



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

UTAMU FEES POLICY

2026

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1.0 INTRODUCTION

1.1 Background

Universal Technology and Management University (UTAMU) was granted a provisional license by the National Council for Higher Education (NCHE) on 11th March 2013 (License No. UIPL022), and its name and particulars were published in the Uganda Gazette Vol. CVI No. 14 of 22nd March 2013 under Legal Notice No. 4 of 2013.

The University was established to make a difference in the training of Technology and Management Professionals across the globe. Thus, the University has positioned itself as a high-quality education and research global institution. Furthermore, the University has positioned itself to undertake consultancy, knowledge and technology transfer partnerships and business incubation.

Universal Technology and Management University (UTAMU) is committed to the provision of quality, relevant, inclusive, and innovative teaching and learning that responds to the needs of learners, industry, society, and national development priorities. This Teaching and Learning Policy establish a coherent institutional framework to guide teaching and learning practices across all academic programmes and modes of delivery at UTAMU.

This Policy is aligned with the requirements of the National Council for Higher Education (NCHE) and UTAMU's strategic direction.

1.2 Vision

The Vision of UTAMU is A global educational institution of excellence in management, science, technology and innovation.

1.3 Mission

The mission of UTAMU is to provide global quality education, research and innovation critical to economic and human development.

1.4 Core Values

The Core values of UTAMU are:

- a) **Professionalism:** making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility for all their actions
- b) **Creativity:** committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience

- c) **Integrity:** adhering to ethical and moral principles in all the educational, research and innovation processes
- d) **Transparency:** seeking to provide accountability and value for money to UTAMU's stakeholders
- e) **Empowerment:** offering unsurpassed practical opportunities to UTAMU's stakeholders through industry-oriented collaborations, research engagements and incubation clusters in order to transform the educational environment
- f) **Community Engagement:** working with the community to solve the real-world problems as a focal point towards economic development

2.0 Purpose

The purpose of this Policy is to establish a clear, transparent, consistent, and enforceable institutional framework governing the determination, approval, payment, administration, accounting, control, and enforcement of all student fees at Universal Technology and Management University (UTAMU).

Specifically, this Policy seeks to:

- a) Provide authoritative guidance on the categories of fees payable, payment thresholds, timelines, penalties, and sanctions applicable to all students of the University;
- b) Ensure that fees are lawfully approved, publicly communicated, and equitably applied, in accordance with University governance structures, NCHE regulations, and applicable national laws;
- c) Promote timely registration, uninterrupted teaching and learning, effective assessment, and orderly academic progression through clear linkage between fees payment, registration, and access to academic services;
- d) Strengthen financial accountability, revenue predictability, and sustainability of the University by providing a structured approach to fee billing, collection, recognition, and recovery;
- e) Safeguard the rights and obligations of both the University and students by defining fair, consistent, and transparent enforcement mechanisms, including provisions on refunds, extensions, retakes, and special payment arrangements; and
- f) Support institutional planning, quality assurance, and resource allocation by ensuring that fee administration aligns with UTAMU's strategic objectives, academic calendar, and delivery modalities.

This Policy therefore serves as the authoritative reference for all fee-related decisions and actions at UTAMU and shall be binding on students, staff, and all University organs involved in academic and financial administration.

3.0 Legal and Regulatory Framework

This Policy is issued pursuant to:

- a) The Universities and Other Tertiary Institutions Act (as amended);
- b) Regulations and guidelines of the National Council for Higher Education (NCHE); and
- c) Decisions of the Board of Directors and the University Council from time to time.

4.0 Objectives

The objectives of this Policy are to:

- a) Provide clear rules governing fees payment and registration;
- b) Ensure predictability and fairness in fee administration;
- c) Support timely academic planning and delivery;
- d) Protect the University from financial risk; and
- e) Promote compliance and accountability by students and staff.

