


KYAMBOGO UNIVERSITY

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OFFICE OF THE UNIVERSITY BURSAR

Date: 20th August 2018

To: All Students

From: University Bursar



RE: STUDENTS' FEES PAYMENT GUIDELINES, SEMESTER 1, FY2018/19

Kyambogo University Administration welcomes all students back for the new Academic Year; 2018/19 which began on the 11th August 2018 and congratulates all freshers for joining and choosing Kyambogo as the institution to shape your future.

I however want to remind you that all students are required to follow the fees payment schedule and guidelines to avoid inconveniences during the Academic Year.

You are advised to pay all fees (Tuition & Functional) within the first six weeks of the semester i.e. from **11th August till 23rd September 2018**. However should you pay fees **AFTER** the above date, **a surcharge of UGX50,000** shall be added to the your fees bill. In which case, **ALL OUTSTANDING FEES** shall be settled by the 12th week i.e. **4th November 2018**.

Should the above guideline / payment schedule not complied with by any student, you will be affected by any of the options below;

- 1) Any student **SHALL NOT** have paid all the required fees within the University schedule above, shall automatically be considered for **A TEMPORARY WITHDRAWAL (DEAD SEMESTER)**.
- 2) **NO STUDENT** shall be registered by the Office of the Academic Registrar, unless the student has paid all University fees.
- 3) **NO STUDENTS** shall be allowed to sit for any examinations without completing all the University fees and presenting **VALID EXAMINATION CARD**.
- 4) Any student who fails to meet his/her fees payment obligations within the University schedule and is officially allowed **A TEMPORARY WITHDRAWAL** in writing (dead year), may be refunded a portion of the paid tuition fees (excluding functional fees) in accordance with the University fees payment policy.

Please **BE AWARE OF CONMEN** around the University; **PAY** your fees by **YOURSELF** after obtaining reference numbers from the Banks, ICT office or Finance office.

Should you need any further clarifications, please contact the office of University Bursar or Academic Registrar.

cc. Ag. Vice Chancellor
cc. University Secretary
cc. Guild President

cc. Deputy Vice Chancellor (F&A)
cc. Chief Internal Auditor
cc. All Students Notice Boards

cc. Academic Registrar
cc. Dean of Students