

Process Documentation	
Service Name	COLLECTION OF TUITION FEES
Brief Description Document purpose/Service	The purpose of this procedure is to ensure effectiveness and accountability in collecting trainees fees in the institute.
Document Control: Change Record/ Version Number	CIT/PM/FN/001 VERSION B
Process Owner: Name and Position	NASHON LUGE FINANCE OFFICER
Process Writer (s); Name and Position	1.
	2.
Process Reviewer (s) Name and Position	3.
	4.

STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Receipt of a money order or cash or a bank slip or a cheque from a Trainee.	Immediately	Cashier	
2.	Entry of trainee details in the MIS	Immediately	Cashier	
3.	Issuance of receipt	Immediately	Cashier	
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
A student paying only part of the fees	1.	Receipt of a money order or cash or a bank slip or a cheque from a Trainee.	Immediately	Cashier
	2.	Entry of trainee details in the MIS	Immediately	Cashier
	3.	Issuance of receipt	Immediately	Cashier
	4.	Signing of the agreement on completion of fees payment	Immediately	Deputy principal Administration