5.0 Scope of Application

This Policy applies to all students of UTAMU, across:

- a) All campuses;
- b) All modes of study (physical, blended, distance/e-learning); and
- c) All programmes (Certificate, Diploma, Bachelor, Postgraduate).

6.0 Categories of Fees

6.1 Tuition Fees

- a) Tuition fees are programme-specific charges payable for the provision of teaching, learning, academic supervision, assessment, and instructional support services.
- b) Tuition fees shall vary according to:
 - i. Programme level (Certificate, Diploma, Bachelor, Postgraduate);
 - ii. Discipline or School;
 - iii. Mode of delivery (physical, blended, or distance/e-learning); and
 - iv. Student category (Ugandan/EAC or International).
- c) Tuition fees shall be payable per semester unless otherwise approved by Council and shall be recognised as revenue in accordance with applicable accounting standards.
- d) Tuition fees do not include functional or other ancillary fees and shall be charged strictly in accordance with the approved fees schedule for the relevant Academic Year.

6.2 Functional Fees

- a) Functional fees are mandatory non-tuition charges payable by all registered students to support the provision and maintenance of essential academic, administrative, and student support services.
- b) Functional fees shall normally be payable per semester, unless otherwise specified.
- c) Functional fees shall be non-refundable once the semester has commenced, except where University Council determines otherwise.
- d) Functional fees may include, but are not limited to:
 - Registration
 - Examinations
 - ICT/ERP/Moodle access
 - Library
 - Student Guild
 - Identity Card
 - NCHE statutory fee
 - Student welfare services

6.3 Application and Admission Fees

- a) Application fees are charges payable by applicants upon submission of an application for admission to the University.
- b) Application fees shall:
 - i. Be fixed by the Board of Directors on the recommendation of the University Council;
 - ii. Vary by programme level and applicant category (Ugandan/EAC or International); and
 - iii. Be payable prior to processing of an application.
- c) Application and admission fees shall be non-refundable, regardless of the outcome of the application process.

6.4 Recess, Project, and Academic Completion Fees

- a) Recess and project fees are charges payable by students undertaking academic activities outside the normal semester structure, including but not limited to:
 - i. Community engagement;
 - ii. Internship or field attachment coordinated by the University;
 - iii. Research projects or capstone requirements.
- b) Such fees shall apply only where the activity is conducted under the supervision or coordination of UTAMU.
- c) The amount and applicability of recess and project fees shall be approved by the Board of Directors on the recommendation of the University Council and communicated to students prior to commencement of the activity.

6.5 Retake and Missed Paper Fees

- a) Retake and missed paper fees are payable by students who are required to repeat or re-sit course units due to failure, absence, or other approved academic reasons.
- b) Students registered only for retakes or missed papers within the normal period of study shall be required to pay:
 - i. Retake or missed paper fees; and
 - ii. Functional fees for the relevant semester.
- c) Tuition fees shall not be charged where no new teaching is undertaken.

6.6 Extension Fees

- a) Extension fees are payable by students who fail to complete their academic programmes within the stipulated duration approved by the University.
- b) Extension fees shall apply to both undergraduate and postgraduate students in accordance with approved University guidelines.
- c) The calculation of extension fees shall be based on:
 - i. Credit load for undergraduate students; and
 - ii. A proportion of the approved tuition fee for postgraduate/undergraduate students.
- d) Extension fees shall be payable in addition to any applicable retake, functional, or other fees.

6.7 Late Registration and Penalty Fees

- a) Late registration fees are penalties payable by students who fail to register within the normal registration period.
- b) The amount of the late registration fee shall be fixed by University Council and communicated by the Office of the Academic Registrar.
- c) Payment of a late registration fee shall not exempt a student from meeting minimum tuition or functional fee payment thresholds.

