

**KABALE**

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**OFFICE OF THE UNIVERSITY SECRETARY**

Date 3<sup>rd</sup> May 2023

To: All Students

From: The University Secretary

A handwritten signature in blue ink, appearing to be 'J. M. M. M.', is written over the 'From' line.

**A REFERENCE TO STUDENTS WITH OUTSTANDING FEES BALANCES**

The examinations for the academic year 2022/2023 will commence soon, so we encourage all students with outstanding balances to settle them as soon as possible. This will make it easier for us to organize and facilitate a seamless examination process.

**A student with an outstanding balance may not take the examination unless they have received special permission from the University Secretary.**

An individual who sits for an examination without permission while having an outstanding fee balance will be subject to disciplinary action by the relevant University organ as well as having their results voided.

In order to enhance the quality of our university, I strongly encourage all students and staff to adhere to all examination regulations.

Copied to

- CC: Vice Chancellor
- CC: Deputy Vice Chancellors (F&A, AA)
- CC: Academic Registrar
- CC: Dean of Students
- CC: Faculty/School/ Institute Deans & Directors
- CC: Senior Communications & Branding Officer
- CC: Guild President