



PAPUA NEW GUINEA

STATUTORY DECLARATION

I, (a) Samuel Wini KILA (190250) of DWU, MCS department

do solemnly and sincerely declare that (b)

All attached documents are mine and I request for relevant office to processed these documents.

I do respectfully request through the DWU Student Services Division and Bursar's Division to assist me processes my excess tuition fees refunds as per the following reasons.

- Intended to resolve the issue related to the incident happened at the gunstore on the 17th/09/2025.
- ~~My~~ Covering my personal costs for preparation for the upcoming DWU Missing Ceremony,
- Travel fares

And I make this solemn declaration by virtue of the *Oaths, Affirmations and Statutory Declarations Act, 1962* conscientiously believing the statements contained therein to be true in every particular.

Declared at _____)

(c) 

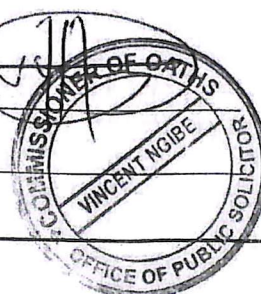
The _____ day of)

Before me-----

22/09, 2025)

(d) 

(e) _____



- (a) Here insert name, address and occupation of person making the declaration.
(b) Here insert the matter declared to. Where the matter is long it should be set out in numbered paragraphs.
(c) Signature of person making the declaration.
(d) Signature of person before whom the declaration is made.
(e) Here insert title of person before whom the declaration is made.

NOTE: Any person who willfully makes a false statement in a Statutory Declaration is guilty of an indictable offence, and is liable to imprisonment, with or without hard labour, for four (4) years.

Samuel Wini KILA

Bachelor of Mathematics and Computing Science | Year 4

Divine Word University

Date: 7th of August 2025

Willie Dulu

DWU Tuition Fees Office

Divine Word University

Dear Mr. Willie Dulu

Subject: Request for refund of Parental component of Tuition fees.

I am writing to formally request for a refund of parental component of the tuition fees I paid this year.

In 2024, my tuition fees have been covered by the Petroleum Resource Moran through the Managing Resource Development Company (MRDC) sponsorship.

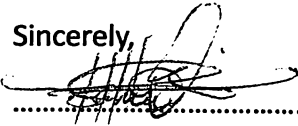
However, due to delay or failure in updating my student tuition fees account, your office indicated that no remittance of payment has been received from the MRDC. As a result, I was compelled to pay up the tuition fees in full earlier this year to avoid disruptions to my academic progress.

It has now been confirmed by the MRDC that the sponsorship has been processed and the remittance of the payment was issued to the student finance office earlier last year, with instructions to notify the sponsored students. Unfortunately, this notification was not provided to me. Thus, I went ahead to pay my tuition fees in **full**, which is considered **unnecessary**, due to lack of communication or delay in updating the sponsorship statues.

Therefore, I respectfully, request to your office that the amount I paid from my own/parental funds must be refunded to me. I also request that the refund must be paid directly to my personal bank account as guaranteed and authorized by my parents. I am prepared to provide my bank details and other relevant documents upon the request to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response and resolution.

Sincerely,



.....

Samuel Wini KILA

student: 190250

Year of study: 4

Program: Mathematics and Computing Science

Phone: 81634987

Email: samuelwini23kila@gmail.com / 190250@student.dwu.ac.pg

5.

Date: 1st August 2025

To: Divine Word University

Tuition Fees Accounts Office

Madang Campus, Papua New Guinea

Subject: Authorization and Guarantee for Refund of Parental Tuition Fee Contribution

Dear Sir/Madam,

I, **John Pipi KILA**, the father of **Samuel Wini KILA** (Student ID: 190250), a final year student pursuing a **Bachelor of Mathematics and Computing Science** at Divine Word University, hereby write to formally authorize and guarantee the refund of the tuition fees paid by or on behalf of my son.

In 2024, Samuel was under a confirmed sponsorship from the **Mineral Resources Development Company (MRDC)**. However, due to the absence of timely confirmation from your office, my son was required to pay part of the tuition fees from his personal or parental funds to ensure continuation of his studies.

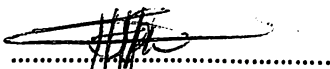
It has now been clarified by MRDC that the sponsorship payment of amount K10,000 was made and remitted to the university. Therefore, the amount paid from our end was unnecessarily made due to administrative delays or communication issues.

I **hereby authorize** Divine Word University to process the **refund** of the parental contribution paid by Samuel, and request that the refunded amount be deposited directly into his **personal bank account**. I also confirm that I have no objection to this refund arrangement and fully guarantee that the refund is rightfully due to him.

