



FRESHER'S ORIENTATION MEETING
2017/18

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1.0 INTRODUCTION

Makerere University Finance department welcomes you to this great University. We wish to re-affirm that you have made the best choice to join this great institution.

This brief attempts to highlight key finance/fees related issues that you should keep close to your heart until you finish your studies.

Finance department looks forward to providing the necessary support to all students and to have a good working relationship. The department is spread to all colleges with an accounts office headed by a College Bursar where details of the information in this paper can be explained.

Mandate

The Finance department of Makerere University is Mandated by the University council to oversee the financial matters in all aspects.

2.0 LOCATION

Finance department is located at the main building and occupies the 1st and 2nd floors.

The Makerere University Revenue Services Unit (MURSU) is the responsible unit for fees related issues and is a unit under Finance department.

3. 0 IMPORTANT INFORMATION

3.1 Makerere University Fees Policy

Makerere University has a fees policy which guides on the timelines for fees payment.

Students are advised to read the policy to avoid being on the wrong side of the law.

Highlights of the fees policy includes the following:

a) New Students

- i. Every student admitted to a program of study of Makerere University will be issued a provisional admission letter with an invoice for payment of the requisite fees.
- ii. All functional fees and 60% of tuition fees for new joining students must be paid before the original admission letter is issued.

b) Continuing Students

Every continuing student is expected to pay fees **due on the first day of a semester**. However, in the event that a student is unable to pay full fees on the first day of the semester, the following conditions shall apply:

- i. Minimum deposit as a commitment as may be fixed by the University Council shall be payable within the first three weeks of a semester (currently UGX 200,000/=);
- ii. The commitment deposit shall form part of fees due for the semester;
- iii. Deadline for payment of minimum deposit is the **sixth week of a semester**;
- iv. **Surcharge on late payment** of minimum deposit as may be fixed by Council from time to time payable by **the sixth week** of a semester (**UGX 20,000/=**);
- v. Every continuing student shall be required to **register within three weeks** of the semester upon which the student shall be billed for that semester;
- vi. Students who have not registered by the third week must **register by the 10th week**, beyond which **a surcharge of Ugx. 50,000** shall be levied **up to the 12th week**.
- vii. **Deadline for registration is the twelfth week** of a semester upon payment of a **Late Registration Fee** as may be determined by the University Council from time to time **currently at UGX. 50,000**
- viii. A student who does not register by the **12th week of a semester** shall be **de-registered automatically and shall henceforth cease being a student of Makerere University**.
- ix. A student who may register **but fails to pay 100% fees on the first day** of a semester shall **pay 100% fees within the first 12 weeks of the semester**;
- x. A student who register but fails to pay 100% fees within the first 12 weeks of the semester may **be permitted to complete payment of the fees by the 15th week of a semester with a surcharge of 5% on the outstanding balance of fees due**;
- xi. A student who may register but fails to pay full **fees by the 15th week** shall be **de-registered**.

- **The full policy is on the University website**
- Any queries please visit your College Bursar for assistance.

3.2 Fees Structure 2017/18

Every Student is entitled to a Fees structure. This document clearly indicates the amount of Fees each student is supposed to pay.

Functional fees are paid once per year and in semester one as shown below

	ITEM	GOVERNMENT	PRIVATE	INTERNATIONAL
1	REGISTRATION		100,000	202,000
2	EXAMINATION		100,000	303,000
3	RESEARCH		20,000	40,400
4	DEVELOPMENT		123,500	222,200
5	TECHNOLOGY		50,000	101,000
6	LIBRARY		20,000	40,400
7	SCR	5,000	5,000	5,000
8	GUILD	10,000	10,000	10,000

9	SPORTS	15,000	15,000	15,000
10	INTERNSHIP		200,000	200,000
11	UNIVERSITY ID	15,000	15,000	40,400
12	RULES BOOKLET	2,000	2,000	2,000
13	CAUTION	2,000	2,000	2,000
13	ACADEMIC GOWN	16,000	16,000	16,000
14	ENDOWMENT	10,000	10,000	10,000
	TOTAL BILL	75,000	688,500	1,209,400

Should you lose a Fees structure, please get an extra copy and keep it until you finish your studies at the university.

