six Month	480,000	480,000	576,000	576,000
College of Medicine and Health Sciences	Master of Medicine	Four Year	6,000,000	1,500,000	7,200,000	1,800,000
	Other Masters Programmes	2 years	3,500,000	1,750,000	4,200,000	2,100,000
College of Sciences and Technology	All Masters Programs	2 years	3,000,000	1,500,000	3,600,000	1,800,000
B. PhD degree						
All Colleges	PhD	4 Years	4,200,000	1,050,000	5,040,000	1,260,000

Note:

1. Additional tuition fee calculated on annual basis will be added for any programmes running beyond the specified duration in this document
2. Credit unit fees shall be calculated by dividing the total programme fees with total programme credits (120 for PGD and 180 for Masters)
3. **Repeat/retake fees** shall be paid per module credit. In cases where the **total retake fees** exceed the **annual programme fees**, the latter will be charged. The repeat/retakes fees should be cleared in the respective trimester of study according the fixed instalment schedule.
4. Research costs are not included in the tuition fees.

5.2.1. Postgraduate Administrative Fees – Non – refundable

Category	National & EAC students (Frw)		International (Non-EAC students) (Frw)		Regularity
	New Students	Continuing Students	New students	Continuing students	
Admission fees	10,000	0	12,000	0	Once (On application)
Registration Fees	75,000	50,000	90,000	65,000	Per Year
Student Medical Insurance	7,000	7,000	8,400	8,400	Per Year
Student Life Insurance	2,000	2,000	2,400	2,400	Per Year
Student Union Contribution	1,000	1,000	1,200	1,200	Per Year
Total Administrative Fees	95,000	60,000	114,000	77,000	

5.2.2. Other student related fees – Non Refundable

Category	Amount for National & EAC Students (Frw)	Amount for International (Non-EAC students) (Frw)	Regularity
Late registration fine	10,000	10,000	Upon request
Certification of academic documents	5,000	5,000	Per copy and Upon request or full set of results
Lost student card	2,000	2,000	Upon request
Lost library book	Full cost of replacing the book	Full cost of replacing the book	Every lost book
Delay in returning library book	200	200	Per day delayed
Late payment of due date (after 60 days from due date)	5% of the debt due	5% of the debt due	Per each delayed month
Degree certificate	free	Free	Once
Academic Transcript	Free	Free	End of the programme
Annual Statement of Results (Continuing Students)	Free	Free	Upon request
Duplicate degree certificate	50,000	50,000	Upon request
Duplicate Academic Transcript	10,000	10,000	Upon request
Buying a graduation gown	30,000	30,000	Upon request
Hiring a graduation gown	10,000	10,000	Graduation period
Translation fees for academic documents	10,000	10,000	Per Page and Upon Request
Academic Testimonial (Continuing students)	5,000	5,000	Upon request
Academic Testimonial (Final year students)	Free	Free	Upon request
Exam remarking fees per module	5,000	5,000	Upon request and refundable when the appeal is successful
Renting Academic gowns by sister institutions	10,000	10,000	Graduation period
Student Accommodation at Gikondo	5,000	5,000	Per month but paid Quarterly
Student Accommodation at Nyarugenge	5,000	5,000	Per month but paid Quarterly

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Student Accommodation at Huye	4,000	4,000	Per month but paid Quarterly
Student Accommodation at Nyagatare	4,000	4,000	Per month but paid Quarterly
Student Accommodation at Rukara	4,000	4,000	Per month but paid Quarterly
Student Accommodation at Busogo	4,000	4,000	Per month but paid Quarterly
Student Accommodation at Remera	5,000	5,000	Per month but paid Quarterly
Ethical clearance fee for MSc Projects	250,000	250,000	Per paper
Ethical clearance fee for other Projects including PhD	420,000	420,000	Per paper

Note:

1. Transcripts of one degree printed on more than one page shall be considered as one copy.
2. Duplicate certificates or transcripts are charged for confirmed loss or damage, and approved change of names or corrections of errors not committed by the University.

