



OFFICE OF THE UNIVERSITY BURSAR

Our Ref: FIN 87/99/01/25-26/1

Date: 19th August 2025

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



From: University Bursar

SUBJECT: AY 2025/26 SEMESTER FEES PAYMENT GUIDELINES AND KEY DATES

With great pleasure, I welcome all students to the new semester of the 2025/26 Academic Year at Kabale University, particularly new students who have chosen this University for their personal and professional development. Below are the **KEY DATES** for your careful attention.

According to the Academic Policy and Examination Regulations, 2023 (please refer), all students are required to **ENROLL** and pay full fees at the **BEGINNING** of every semester. Semester 1 of AY2025/26 commenced on 7th July 2025 for HEC, 18th August 2025 for freshers and continuing students, and 25th August 2025 for Recess students. Within the **first 30 days** of the semester, you are **required** to register after paying either the full fees or a partial payment of 50% for undergraduates and 60% for postgraduates, covering both functional and tuition fees equally.

The registration dates are 6th August 2025 for HEC, and September 17, 2025, for freshers and continuing students, and September 24, 2025, for Recess students. Students are therefore encouraged to settle their fees by the above deadlines to avoid a late registration charge of UGX. 50,000.

Further, by the end of the 14TH WEEK of the semester (12th October 2025 for HEC, 23rd November 2025 for freshers and continuing students, and 30th November 2025 for Recess students), all students are expected to have settled all University fees; otherwise, you are advised to visit the Office of the Academic Registrar for further guidance.

Students under the Loan Scheme (HESFB) shall submit a fully completed SLA form for the semester to the Quality Assurance Office within 30 days of the semester's start to avoid penalties.

Please make all fee payments using the PRN generated from your respective student portal to URA through **RECOGNISED** commercial banks, bank agents, or mobile money accounts to avoid any inconvenience.

Thank you

Copied to: Vice Chancellor
Deputy Vice Chancellor, Academic Affairs
University Secretary
Academic Registrar, Deans/Chiefs
Principal Communication & Branding Officer
Kabale University Staff