



ILPD Tuition Fees payment and Refund Policy

1. Tuition Fee

The Institute of Legal Practice and Development provides professional legal courses designed for legal practitioners fulfilling the needed requirements. Students admitted to undertake any of the institute's training services are charged fees and the amount and timing of payments are decided by the management of the institute from time to time.

The tuition and other fees charged depend on the course undertaken as depicted in the table below:

S/N	Course Description	Amount RwF	Period
1	Diploma in Legal Practice(DLP)	1,000,000	6 Months
2	Diploma in Legislative Drafting(DLD)	1,380,000	6 Months
3	Short course	52,693	1 Day

2. Payment dates

The most preferred mode of payment is for students/participants to pay in full and at once before /teaching/training commences. However, management recognizes the fact that some students may not be able to raise the entire required amount at once. For this reason, management has decided that instalment payments may be made under certain conditions

- The first instalment, which must not be less than half the tuition fee, must be paid two weeks prior to the date of commencement of the program/course.
- The second instalment must be paid not later than the end of 6th module on both DLP and DLD. Payment in instalments is subject to additional cost of 2% of the total tuition fee to cover administrative charges.
- A student who does not pay fees on time forfeits their place in the course/programme. The management reserves the right to offer the place to another candidate.

Please note that a student will only be duly recognized as admitted to the course/program only after providing proof that payments were made.

3. Refund policy

Students are advised to pay tuition and other fees when they have fully committed to undertake the course. This helps the student to avoid unnecessary expenses and allows the institute to give chance to other candidates who could not be admitted due limited places. In case, a student/ participant is compelled to withdraw from the programme/course and the student wishes to be refunded, the following shall apply

- ✓ 50% of the first instalment will be refunded if the application for refund is presented within the first week of the course. Any request made after the first week of training will not be accepted for refund and no refund shall be allowed. However, if the student paid more than the amount of the first instalment, any amount over and above the first instalment, shall be refunded.

- ✓ 90% of the first instalment will be refunded, if the application for withdrawing from the course/ programme is made within two weeks prior to the start of the program.

The ILPD reserves the rights to change any clause or all clauses of the refund policy at any time it deems so.

4. Application for refund

All requests for refund must be in writing to the Vice Rector, Administration and Finance. Any request for refund must accompanied by a copy of the letter of withdraw which was sent to the Rector