5.3.Fees for Professional courses and training

5.3.1. Short term training

S/N	Denomination (Course Name)	Duration	Tuition / Paper (Frw)	Materials/ Paper (Frw)	Total
1	Procurement Mgt for Goods	5 days	400,000	50,000	450,000
2	Procurement Mgt for Works	5 days	400,000	50,000	450,000
3	Procurement Mgt for Consultancy Services	5 days	400,000	50,000	450,000
4	Project Mgt linked to Procurement Planning	5 days	400,000	50,000	450,000
5	Advanced Contract Mgt	5 days	400,000	50,000	450,000
6	Logistics & Insurance arrangements in Procurement Operations	5 days	400,000	50,000	450,000
7	Procurement Audit	5 days	400,000	50,000	450,000
8	Health Supply Chain Management		1,000,000	N/A	1,000,000

5.3.2. Medium term training

S/N	Category	Total fees (Frw)	Duration
1	Training in MCM	250,000	One Year
2	Training in ICT	161,000	9 Months
3	Training in NCC1	600,000	One Year
4	Training in NCC2	750,000	One Year
	Training in MSCE	1,902,000	6 Months
5	Training in NCSE	1,902,000	6 Months
6	Training in CCNA	440,000	45 Days
7	Training in Linux	870,000	6 Months

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5.3.3. Professional Courses in CPA

S/N	Denomination (Course Name)	Tuition / Paper (Frw)	Materials/ Paper (Frw)
1	CPA Rwanda (ICPAR) Foundational Level / Paper	80,000	55,000
2	CPA Rwanda (ICPAR) Intermediate Level / Paper	100,000	55,000
3	CPA Rwanda (ICPAR) Advanced Level / Paper	120,000	55,000
4	CPA KENYA (KASNEB) PART I/Paper	80,000	50,000
5	CPA KENYA (KASNEB) PART II/Paper	100,000	50,000
6	CPA KENYA (KASNEB) PART III/Paper	120,000	50,000

5.3.4. Fees for Language Tests, Short courses and Overseas Examination

Service Price	Category	Amount (Rwf)	Regularity
Language Proficiency Testimonial	Current student	10,000	Per document
	1-2 Years after graduation	15,000	Per document
	3 years and More years after graduation	20,000	Per document
Language Proficiency Test	(1-5)	50,000	Per session
	(6-10)	40,000	Per session
	(11-20)	30,000	Per session
	(21-30)	25,000	Per session
	More than 30	20,000	Per session
Language Short Courses	N/A	60,000	Per 60 hrs Session
		180,000	Per 180 hrs Level
TEOFEL	Coaching	95,000	Per session
Overseas Examinations	Invigilation, packaging and Courier	90,000	Per exam

5.4. Renting of the University Assets and Facilities

The University owns assets which are provided to students or other stakeholders for utilization during a certain period. Users are required to keep assets in good conditions and return them to UR after the period of usage. Penalties are charged for any damage or loss of assets. The following are fees charged on assets:

5.4.1. Laboratory Analysis

a. Laboratory (Tissue Culture, Chemistry, Soil Labs – Busogo Campus)

S/N	Item Name	Unit Measure	UP (Frw) per Private	UP (Frw) per Student
1	pH-Water	One sample	500	Free
2	pH-KCl	One sample	1,500	10
3	Total N	One sample	5,000	500
4	Available N-NH ₄ ⁺	One sample	4,000	240
5	Available N-NO ₃ -	One sample	4,000	240
6	Available N-NO ₂ -	One sample	4,000	240
7	Tot P	One sample	5,000	130
8	Available P	One sample	5,000	100