6.8 Graduation and Certification Fees

- a) Graduation fees are payable by students who have successfully completed their programmes and are eligible for award of academic qualifications.
- b) Graduation fees may cover:
 - i. Participation in the graduation ceremony;
 - ii. Use of academic gowns;
 - iii. Issuance of original academic transcripts and certificates;
 - iv. Certified copies and official documentation.

- c) Graduation and certification fees shall be payable prior to clearance for graduation.

6.9 Other Approved Fees

- a) The University may levy other fees as necessary to support academic and administrative services, including but not limited to:
 - i. Credit transfer fees;
 - ii. Testimonial fees;
 - iii. Transcript replacement fees;
 - iv. Certificate replacement fees;
 - v. Verification and authentication fees;
 - vi. Special assessment or examination fees.
- b) All such fees shall be subject to approval by the Board of Directors on the recommendation of the University Council and shall be published in the official fees schedule.

6.10 General Provisions on Fee Categories

- a) No fee shall be charged unless it has been formally approved by the Board of Directors.
- b) No staff member or unit shall vary, waive, or introduce a fee without written authority.
- c) All fees shall be payable through official University payment channels only.

7.0 Fee Determination and Publication

- a) All fees shall be approved by the Board of Directors on the recommendation of the University Council.
- b) Approved fees schedules shall be officially published before commencement of an Academic Year or semester.
- c) No officer or unit shall vary fees without the Board of Directors approval.

8.0 Refund and Transfer of Fees

8.1 Refund of Tuition Fees upon Withdrawal

- a) A student who formally withdraws from a programme within fourteen (14) days of enrolment shall be eligible for a refund of fifty percent (50%) of the tuition fees for the semester, provided that:
 - i. The already paid fees for the semester is at least 50%;
 - ii. The withdrawal is made in writing; and

- iii. The request is approved by the Academic Registrar and verified by the Office of the University Controller.
- b) A student who withdraws from a programme after the fourteen (14) day enrolment grace period shall forfeit all tuition and functional fees already paid, unless otherwise determined by University Council under exceptional circumstances.
- c) Functional fees shall be non-refundable once the semester has commenced, as such services are deemed to have been activated upon enrolment.

8.2 Treatment of Overpayment and Excess Fees

- a) Where a student pays fees in excess of the approved tuition and other fees requirements for a given semester or academic year, such excess amount shall not automatically be refunded.
- b) Subject to verification by the Office of the University Controller, excess fees may be:
 - i. Rolled forward and credited to the student's account for a subsequent semester; or
 - ii. Refunded upon formal written request, where justified and approved.
- c) Any refund or credit of excess fees shall be processed only after reconciliation of the student's full financial account.

8.3 Transfer of Excess Fees Between Students

- a) Where a student has paid fees in excess of the payable amount for a semester, the student may apply in writing to request a transfer of the excess fees to another student of the University.
- b) Such a transfer shall be subject to:
 - i. Verification of payment and excess balance by the Office of the University Controller;
 - ii. Written approval by the Academic Registrar; and
 - iii. Written consent from the sponsor or guardian, where the original payment was made by a third party.
- c) Fee transfers shall be permitted only for excess payments and shall not apply to correctly invoiced and consumed tuition or functional fees.
- d) No fee transfer shall be effected without documented approval, and all approved transfers shall be properly recorded in the University financial and academic systems.

8.4 General Conditions Governing Refunds and Transfers

- a) All refund and transfer requests must be supported by:
 - i. A formal written application;
 - ii. Proof of payment; and
 - iii. Verification by the Office of the University Controller.

- b) The University reserves the right to decline or defer refunds or transfers where fees have already been committed to academic delivery or institutional obligations.
- c) No refund or transfer shall be processed for a student who is under disciplinary action or unresolved financial obligation to the University.

9.0 Billing and Student Accounts

- a) Every student shall be issued an official invoice upon admission or progression.
- b) Each student shall maintain a unique student account number in the University system.
- c) All payments shall be receipted through approved University channels only.

