

Our Ref: NCHE/GR/SF/100

9th February 2024

All Vice Chancellors of Universities
The Director General, Uganda Management Institute
All Principals of other Degree Awarding Institutions
All Principals of Other Tertiary Institutions

**RE: STUDENTS CONTRIBUTIONS TO FUNDS OF NATIONAL COUNCIL FOR
HIGHER EDUCATION**

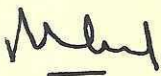
Statutory Instrument (SI) No.17 of 2010 requires every student to contribute shs. 20,000/= (Twenty thousand only) per year to the funds of the National Council for Higher Education (NCHE). **Section 3(2)** does emphasize the payment of these fees by the student directly to the account held by NCHE. However, during the budget reading of June 2017, the Minister of Finance, Planning & Economic Development directed that all other non -tax revenues (ONTR) for all Ministries, Departments and Agencies (MDAs) be collected through the URA Web Portal.

The Auditor General in his report on the Financial Statements for the Financial Year ended 30th June 2023 observed the low remittance of student contributions to NCHE. Please note that Section, 4 (1) & (2) of the SI emphasizes that no student should be registered without evidence of payment of the contribution to NCHE and that an institution which fails to do so commits an offence and is liable on conviction, to a fine not exceeding one hundred currency points.

To ease payment process, an integration between the URA System and NCHE System is in its final stages and will be communicated after testing.

The purpose of this letter, therefore, is to appeal to you to enforce the provisions of the SI No.17 of 2010 to the letter.

Thank you for supporting NCHE in the quest to deliver quality higher education in Uganda.



Professor Mary J.N. Okwakol
EXECUTIVE DIRECTOR.

Copy to: Academic Registrars/Registrars
Bursars

STEP BY STEP PROCESS IN THE PAYMENT OF 20,000 THROUGH THE URA PORTAL

STEP I:

Go to the URA Web Portal at www.ura.go.ug

STEP II

Once the portal opens

- a) Click on E-Services
- b) Click on Payment Registration
- c) Under Tax Head Section – Click on **Other NTR**
- d) Under tax payers Details section – Enter tax payers name and institution e.g **Mr. Geoffrey Mukungu – Makerere University**. Fill all places with Red by selecting from the drop down list. Just click on “select” and the list will pop up. Remember when filling geographical locations fill horizontally e.g **District/City ----- County/ Municipality**
- e) **Under section of Details of other NTR Payments** – Click on “Select” and a list of institutions to whom payment is being made will pop up.
 - Select National Council for Higher Education from the list
 - Select fees description from drop down i.e Annual contribution of a student to NCHE
 - ID Proof – select from drop down list. A student who has none of those shown in the drop down can choose “**other identity**” and indicate their registration number in the box at the extreme right.
 - Enter given text in the box (Note that it is case sensitive. So enter correctly)
- f) Once that is done, click on Accept and Register
- g) Your payment registration slip will appear. Print and use it to pay your fees to any of the branches of the following collecting banks:
 - Absa Bank
 - Bank of Africa
 - Bank of Baroda
 - Bank of India
 - Commercial Bank of Uganda
 - Cairo International Bank
 - Citi Bank
 - DFCU Bank
 - Diamond Trust Bank
 - Eco Bank
 - Stanbic Bank

- Centenary Bank
- Equity Bank Uganda Ltd
- Exim Bank Uganda Ltd
- Finance Trust Bank Ltd
- DTB Bank
- Housing Finance Bank
- KCB Bank
- NC Bank Uganda Ltd
- Opportunity Bank Uganda Ltd
- Orient Bank
- Post Bank Uganda Ltd
- Pride Micro Finance Uganda Ltd
- Standard Chartered Bank
- Tropical Bank Uganda Ltd
- United Bank of Africa
- **Other payment options**
- Mobile

A student will have to present their payment proof to the relevant authorities at the institution (Academic Registrar or Bursar) in order to be allowed to register.

Please note that the Payment Registration Slip remains valid for only eighteen days (three weeks) from the date of generation. After this period, one will have to generate another payment slip. You may or may not print the PAYMENT SLIP but QUOTE the Payment Reference Number (PRN) while at the bank to pay your fees.