9	Tot K	One sample	5,000	425
10	Exchangeable K	One sample	5,000	425
11	Organic matter	One sample	4,000	Free
12	Organic Carbon	One sample	4,000	Free
13	Total Exch. Acidity	One sample	4,000	30
14	Al	One sample	5,000	50
15	Total Alkalinity	One sample	5,000	250
16	OH-Alkalinity	One sample	4,000	100
17	CO3-Alkalinity	One sample	4,000	100
18	HCO3-Alcalinity	One sample	4,000	100
19	Ca	One sample	5,000	210
20	Mg	One sample	5,000	230
21	Na	One sample	5,000	750
22	Fe	One sample	5,000	750
23	Mn	One sample	5,000	750
24	Cu	One sample	5,000	750
25	Zn	One sample	5,000	750
26	Cr	One sample	10,000	1,500
27	Ni	One sample	10,000	1,500
28	Co	One sample	10,000	1,500
29	Pb	One sample	10,000	1,500
30	Crude Proteins	One sample	5,000	500
31	Dissolved Oxygen	One sample	5,000	Free
32	COD	One sample	1,000	250
33	Sulphate	One sample	5,000	250
34	Soil Texture	One sample	6,500	500
35	Soil moisture	One sample	1,500	Free
36	Bulk Density	One sample	1,500	Free
37	Particle density	One sample	1,500	Free
38	Hydraulic Conductivity	One sample	1,500	Free
39	Infiltration rate	One sample	1,500	Free
40	Electrical conductivity	One sample	1,500	Free
41	Dry matter	One sample	1,500	Free
42	Total Ash	One sample	4,000	Free
43	Ash Alkalinity	One sample	5,000	250
44	Ash solubility	One sample	1,500	Free
45	Salinity	One sample	5,000	Free
46	Granulometry	One sample	1,500	Free
47	Fineness factor	One sample	1,500	Free
48	Active Lime	One sample	5,000	440
49	CEC	One sample	6,500	500
50	Total Hardness	One sample	5,000	440
51	Total suspended Solids	One sample	5,000	Free
52	Total Dissolved Solids	One sample	5,000	Free
53	Turbidity	One sample	5,000	Free
54	Proteins	One sample	15,000	3,750
55	Acid-Base Titration	One sample	7,000	1,750
56	Simple Redox titration	One sample	7,000	1,750
57	Back titration	One sample	10,000	2,500
58	Simple Complexation experiment	One sample	7,000	1,750
59	Complexation with complex isolation	One sample	15,000	3,750
60	Any other Simple Qualitative experiment	One sample	7,000	Free
61	Field work and Sampling	At the field	60,000	Free

62	T. Count	One sample	13,000	350
63	T. Coliforms	One sample	13,500	780
64	F. Coliforms	One sample	13,500	780
65	F. Streptococcus	One sample	13,500	780
66	Yeast and Mould	One sample	13,500	625
67	Salmonella & Shigella spp	One sample	22,500	1,280
68	Staphylococcus aureus	One sample	24,000	3,000
69	Brucellosis	One sample	550	125
70	Gastro-intestinal worms (Floatation)	One sample	850	210
71	Hemoprotozoas	One sample	965	245
72	Direct exam	One sample	300	75
73	CMT	One sample	800	200

b. Veterinary Clinic Services - Busogo Campus

The costing of services offered in Veterinary Clinic is charged in relation to the cost of purchased products with an increase of 15% of the cost incurred for the provided services.

c. Laboratory Analysis - Remera Campus

Denomination	Local/EAC Students		Amount for International (Non-EAC students)	
	Amount (Frw)	Regularity	Amount (Frw)	Regularity
Laboratories (Biology, Chemistry, Physics)	50,000	/ session/ not more than 25 students/Per day	60,000	/ session/ not more than 25 students/Per day
	100,000	/session/group of 25 to 50 students/Per day	120,000	/session/group of 25 to 50 students/Per day
	120,000	/session/group more than 50 students/Per day	144,000	/session/group more than 50 students/Per day

d. LADAMET (Physicochemical analysis of Water, Food and Foodstuff Samples) – Huye Campus

S/N	Parameter to be analyzed	Unit Measure	Unit Price Rwf
1	Conductivity	One sample	5,000
2	Ph	One sample	5,000
3	Temperature	One sample	5,000
4	Turbidity	One sample	5,000
5	Salinity	One sample	5,000
6	Alkalinity	One sample	10,000
7	Suspended Solids	One sample	15,000
8	Ozone	One sample	20,000
9	Chlorine	One sample	20,000
10	Evaporation Residue	One sample	25,000
11	Oxygen	One sample	25,000
12	Chlorine Dioxide	One sample	25,000
13	Biochemical Oxygen Demand (Bod)	One sample	25,000
14	Chemical Oxygen Demand 9cod)	One sample	25,000
15	Ammonia-N	One sample	28,000
16	Sulfate	One sample	28,000

