



OFFICE OF THE UNIVERSITY BURSAR

FIN 87/99/01/25-26/2

Date: 26th February 2026

To: Dean of Students
Caretaker Government
Student Community

From: University Bursar

SUBJECT: AY 2025/26 SEMESTER 2, STUDENT FEES PAYMENT GUIDELINES

I am pleased to welcome all students back for the second semester of AY 2025/26.

Please take note of the KEY information provided below.

You are encouraged to ENROLL at the start of the semester to enable fees billing, payments, and registration. The second semester began on **February 16, 2026**, for all continuing students, except for HEC students, who started on **January 19, 2026**, and RECESS on **January 6, 2026**.

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 **deadline** for all continuing students is **March 18, 2026**, while HEC and Recess students must have registered by February 18, 2026. You are therefore encouraged to settle your fees and complete registration within these deadlines to avoid a late registration charge of UGX 50,000.

Further, all university fees are expected to be fully settled by the end of the 14th week of the semester, which falls on May 24th for continuing students and April 26, 2026, for HEC students, respectively.

Students under the HESFB Loan Scheme must submit a completed SLA form for the semester, including accurate details of any unpaid fees, to the Quality Assurance Office within 30 days of the semester's start to avoid additional charges.

All university fee payments must be made after generating a PRN from your individual portal to URA through RECOGNISED commercial banks, bank agents, or mobile money accounts.

Thank you

c.c *Deputy Vice Chancellor, Academic Affairs*

University Secretary

Academic Registrar

Deans/Chiefs

Principal Communication & Branding Officer, Principal Quality Assurance Officer, and Kabale University Staff