



**OFFICE OF THE UNIVERSITY BURSAR**

Our Ref: FIN 87/99/01/24-25/1

Date: 30<sup>th</sup> August 2024

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

From: University Bursar *Amme*

**SUBJECT: SEMESTER FEES PAYMENT GUIDELINES & KEY DATES, AY2024/25**

It is my pleasure to welcome all students to Kabale University, especially the new students who have chosen the University for personal and professional development. Please find detailed **KEY DATES** for their keen attention.

You are to **ENROLL** and pay full fees at the **BEGINNING** of every semester. Semester 1 of AY2024/25 commenced on 6th July 2024 for HEC, and 19th August 2024 for all other students. Within the **first 30 days** of the semester, you 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 September 2024** for HEC students and other students on **15th of September 2024**. You are encouraged to settle your fees within the above deadline to avoid late registration charge of Ugx.50,000. Recess students are advised to register by 21<sup>st</sup> of September 2024. These dates are not applicable to final year engineering students who reported on 1<sup>st</sup> July 2024.

Further, by the end of the **14TH WEEK** of the semester (**13th October 2024** for HEC students and **24th November 2024** for other 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.

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

Please make all fee payments 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, Finance and Administration*  
*University Secretary*  
*Academic Registrar*  
*Dean's/Chiefs/ Senior Communication & Branding Officer*