



ECSACOG

Fee Payment Policy

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Policy Statement

ECSACOG is committed to providing the best service to its trainees to ensure that they get the best education experience from the college. In order to achieve this, the college raises financial resources from different sources, including tuition and functional fees, charges for endowments and donations. Tuition and functional fees payable by the trainees form an important component of the financial resources. Fees are used to top up the Secretariat staff salaries, online lectures, examinations and other college academic activities

Legal Framework

Fees payable by trainees shall be fixed by the ECSACOG Council and may be reviewed from time to time as required.

Objectives of the Fees

- ◆ To ensure the setting of fees is compliant with the college regulations while supporting strategic and financial imperatives
- ◆ To provide clarity regarding the requirements for administration, invoicing, collection and refund of fees

Scope

This policy applies to all categories of fees chargeable for services to trainees of ECSACOG's specialty training in Obstetrics and gynecology.

Guiding Principles

- i The College will set tuition fees cognisant of economic The college will publish comprehensive and accessible information on fees and charges for Trainees and will ensure that the administration of these fees and charges is consistent with the published information and in accordance with the college's requirements and regulations, policies and procedures.
- ii The college will refund tuition fees in accordance with legal requirements and college regulations.
- iii The college recognizes that trainees may face financial hardship during the course of their studies and provides fees payment options to enable eligible trainees to continue their studies.

Categories of Fees (USD)

The college fees are categorized as *Tuition, Examination, Annual Subscription, Membership Registration* and other fees as detailed below:

- i Tuition Fees (payable each year)
 - Tuition fees - 500
 - Dissertation supervision - 300
- ii Examination fees (payable each academic year)
 - Examination Year 1 – 300
 - Examination Year 2 – 200
 - Examination Year 3 – 200
 - Examination Year 4 – 400
 - Repeat Examination – 300
- ii Other Fees (payable as and when required)
 - Annual Subscription Fees – 100
 - Application Fee 100 (Non- refundable)
 - Graduation Fee – 500
 - Certificate replacement – 50
 - Buying Graduation Gowns – 200
 - Hiring Graduation Gowns – 50

Fees Regulations

General Provisions

- i Payment of college fees is the responsibility of the trainee. A trainee who default on the payment of fees are subject to sanctions, including de-registration, payment of a fine and legal action.
- ii Fees are due on the first day of each academic year.
- iii All Trainees admitted for programmes are personally responsible for the payment of fees. This includes arrangements where Trainees obtain sponsorship for fees and the sponsor defaults.
- iv The specific fee applicable is confirmed at the point of admission.
- v When there is a review between admission and registration, the applicable fee will be that given to the trainee at the time of registration.
- vi Trainees repeating the year shall again pay the whole the fee for the repeated if the fee structure has been revised upwards will be charged the revised rates.
- vii Every trainee admitted to a programme of study ECSACOG shall be required to sign an undertaking regarding fees payment.

Specific Requirements

- *New Trainees*

- i Every admitted trainee will be issued a provisional admission letter with an invoice for payment of the requisite fees.
- ii All functional fees and 60% of tuition fees for new joining Trainees must be paid before the admission letter is issued.

- *Continuing Trainees*

Every continuing trainee will be expected to pay fees due on the first day of the academic year. However, in the event that a Trainee is unable to pay full fees on the first day of, the following conditions shall apply:

- i Every trainee who has not paid full fees on the first day shall pay a deposit as a commitment as may be fixed by the college within the first four weeks of the academic year

- ii The commitment deposit shall form part of fees due for the whole year.
- iii A trainee who fails to pay the commitment deposit within the four weeks shall be required to pay a surcharge as may be fixed by Council from time to time and the minimum deposit by the sixth week of the semester.
- iv Every continuing trainees shall be required to register within four weeks of the start of the academic year upon which the trainee shall be billed for that year.
- v A trainee who is not registered by the end of the end of the stipulated period shall be charged a late registration fee as may be fixed by Council from time to time.
- vi A trainee who does not register by the end of the stipulated period with clear reason and communication to the college shall be deregistered automatically. Such a trainee may re-apply to rejoin the programme my be be considered and will start from where he left off, and will be required to repeat the whole academic year and pay the applicable fees.
- vii A trainee who fails to pay 100% fees within the the stipulated period may be permitted to complete payment of the fees by the end the new negotiated period with a surcharge of 5% on the outstanding balance of fees due.


