



OFFICE OF THE UNIVERSITY BURSAR

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Date: 20th February 2024

To: Dean of Students
Guild President
Guild Representative Council
Student Community

From: University Bursar

Michael Businde
SUBJECT: STUDENTS' FEES PAYMENT GUIDELINES, AY2023/2024

In the revised Academic Policy and Examinations Regulations, 2023, there are specific guidelines regarding the payment of students' fees, among other matters for you to take note. Below, I provide students with detailed **KEY DATES** for their attention.

Every student is required to **ENROLL** and pay full fees at the **BEGINNING** of every semester. The current semester commenced on 6th January 2024 for HEC & Recess, while for continuing students, it was on 5th February 2024.

In the first 30 days of the semester, all students are **required to register** after paying the full fees or a partial payment of 50% for undergraduates and 60% for postgraduates covering both functional and tuition fees equally. These dates are **3rd of February 2024** for HEC & Recess students and for other continuing students on **5th of March 2024**.

Any student who registers after the above deadline will be charged Ugx.50,000.

Further, by the end of the **14TH WEEK** of the semester (**14th April 2024 - HEC students and 12th May 2024 for continuing students**), all students shall be expected to have settled all University fees, otherwise, you are advised to visit the Office of Academic Registrar for further guidance. The detailed regulations shall be shared in the updated Student's Manual for your reference.

Those students who are currently on internship/school practice/industrial training shall have their official semester reporting dates adjusted accordingly.

Students under **HESFB (Loan Scheme)** are to submit a **filled SLA Form** for the semester to the Quality Assurance Office within 30 days after the start of the semester to avoid charges.

Please make your fee payment using the PRN generated from your individual portal to URA through **RECOGNISED** commercial banks, bank agents and mobile money accounts to avoid inconveniences.

Thank you

*c.c Deputy Vice Chancellor, Academic Affairs
Deputy Vice Chancellor, Finance and Administration
University Secretary
Academic Registrar
Deans/Chiefs
Senior Communication & Branding Officer
Kabale University Staff*