10.0 Fee Payment Requirements

10.1 Minimum Payment Thresholds

- a) New students shall pay:
 - i. 100% of functional fees, and
 - ii. At least 60% of tuition fees to be fully registered.
- b) Continuing students shall pay:
 - i. 100% of functional fees, and
 - ii. At least 50% of tuition fees to be fully registered.
- c) Any outstanding balance must be cleared within timelines prescribed by the University.

11.0 Registration Controls, Timelines, and Enforcement

- a) **Mandatory Registration**

All students shall register for each semester within approved timelines as a condition for participation in academic activities and access to University services.
- b) **Approved Registration Periods**

Registration shall be conducted within officially communicated timelines, namely early registration, normal registration, and late registration periods, as approved by the University and communicated by the Office of the Academic Registrar.
- c) **Early Registration**

Early registration shall commence upon issuance of an official admission letter or progression clearance and shall remain open up to the official start of the academic semester.

d) **Normal Registration**

Normal registration shall run for the first two (2) weeks from the commencement of the academic semester, in line with the approved academic calendar.

e) **Late Registration**

Late registration shall commence immediately after the normal registration period and shall attract a late registration penalty, as approved by University Council.

f) **Closure of Registration**

The University reserves the right to close registration after the late registration period. A student who fails to register within the approved timelines may:

- i. Be de-registered for the semester; or
- ii. Be required to apply for deferment or re-admission in accordance with academic regulations.

g) **Linkage to Fees Clearance**

Registration at all stages shall be subject to minimum fee payment thresholds approved by the University Council and enforced by the Office of the Academic Registrar in collaboration with the Office of the University Controller.

h) **Assessment and Examination Eligibility**

A student who has not met registration and fee clearance requirements shall not be permitted to:

- i. Sit tests or examinations;
- ii. Submit coursework, projects, or assessments;
- iii. Access results; or
- iv. Progress academically.

12.0 Zero-Balance Enforcement

- a) All students are required to clear tuition fee balances by Test Week Two (2) of the semester.
- b) Students who fail to attain zero balance by Test Week Two shall automatically be:
 - i. Barred from sitting further assessments; and
 - ii. Locked out of Enterprise Resource Planning (ERP) System, e-learning system, and examination systems among others until full clearance.

13.0 Special Payment Arrangements

- a) A student facing genuine financial hardship may apply in writing for a structured payment plan.
- b) Approval of such arrangements is discretionary and does not waive fee obligations.
- c) Failure to honour an approved payment plan attracts immediate enforcement.

14.0 Default, Sanctions, and Recovery

- a) Students in fee default shall not:
 - i. Be registered;
 - ii. Sit examinations;
 - iii. Receive transcripts or certificates; or
 - iv. Graduate.
- b) The University reserves the right to pursue recovery of outstanding fees through lawful means.

15.0 Fraud and Misrepresentation

Any student who forges or falsifies payment documents commits a disciplinary offence and shall be dealt with under University regulations and applicable law.

16.0 Roles and Responsibilities

- a) **Board of Directors:** Approval of fees
- b) **University Council:** Recommendation of fees for approval by the Board of Directors and oversight over approved fees.
- c) **Vice Chancellor:** Overall implementation.
- d) **University Controller:** Financial control and verification.
- e) **Academic Registrar:** Registration enforcement and academic clearance.

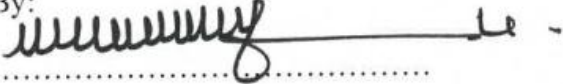
17.0 Commencement

This Policy shall take effect upon approval by **University Council** and shall supersede all previous fee-related policies on fees.

18.0 POLICY REVIEW

This Policy shall be reviewed every five (5) years or earlier as may be required by the University Council on the recommendation of the University Management, University Senate, Council Committee or relevant regulatory bodies.

Signed on this 29th day of March 2026

By: 

Chairperson, University Council



Vice Chancellor