17	Cyanide	One sample	30,000
18	Hcho Formaldehyde	One sample	30,000
19	Potassium	One sample	30,000
20	Magnesium	One sample	30,000
21	Nickel	One sample	30,000
22	Residual Hardnes	One sample	30,000
23	Copper	One sample	30,000
24	Fluoride	One sample	30,000
25	Iron	One sample	30,000
26	Nitrite	One sample	30,000
27	Nitrate	One sample	30,000
28	Phosphate	One sample	30,000
29	Total Nitrogen	One sample	30,000
30	Cadmium	One sample	30,000
31	Chromium	One sample	30,000
32	Lead	One sample	30,000
33	Total Phosphorus	One sample	35,000
34	Arsenic	One sample	35,000
35	Silver	One sample	35,000
36	Aluminium	One sample	35,000
37	Molybdenum	One sample	35,000
38	Calcium	One sample	35,000
39	Hydrogen Peroxide	One sample	35,000
40	Tin	One sample	35,000
41	Zinc	One sample	35,000
42	Aox	One sample	35,000
S/N	Searching Microbes	Unit Measure	Unit Price Frw
1	Yeasts And Molds At 22°c After 5 Days	One sample	50,000
2	Total Flora Aerobic Mesophyll At 37oc After 48 Hrs	One sample	
3	Total Coliforms At 37° After 48 Hrs	One sample	
4	Fecal Coliforms At 44°c After 48 Hrs	One sample	
5	E.Coli	One sample	
6	Staphylococcus At 37° C After 48 Hrs	One sample	
7	Fecal Streptococcus At 37 O C After 48 Hrs	One sample	
8	Bacteria Rsa At After 48 Hrs	One sample	
9	Salmonella & Shigella At 37 O C After	One sample	
10	Vibrio Cholerae	One sample	
11	Listeria Monocytogen	One sample	50,000
12	Brucellose	One sample	50,000

N.B: The laboratory analysis charges shall be updated by the appointed team at college /campus and approved by the Board of Governors.

5.4.2. UR Residential Houses and other assorted facilities

The rental fees for UR houses and facilities on various campuses are fixed based on categories and services given. All houses for staff accommodation at UR campuses are furnished and categorized in ranks. The tenants may be UR employees on permanent contract, volunteers, scholars and the house rent shall be deducted from their monthly salaries. Tenants shall be required to pay water and electricity bills. Before being allowed to occupy the house, tenants shall enter into a rental contract with the Campus management that gives details of terms and

conditions for use of the house. At termination of the contract, tenants are required to fill the clearance form before leaving the house.

Auditoria and theatres are normally used for events such as concerts, meetings, public lectures, film screening, festivals and wedding.

