



OFFICE OF THE UNIVERSITY BURSAR

Our Ref: FIN 87/99/01/26-27/1

Date: 31st August 2026

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

From: University Bursar

SUBJECT: AY 2026/27 SEMESTER FEES PAYMENT GUIDELINES AND KEY DATES

Welcome to the Academic Year 2026/27 at Kabale University, especially our new students. Pursuant to the *Kabale University Admission and Registration Policy, 2026* and the *Examinations Policy, 2026*, all students are required to enrol, register, and pay fees at the beginning of every semester. Please note the key dates below.

KEY DATES – SEMESTER 1, Academic Year 2026/27

MILESTONE	HEC STUDENTS	FRESHERS CONTINUING	& RECESS
a) Semester Commencement	11th July 2026	15th August 2026	22nd August 2026
b) Registration Deadline (30 days)	10th August 2026	14th September 2026	21st September 2026
c) Full Fees Settlement (14th Week)	19th October 2026	23rd November 2026	30th November 2026

FEES PAYMENT REQUIREMENTS

REQUIREMENT	UNDERGRADUATES	POSTGRADUATES
i) Minimum payment to register (in 30 days)	50% of total fees	60% of total fees
ii) Late registration penalty (after 30 days)	UGX 50,000	UGX 50,000
iii) Full fees settlement deadline	End of 14th Week	End of 14th Week

KEY REMINDERS

- 1) Enrolment:** All students must enrol within the first 30 days of the semester, including selecting courses for the semester. New students who fail to enrol within 30 days forfeit their admission.
- 2) Payment Method:** Use your PRN generated from the student portal. Pay through URA via recognised commercial banks, bank agents, or mobile money. The University does NOT accept direct cash payments.
- 3) Loan Scheme Students:** Submit a fully completed SLA form to Quality Assurance and the Office of the University Bursar within 30 days of the semester to avoid penalties.
- 4) Examination Eligibility:** Only duly registered students are eligible to sit for end-of-semester examinations. Required documents are valid system-generated Examination and Registration cards, a Student Identity Card, and a paid-up annual subscription for NCHE.
- 5) Academic Integrity:** Examination malpractice, plagiarism, and academic cybercrime attract severe penalties, including dismissal. Uphold integrity at all times.
- 6) Forgery of Examination Card.** Examination malpractice, including presenting another student's Examination Card or any falsified document at an examination venue, attracts automatic dismissal from the University.

Thank you for your cooperation. Wishing you a productive and successful AY 2026/27.

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