



FEES STRUCTURE AND REFUND POLICY FOR THE POSTGRADUATE PROGRAMS AND SHORT COURSES

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:

1. FEES STRUCTURE

Category	Program		Amount in FRWS	Duration
Administrative Fees	Application fees		30,000	-
	Graduation fees		50,000	-
Tuition fees	Diploma in Legal Practice (DLP)	Full time	1,200,000	6 months
		Evening	1,250,000	12 months
		Weekend	1,250,000	12 months
		Executive	1,700,000	12 months
	Diploma in Labour Law Practice (DLLP)	Full time	1,200,000	6 months
		Evening	1,250,000	12 months
		Weekend	1,250,000	12 months
	Diploma in Bailiff Practice (DBP)	Full time	1,200,000	6 months
		Evening	1,250,000	12 months
		Weekend	1,250,000	12 months
	Short course	-	93,348	1 day



2. PAYMENT MODALITIES

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. Payment in instalments is subject to additional cost of 2% of the total tuition fee to cover administrative charges.
- For programs/teaching mode whose period is more than six months, payment of tuition fee can be done in three (3) instalments; 1st instalment at registration, 2nd instalment the end of 4th module, 3rd instalment not later than the end of 6th module.
- 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.

- All fees are paid by deposit or by bank transfer.

Banks account details:

Account name: Institute of Legal Practice and Development

Bank name: National Bank of Rwanda

Account number: 1000004096

SWIFT code: BNRWRWRW

Bank address: KN6 Av 4, P.O Box 531, Kigali - Rwanda

Or



Account name: Institute of Legal Practice and Development

Bank Name: Bank of Kigali

Account Number:000860068177802

Swift Code: BKIGRWRW

Bank address: KN 4 Ave Kigali/ Rwanda, No12 Plot No 790, P.O. Box 175, Kigali/RW

Please note that we do not accept cash or cheque payments.

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 students 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 be accompanied by a copy of the letter of withdraw/suspension which was sent to the Rector.