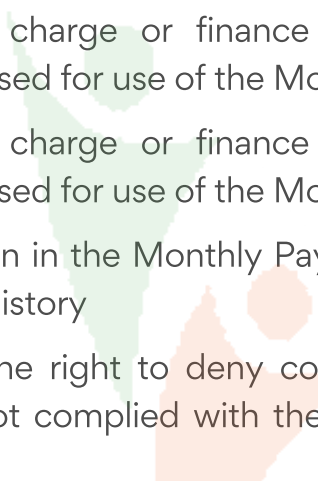
Incentives for Early Payment of Fees

Incentives as may be determined by Council from time to time may be given to trainee who complete payment of fees 100% by the first day of the academic year, may be given incentives as may be decided by the college, based on ones previous history on fee payments.

- *Special Payment Plans - Monthly Fees Payment Plan*

A trainee who have difficulty paying their tuition fees due to financial hardship may apply to pay their tuition fee under a monthly payment plan. Trainees who wish to use this arrangement must apply in writing, and provide documentation as evidence of their financial hardship and ability or plan to do so. The following conditions will apply:

- i Applications will be reviewed on an individual basis and arranged on a per-year based only
- ii Payment plans cannot be applied retrospectively and are not available to new trainees.

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- iii Trainees who wish to apply for a monthly payment plan arrangement must submit a written request/application no later than the fee payment due date for the year in which they are requesting a payment plan.
 - iv The remaining balance will be paid under a monthly payment plan
 - v All fees must be finalized in accordance with the agreed terms and conditions of the individual payment plan and in any case not later than the time of the first CAT test (last Tuesday of January of the year in question.)
 - vi Payment plans will be limited to the year in which the request is made and no further extensions will be granted
 - vii There is no interest charge or finance charges (zero percent annual percentage rate) imposed for use of the Monthly Payment Plan
 - viii There is no interest charge or finance charges (zero percent annual percentage rate) imposed for use of the Monthly Payment Plan
 - ix Continued participation in the Monthly Payment Plan is contingent upon a satisfactory payment history
 - x ECSACOG reserves the right to deny continued participation to anyone who has previously not complied with the terms of the monthly payment plan billing schedule.

The Monthly Payment Plan is available to all trainees. Trainees desiring to use the Monthly Payment Plan are encouraged to sign up as soon as possible to realize the maximum number of months over which to pay the balance due. Application forms for this plan may be obtained from the College secretariat.

- *Prepaid Tuition Plan*

The ECSACOG's Prepaid Tuition Plan allows new trainees to pay all the year in their study thereby locking in the rate of tuition in effect at the time of the plan's initiation. Payment must be received before the first year of the trainees's study. For a copy of the Prepaid Tuition Plan agreement that governs this plan, please contact the secretariat Office.

- *Financial Support and Advice*

Trainees who are experiencing unforeseen financial difficulties in paying their tuition fees should seek help at the earliest opportunity. The college will assist by providing information about possible scholarships where possible. It must be noted, however, that payment of fees remains the responsibility of the trainee.

Special Provisions

- *Trainees Who Have Overstayed in the training*

Continuing Trainees who have overstayed on the training and are repeating a year of study shall be charged the appropriate fee for the year of study

- *Trainees With Sponsors*

Trainees who have an approved sponsor shall be liable for any unpaid tuition fee costs if the sponsor defaults on payment in any given year.

- *Other fees*

- i On completion of their training of study, trainees shall pay stipulated fees. e.g. certificate, convocation, graduation and academic transcript.
- ii Trainees will be required to pay for certification of their documents at rates determined by the college Council.