5.4.3. Cost for hiring UR Residential Houses and other facilities

S/ N	Campus	Denomination (Rental Name)	Per Day (Frw)	Per Week (Frw)	Per Month (Frw)	Per Year (Frw)
1	Busogo	Auditorium	50,000	N/A	N/A	N/A
2	Busogo	Garden	30,000	N/A	N/A	N/A
4	Rubilizi	Hall	100,000	N/A	N/A	N/A
5	Busogo	Residential House Category 1	N/A	N/A	100,000	N/A
6	Busogo	Residential House Category 2	N/A	N/A	40,000	N/A
7	Busogo	Guest House	10,000 (1 room/night)	N/A	N/A	N/A
	Rubirizi	Residential House Category 1	N/A	N/A	120,000	N/A
	Rubirizi	Residential House Category 2	N/A	N/A	70,000	N/A
8	Busogo	Stadium	100,000	400,000	1,000,000	N/A
9	Gikondo	Stadium	100,000	400,000	1,000,000	12,000,000
10	Gikondo	Big Auditorium for wedding	300,000	N/A	N/A	N/A
11	Gikondo	Big Auditorium for classes/meetings/ exams	150,000	500,000	2,500,000	20,000,000
12	Gikondo	Big Auditorium for Filming or Publication	250,000	1,000,000	3,000,000	30,000,000
13	Gikondo	Small Auditorium for wedding	200,000	N/A	N/A	N/A
14	Gikondo	Big Auditorium for classes/meetings/ exams	100,000	350,000	2,000,000	16,000,000
15	Gikondo	Small Auditorium for filming/Publication	250,000	1,000,000	3,000,000	30,000,000
16	Gikondo	Auditorium 1 or 2 for Wedding	250,000	N/A	N/A	N/A
17	Gikondo	Auditorium 1 or 3 for classes/meetings/ exams	125,000	400,000	2,500,000	18,000,000
18	Gikondo	Auditorium 1 or 4 for filming or Publication	250,000	1,000,000	3,000,000	30,000,000
19	Gikondo	Modern Lecture Room for classes/meetings/ exams	125,000	400,000	2,500,000	18,000,000
23	Gikondo	Modern Lecture Room for Filming or Publication	250,000	1,000,000	3,000,000	30,000,000
24	Gikondo	Class Room for classes/meetings/ exams	100,000	350,000	2,000,000	16,000,000
25	Gikondo	Class Room for Filming or Publication	250,000	1,000,000	3,000,000	30,000,000
26	Gikondo	Conference Room for Conferences/meetings/exams	500,000	2,000,000	6,000,000	42,000,000
27	Gikondo	Conference Room for Filming/Publication	750,000	3,000,000	9,000,000	72,000,000
28	Gikondo	Seminar/Lecture room	50,000	150,000	1,200,000	9,600,000
29	Gikondo	BIG Computer Lab/Day	4,000/Computer	12,500 /Computer	25,000 /Computer	300,000 /Computer
30	Gikondo	Small Computer Lab/Day	4,000/Computer	12,500/Comp	25,000/Comp	300,000/Co

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31	Gikondo	Residential House with 3 rooms/month	N/A	N/A	N/A	N/A
32	Gikondo	Residential House with 2 rooms/month	N/A	N/A	N/A	N/A
33	Gikondo	Residential House with 1 room/month	N/A	N/A	N/A	N/A
32	Nyarugenge	Halls F009	200,000	N/A	N/A	N/A
33	Nyamishaba	Class Room	50,000	N/A	N/A	N/A
34	Nyarugenge	Class Room	100,000	N/A	N/A	N/A
35	Nyarugenge	Campus Garden (For Photos)	30,000	N/A	N/A	N/A
36	Nyamishaba	Campus Garden (For Photos)	50,000	N/A	N/A	N/A
37	Nyarugenge	Computer LAB	4,000/Computer	12,500 /Computer	25,000 /Computer	300,000 /Computer
38	Nyarugenge	Conference Hall P508	200,000	N/A	N/A	N/A
39	Nyarugenge	Auditorium P001	200,000	N/A	N/A	N/A
40	Nyarugenge	Small Auditorium	150,000	N/A	N/A	N/A
41	Nyarugenge	Skills Lab	200,000	N/A	N/A	N/A
42	Nyarugenge	Stadium	150,000	500,000	1,500,000	
43	Nyagatare	Complex Main Hall	150,000	N/A	N/A	N/A
44	Nyagatare	Complex Small Hall	100,000	N/A	N/A	N/A
45	Nyagatare	Complex Kitchen	50,000	N/A	N/A	N/A
46	Rukara	Multipurpose hall	100,000	N/A	N/A	N/A
47	Rukara	Canteen	100,000	N/A	N/A	N/A
48	Nyarugenge	Staff Canteen	200,000	N/A	N/A	N/A

