



### GUIDE ON THE APPLICATION FOR TUITION FEE WAIVER

<b>What is the service?</b>	Request for tuition fee waiver.
<b>Who is eligible?</b>	The staff of the University of Rwanda working for the University for a period of one (1) year and above prior to her/his application for tuition waiver
<b>Department to be approached</b>	Directorate or Division of Administration and Human Resource
<b>When to access the service?</b>	After admitted to one of the UR programs
<b>How to access the service</b>	Eligible staff writes a motivation letter addressed to the Principal or VC. A motivation letter must be submitted with the following documents: <ol style="list-style-type: none"><li>1. Tuition fee waiver form duly completed and signed by all relevant authorities.</li><li>2. Appointment letter/ Employment contract</li><li>3. Service certificate</li><li>4. Previous Performance evaluation report</li><li>5. Admission letter/ Proof for registration</li><li>6. Birth certificate (if the child is dependent)</li><li>7. Marriage certificate (if the spouse is dependent)</li><li>8. Approved report from college/ UR-HQ on the outcomes from the committee decision</li></ol>
<b>Time it takes to respond to a request</b>	<ol style="list-style-type: none"><li>1. A&amp;HR Office:<ul style="list-style-type: none"><li>• 3 working days to request the applicant to submit the missing documents if any.</li><li>• 2 working days to transmit the request of the staff to the Development committee for assessment and recommendation.</li></ul></li><li>2. Development committee:<ul style="list-style-type: none"><li>• 5 working days to provide the assessment report signed by all committee members.</li></ul></li><li>3. Principal or DVC SPA Office:<ul style="list-style-type: none"><li>• 2 working days to transmit to the Vice Chancellor office the tuition fee waiver contract signed by the beneficiaries.</li></ul></li><li>4. Vice Chancellor Office:<ul style="list-style-type: none"><li>• 3 working days to approve and sign the contract.</li></ul></li></ol>
<b>Note</b>	<ol style="list-style-type: none"><li>1. Incomplete request should not be submitted to the Vice Chancellor Office</li><li>2. Clear explanations are required for the submission out of the above set time to respond to the staff request</li></ol>



**Checklist for tuition fee waiver application file**

<b>N/S</b>	<b>Tuition fee waiver application file composition</b>	<b>Evidence provided (yes/No/N/A)</b>
	<b>Submission Date:</b>	
1.	Motivation letter addressed to the Principal or VC	
	Beneficiary of the waiver <ul style="list-style-type: none"> <li>• Staff of UR herself/himself</li> <li>• Spouse</li> <li>• Children</li> </ul>	Tick as appropriate
2.	Number of dependents who received tuition fee waiver	
3.	Number of dependents to receive tuition fee waiver	
4.	Staff Category Academic staff – Permanent Academic Staff – Contractual Administrative staff – Permanent Administrative Staff - Contractual	Tick as appropriate
5.	Contract validity (for contractual staff)	
	Duration of fixed employment Contract (Staff benefits for the period equal to their employment duration)	Indicate the duration
	Current appointment letter or valid employment contract	
	Period the staff work for UR (for a period of one (1) year and above prior to her/his application for tuition waiver)	Indicate the period
6.	Service certificate	
7.	Last year performance evaluation marks (applicant should have scored 80% and above)	
	Performance evaluation report	
8.	tuition fee waiver form duly completed and signed by all relevant authorities	
9.	Admission letter/ Proof for registration	
10.	Birth certificate (if the child is dependent)	
11.	Marriage certificate (if the spouse is dependent)	
12.	Approved report from college/ UR-HQ on the outcomes from the committee decision	
13.	Contract Signed by the beneficiary	

**Dr. Raymond Ndikumana**  
**DVC for Strategic Planning and Administration**