- *Fees Upon Withdrawal and Discontinuation From Studies*

- i Trainees who withdraw from the study are still liable for the fees which they owe to the college on a pro-rata basis.
- ii A Trainee who is dismissed for academic or disciplinary reasons, prior to the end of year, shall forfeit all tuition and other fees paid for that year.

- *Defaulting trainees:*

- i Trainees who default payment of fees, or who are in debt to the college for any reason, shall not be allowed to write their examinations or proceed further with their studies.
- ii A trainee who fails to pay fees within the stipulated period may apply for withdrawal from the training and on resumption shall be required to pay all the requisite fees.

If, with notice, a Trainee's enrolment is cancelled for abscondment from the training of study and that subsequently is permitted to have his/her enrolment reinstated, a re-instatement fee will be levied in addition to the requisite functional and tuition fees not paid by the trainee at the time of abscondment.

- iv Non-payment of fees within the prescribed period shall lead to cancellation of registration.



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- iv Non-payment of fees within the prescribed period shall lead to cancellation of registration.
- v A trainee whose enrolment is cancelled will retain her/his fee liability, and re-admission in a subsequent year will only be permitted when the debt is paid in.
- vi A Trainee who is in debt to the college shall not be permitted to graduate or be given transcripts or partial transcripts.
- vii The college reserves the right to take legal action, where appropriate, to effect recovery of monies from trainee who leave the college with outstanding debts (this will not happen if we go by the foregoing).
- viii Transfer of fees from one Trainee to another Trainee is not permissible.

Procedure for Paying Fees

- i Trainees are invoiced for the fees before the start of the year
- ii Trainees will be required to pay for certification of their documents at rates determined by the college Council.
- iii Payments are made to an approved ECSCOG's Bank collection account, **Upon** confirmation of payment, receipts will be issued by the Finance Department to **Trainees**
- iv Upon registration an account is opened and maintained in the computerized system of the College for each trainee.

Methods of Payment

Methods of payment of – the college fees include the following:

- i Cash deposit in a college's bank account
- ii Online payment through the ECSACOG website
- iii Direct Transfer(EFT's)

Refund of Fees

Trainees' Withdrawal

Tranees who choose to withdraw from the training may be refunded some tuition fees as detailed below:

- *Tuition fees*

A student who has been permitted to withdraw from studies shall be refunded the Tuition Fees already paid on a pro-rata basis. No tuition fees shall be refunded to a trainee who withdraws from the study after the sixth week or without permission.

- *Functional fees*

Payment in excess statutory fees Trainee, who pay more than the college tuition and other fees requirement, shall be refunded the sum paid beyond the college statutory fee requirements to:

- i The trainee or sponsor upon completion of the study
- ii Rolled forward depending on the circumstances

Application for Refund

In every case a refund will be made on production of the college receipt. A trainees' written application seeking for the refund shall be verified by the Registrar before a refund is paid.

Applications for refund will only be approved where the college is satisfied that:

- i The circumstances were beyond the trainees' control (and those circumstances were unusual, uncommon or abnormal)
 - ii The circumstances did not make their full impact on the trainees until after the date for the year they wish to withdraw from
 - iii The circumstances make it impracticable for the trainee to complete the requirements for the training.
- *Forgeries*
 - i Trainees who are registered on the basis of forged academic documents will not get fees refund.
 - ii Trainees who present forged fees payment documents will be dismissed forthwith from the college and may be prosecuted.

Responsibility for Implementation of the Fees Policy

The overall responsibility for implementation of this policy will be the College training assistant, the finance officers of the college and other secretariat staff.

The operational responsibility for implementation of this policy lies with Secretary and the Registrar of the college.

Every member of staff of the college has the general responsibility of ensuring that this policy is implemented effectively.

Date of Commencement

This Policy will come into force on the date it is signed as approved by the Council of the college.

Date of Next Review

This policy will be reviewed by the college Council as need may arise.

Date of Approval

This policy was approved by the ECSACOG's Council on 20th April 2025

Signed :



President of the college





ECSACOG