5.4.4. Main Auditorium & Théâtre de Verdure – Huye Campus

S/N	Denomination (Rental Name)	Per Day (Frw)
	Main Auditorium	
1	Live concert	300,000
2	Live and play back concert (Mixed)	400,000
3	Play back concert	200,000
4	One day Festivals	400,000
5	Other Activities	100,000
	Théâtre de Verdure	
6	Live concert	200,000
7	Live and play back concert (Mixed)	200,000
8	Play back concert	150,000
9	One day Festivals	200,000
	Power Point Services	
10	Preparation and Presentation	50,000
11	Simple Presentation	20,000
	Screening Films outside auditorium	
12	Complete system for film screening outside	100,000
13	Indoor screening	50,000

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5.4.5. Kigali Conference and Exhibition Village

Hall	Floor size in m ²	International Conference hiring rate in USD/Day	Rate for Conference	Rate for Wedding & other event in Frw/Day
Virunga	2,800	4,250	3,400	1,785,000
AKAGERA (rate include stage , 4 screens & basic audio-visual equipment)	2,000	4,500	3,600	1,890,000
KIVU	1,800	3,750	3,000	1,275,000
KIGALI	800	2,350	1,880	887,000
URUKARI	300	870	696	365,400

N.B: The contract should be signed by UR authorities and customer before the event takes place. UR staff and student and their first level relatives (parents, students, and spouse) shall be charged 50% for auditorium, KCEV, and UR gardens.

No	Description	Quantity	Unity price per day in RWF	Unit Price Per week in RWF	Unit Price Per month in RWF	Unit Price Per year in RWF
	A. FURNITURE					
1	Reception desks	1	3,000	15,000	50,000	500,000
2	High table square	1	3,000	15,000	50,000	500,000
3	High table round	1	3,000	15,000	50,000	500,000
4	Lounge coachers	1	3,000	15,000	50,000	500,000
5	Speakers chairs	1	2,000	10,000	30,000	300,000
6	Swan chairs	1	2,000	10,000	30,000	300,000
7	High stools	1	2,000	10,000	30,000	300,000
8	High stools white	1	2,000	10,000	30,000	300,000
9	Single seater leather sofa for VIP lounge	1	3,000	15,000	50,000	500,000
10	Up right air conditioners	1	100,000	500,000	1,500,000	15,000,000
11	Executive coffee table	1	3,000	15,000	50,000	500,000
12	Red banqueting chairs	1	2,000	10,000	30,000	300,000
13	Mobilo AC	1	20,000	100,000	300,000	3,000,000
14	Bamboo	1	10,000	50,000	150,000	1,500,000
15	Upstand for media	1	10,000	50,000	150,000	1,500,000
16	Plastic tiles in m ²	1	100	500	1,500	15,000
17	Conference table with socket	1	3,000	15,000	50,000	500,000
18	Carpet in m ²	1	500	2,000	10,000	100,000
	B. OTHER FACILITIES					
1	Camp Kigali stadium	100%	2,000,000	10,000,000	30,000,000	N/A
2	Camp Kigali stadium (roofed stand)		1,000,000	5,000,000	15,000,000	N/A
3	Camp Kigali stadium		700,000	3,500,000	10,500,000	N/A

	(open stand)					
4	Camp Kigali soccer field		300,000	1,500,000	6,000,000	N/A
5	Camp Kigali open ground parking (rented alone for event)		400,000	2,000,000	6,000,000	N/A
6	Bamboo lodge (1 floor)		200,000	1,000,000	3,000,000	N/A

6. Charges

6.1. Farm Charges

Revenues from UR production units are obtained from sales made on crop and animals products. At this level the selling committee at campus level set price basing on local market standard prices. The selling committee is appointed at campus level for at least a period of 2 years. Each staff at UR campus should have a form at the selling point which he/she signs to recognize the amount he/she owes to UR and for reconciliation purpose. Payments are made only through banks and the buyer presents bank slip before he/she owns the item bought. Following are main types of production revenues:

- a. Agricultural Revenues
- b. Livestock Revenue
- c. Butchery revenues
- d. Fishery revenues

