

# MAKERERE

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Kampala Uganda  
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# UNIVERSITY

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## OFFICE OF THE UNIVERSITY BURSAR

Makerere University

2 August 2018

### RE: ENROLLMENT ON THE AIMS SYSTEM

This is to inform you that in order to simplify the enrollment of students on the AIMS system, every College has been allocated personnel to assist in this exercise. These will be strategically located at entrances of Colleges in the open space.

Please note the following:

1. **Log-in Link for the AIMS system**

The log-in procedure for those students who can manage to log in on their own is <https://student.mak.ac.ug> and then follow the prompts.

2. **Purpose of Enrollment**

Enrollment will enable a student to be billed/invoiced for the semester and know in precise terms his/her financial obligation.

3. **Who Must Enroll**

Enrollment is for both Government and Private Sponsored students.

4. **Generation of PRN's**

Students shall be assisted to generate **Payment Reference Numbers** (PRN's) to enable them pay their dues in the bank. Whenever one wishes to pay their dues, they are to generate a new PRN. No payment shall be accepted by the banks without the generation of this reference number.

5. **SMS Alerts for all payments made**

After payment of any money in the bank, a student is expected to receive an **sms alert** on his/her phone (auto-generated from the system).

6. **Confirmation of fees paid in the bank**

Students are encouraged to log onto the system to confirm if the paid amount has reduced the semester invoice as well as the outstanding balance. Incase this doesn't reflect, such an anomaly should be reported to the College Bursar.

7. **Registration for course units**

This is different from enrollment which is the first stage. A separate circular on the registration procedures shall be communicated by the Academic Registrar.

8. **Billing of Accommodation**

Continuing students who were residents last semester, have been automatically billed accommodation fees. Cases who may have left University accommodation shall be required to visit the Revenue Unit with the necessary evidence for adjustments.

9. **Caution on Conmen**

**Be aware of conmen** that may confuse students and charge them for enrollment on AIMS because the University has catered for this service at its cost. In any case, it is a very easy system for those who can log in and enroll themselves by following the prompts.

10. **Bank Drafts and EFTs**

Fees payments by bank drafts and EFTs (Electronic Funds Transfer) are handled separately by the Revenue Unit. Therefore students whose fees are paid via these methods including the Loan Scheme are encouraged to contact this office.

**11. Invoices to Sponsors**

Students who may wish to receive signed invoices to be sent directly to their sponsors may contact the Revenue Office for this service.

**12. Important Dates of the Semester and their Implications**

Please take note of this Semester's important dates and their financial implications as follows;

- a. The fees policy requires that a continuing student should pay atleast **Ugx.200,000** to help the University run and this is expected to be paid by **31st August 2018** beyond which a surcharge of **Ugx. 20,000** shall be levied.
- b. **19th October 2018** (end of 10th week) is the deadline for free registration beyond which **Ugx.50,000** will be levied.
- c. **2nd November 2018** (end of 12th week) is the deadline for fees payment beyond which a surcharge of **5%** on the outstanding balance will be levied.

**13. Enquiries on Fees and Related matters**

For any fees related inquiries please visit the Revenue Unit located at the Main Building ground floor or email at [finance@finance.mak.ac.ug](mailto:finance@finance.mak.ac.ug)

**14. National Council for Higher Education Fees**

The **Ugx.20,000** for National Council for Higher Education is a mandatory fee and shall be paid outside the AIMS system and the bank slip is kept for future clearances.

**15. Evidence of Fees Payment to the bank**

After payment at bank you will be issued either a receipt or a bank slip. This is only needed when a payment fails to reflect in AIMS on the student financial statement.

Sincerely,



Deborah Nalule

**Ag. University Bursar**

Cc: Vice Chancellor

Deputy Vice Chancellor (AA)

Deputy Vice Chancellor (F&A)

University Secretary

Manager Grants & Revenue