Internship Supervision is **Ugx. 200,000** only and can be paid at once or in 2 instalments i.e. **Ugx 100,000** per semester for the 1st year only.

3.3 Mode of payment

- All fees are paid in the bank on any of the following bank accounts

No.	Bank Name	Bank Account Number	Currency
1	STANBIC BANK	9030005866749	UGX
2	DFCU BANK	01083500181477	UGX
3	POST BANK	1630037000063	UGX
4	CENTENARY BANK	3740300001	UGX

- Students are free to pay in any bank of their choice.
- Please do not be coned by anyone advising you to pay cash or offering help to pay for you.

4.0 Institutions/NGO'S and other organizations' sponsored students

- Students who are paid for by institutions are advised to report to Room 313 main building and register themselves after registration with the University.
- Please present a copy of your registration form to Room 313 to enable the processing of you fees with the sponsor.
- Non registered students will not be included on the invoice to the sponsor and will not be considered. Please take not of this requirement.

These sponsors include;

- State House
- Loan Scheme
- Madhvani Foundation
- MasterCard Foundation

- Ministries
- NGO's
- E.T.C

5.0 The link between Registration and payments.

If you pay money in the bank but fail to register, such money will not be allocated to you as paid on your Financial statement.

It is very important that you register so that your fees are reflected on your financial statement.

6.0 Refunds

Students are advised to pay fees according to the fees structure and avoid paying more because refunds to students are prohibited

- In case a sponsor pays more for a student, a refund will be processed in the names of the sponsor.
- Refunds to students are only permitted when a student has completed his/her program. No refunds shall be made to continuing students.
- Any excess Funds shall be added onto future fees payments including graduation Fees.

7.0 Accommodation

- Every resident student in the halls of residence is required to pay Ugx. 300,000 per semester and preferably Ugx. 600,000 per year.
- Evidence for payment of this fee in form of a bank slip must be provided to the Hall accountant and a copy kept by the student.
- Students are encouraged to ensure that they keep copies of such and any other payments for Future reference (Including Fees bank slips).
- In case a student decides to leave a Hall of residence to an external hostel or any other accommodation, he or she must report to room 313 main building so that his financial statement is adjusted to reflect him/her as a non-resident.

8.0 Forgeries

Makerere University has a zero tolerance policy on Forgeries, both Financial and Academic.

Students are advised to desist from any form of Forgeries as it is a criminal matter and shall be handled legally. Forging receipts and bank slips or any other Financial document may lead to dismissal from the University as well as prosecution in the courts of law. **Please Stand warned.**

9.0 Identity Card Fee

The identity card fee is Ugx.15000 for Nationals and Ugx. 40,400 for International students. It is paid once in First year. Please note the error of Ugx. 45,000 in the Fees Structure of 2017/18 We regret the typing error.

A student who may have paid 45,000 shall pay less by the difference in subsequent years.

10.0 Affiliated Institutions

Students who are from affiliated institutions are required to pay the affiliation fees directly to the university **A/C No. 9030005866749** at Stanbic bank. For FY 2017/18, affiliation fees are as follows

	ITEM	UGANDANS(Ugx.)	INTERNATIONAL(Ugx.)
1	Registration	50,000	101,000
2	Examination	50,000	151,500
3	Technology	25,000	50,000
4	Endowment Fund	10,000	10,000
5	Affiliated	20,000	40,000
6	Identity Card	15,000	40,400
	TOTAL	170,000	392,900

- MUBS students will pay **Ugx. 145,000** for nationals and **Ugx. 342,000** for Internationals.

11.0 Payment currency.

All University Fees are paid in Uganda shillings. No foreign currency cheques are acceptable.

11.0 Contact us.

For any other Fees Related query. Please contact us on the following numbers:

0702170918

0780229895

0779735074

0772095850

Email: finance@finance.mak.ac.ug

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