6.2. Consultancy Charges

The rates are determined by the University Consultancy Policy

6.3. Advertisement on Radio Salus

a. Announcements	Unit Qty	Unite Price
Public Announcements Character size: 14 pt Line/Spacing :1.5	1 st Page	2,000 Frw
	2 nd Page & above	5,000 Frw/Page
Public Announcements with tables	Full Page	5,000 Frw/Page
Personnel announcements		2,000 Frw/Page
Obituaries		Free of charge for 3 times only
b. Radio Programs	Co-owned Radio programs	3,000 Frw/Minute
	Private radio programs	4,500 Frw/Minute
	Sponsorship	Agreement between the Radio & Sponsor through a signed contract.
c. Advertising		150 Frw/Second
d. Mentions in a program (Big institution)	Broadcasting	30,000 Frw/Week
	Production	20,000 Frw/Week

6.4. Mini -Printing – Huye Campus

SN	Descriptions	U.P (Rwf)
1	Simple Binding: books, Mémoire, Students' notes , etc.	
1.1.	With Bristol Papers A4	500
1.2	With Spiral and Bristol A4 Papers	500
1.3	With transparent Papers A4 and special glue	700
1.4	With Bristol large format	1,000
2	Hard Binding	
2.1	Small sized book	1,000
2.2.	100 pages book	2,000
2.3	Big sized book	5,000
3	Printing, Photocopy & Assembling	
3.1	1. Printing	
3.2	Black and white printing (1 page A4)	50
3.3	Black and white printing with image/photo(1 page A4)	100
3.4	Black and white printing with Bristol papers/photo(1 page A4)	100
3.5	Color printing A4/1 page	500
3.6	Color printing A4 with an image/photo/1 page	1,000
3.7	Color printing A4 with on Bristol carton/ 1 page	1,000
	2. Photocopy	
3.8	With A4 format (without own papers)/page	30
3.9	With A4 format (with own papers)/page	20
4	Assembling	
4.1	Assembling cost per 1 volume	5
4.2	Stapling one volume cost	10
4.3	Trimming cost per page	1
4.4	Trimming 1 Ream of A0 Bristol Papers into A4	2,000
4.5	Cutting into business cards/1 unit (with own printed papers)	20
5	Other Mini Printing Products	
5.1	Students' examination booklet cost per unit	200
5.2	Production Students' cards	300
5.3	Production of colored transmission note books/100 pages	25,000
5.4	Production of black & white transmission note books/100 pages	2,500
5.5	Producing the B&W purchase requisitions forms book/100 pages	5,000
5.6	Producing the materials order book/100 pages	5,000
5.7	Production of Students' examination access cards	150
5.8	Production of the Business card per unit	150

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6.5. Bank accounts used in College Revenue Collections

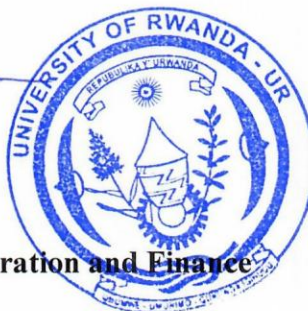
All revenues on services and use of University facilities shall be paid the respective College accounts below.

University of Rwanda College/Campus	Bank of Kigali (BK)	I&M Bank (Rwanda)
UR – College of Arts and Social sciences (CASS)	00094 – 0651928 - 43	00010 – 5044380 – 02 – 92
UR – College of Agricultural, Animal Sciences and Veterinary Medicine (CAVM)	00094 – 0651931 – 40	00010 – 5044380 – 03 – 90
UR – College of Economics and Business (CBE)	00094 – 0651932 – 39	00010 – 5044380 – 04 – 87
UR – College of Education (CE)	00094 – 0651933 – 38	00010 – 5044380 – 05 – 84
UR – College of Medicine and Health Sciences (CMHS)	00094 – 0651934 – 37	00010 – 5044380 – 06 – 81
UR – College of Science and Technology (CST)	00094 – 0651935 – 36	00010 – 5044380 – 07 – 78
Nyagatare Campus	00094-0651936-35	-

6.6. Commencement and repealing provisions

The amended harmonized fees structure is effective from the academic year 2017-2018 and all prior fees provisions contrary to these rates are hereby repealed.

Mrs. Françoise Kayitare Tengera
Deputy Vice Chancellor of Administration and Finance



Prof. Philip Cotton
Vice Chancellor