



OFFICE OF THE UNIVERSITY SECRETARY

Date: 12th May 2025

To: Dean of Students
H. E Guild President
Student Community

From: University Secretary

Rrindyeberwa (for)

RE: STUDENTS WITH OUTSTANDING FEES

As we start the End-Of-Semester Two Examinations for the Academic Year 2024/25, I appeal to all students with fees balances to settle them to zero. This will allow a smooth and convenient running of the examinations for both students and the University Management, as required by the **Academic Policy and Examination Regulations, 2023**, Sections 3.2 (Fees Payment Guidelines), 7.1 (Eligibility to Sit for Examinations), and 7.2 (Entry into an Examination Venue).

No student with outstanding fees shall be allowed to sit for examinations except with authorization from the University Secretary.

Any student who may have sat for the examinations without authority or used forged documentation shall be subjected to disciplinary action.

I therefore urge that all students and staff observe the above examination regulations for the benefit of our University.

Thank you

Copied to: Vice Chancellor
Deputy Vice Chancellor (AA)
Academic Registrar
University Bursar
Faculty/School/Institute Deans/Chiefs