Should you require any additional verification from me, I am available and willing to provide it.

Thank you for your understanding and prompt assistance on this matter.

Sincerely,




John Pipi KILA

(Father)

Phone:


710 20031/82726790


Exp: 28/02/2026


190250

STUDENT

190250




DIVINE WORD UNIVERSITY

Samuel Wini KILA
Mathematics and Computing Science



Divine Word University

P.O. Box 483, Madang, Madang Province, Papua New Guinea
Tel: (675) 422 2937, Fax: (675) 422 2817



Reg Res.
04.02.25
Mount

Student Finance Form (Madang Campus)

Only fill in the top portion, before the perforated line, and submit this form along with your payment copies to the finance officers during registration.

Date: 04 February 2025

Name: Samuel WIM KILA

Signature: [Signature]

ID No: 190250 Program: MCS

Year Level: 4

Please mark the box that indicates your tuition fee and preferred residential status.

On Registration Fee (ORF)				Board & Lodging	
Sponsorship	Tuition	Sponsorship	Tuition	Sponsorship	Tuition
RH/MBBS AES	<input type="checkbox"/> K4,368.00	MAD AES	<input type="checkbox"/> K1,008.00	SI (Bilateral)	<input type="checkbox"/> K7,350.00
RH/MBBS HECAS	<input type="checkbox"/> K5,376.00	MAD HECAS	<input type="checkbox"/> K2,016.00	ELA	<input type="checkbox"/> K3,600.00
RH/MBBS SELF	<input type="checkbox"/> K8,400.00	MAD SELF	<input checked="" type="checkbox"/> K5,040.00	RH/MBBS EQP FEE	<input type="checkbox"/> K1,000.00
PHY AES	<input type="checkbox"/> K3,528.00	POST GRAD.	<input type="checkbox"/> K7,350.00	PHY EQP FEE	<input type="checkbox"/> K500.00
PHY HECAS	<input type="checkbox"/> K4,536.00	PHD	<input type="checkbox"/> K7,000.00	*The equipment fee is only for 1st year Clinical Students (Rural Health, Medicine/Surgery & Physiotherapy)	
PHY SELF	<input type="checkbox"/> K7,560.00	CORPORATE	<input type="checkbox"/> K21,000.00	*B&L fee MUST be paid in full	
				<input type="checkbox"/> Bed spacer	*Consult Student Services

Finance Use Only (Do not fill in the details below, only the portion above)

Fee Calculations:

Annual Tuition Fee	K 7,200
Boarding & Lodging Fee (optional, if student wants to be residential)	K 8,190
Equipment Fee (only for 1st year MBBS, RH & PHY students)	K
Add/Less: Balance brought forward (2024)	K (1,642.20)
Net fee Payable/ (Credit)	K 14,747.80

Less: Payments made to DWU through the Bank

Fees have been deposited to the Divine Word University School Fee Account - 1000433806 (BSP)

Date	Bank REF	Amount	Payment Description on Bank Statement
20/01/25		K 10,000	Samuel
22/01/25		K 6,400	Samuel
04/02/25	604 2024	K 642.20	Bal b/f 2024
		K	
		K	
		K	

Less Total ORF Paid

K 17,042.20

*Balance due 27 June 2025 (MAD ALL) & 4 July 2025 (Clinical)

K (1,652)

Must be less than or equal to 30% of the total tuition fee amount.

Comments:

Signature:

[Signature]

Acronyms:

* RH/MBBS - Bachelor of Health Sciences (Rural Health) & Bachelor of Medicine, Bachelor of Surgery * RH/MBBS EQP FEE - Year 1 Equipment Fee

Name:

WILLIE DULLI

* PHY - Bachelor of Physiotherapy * PHY EQP FEE - Year 1 Equipment Fee

Finance Officer (Madang)

* MAD ALL - All other undergraduate, full-time programs for Madang campus

* ELA - English Language Applied

* Clinical - RH, MBBS & PHY

Note:

* 70% of the annual tuition fee must be met in order to register

* Board & Lodging must be paid IN FULL to secure accommodation on campus

* Attach all deposit receipts and other necessary documents to this form and present during registration

STANLEY WINSTON
MAY 4

This Bank is not responsible for delays in crediting deposit to account.

[illegible]

Authorised Signatory

②

1. **Identify the problem**
 2. **Identify the stakeholders**
 3. **Identify the goals**
 4. **Identify the constraints**
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Private email/mobile: Samuelwini23kila@gmail.com

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