

# KYAMBOGO UNIVERSITY



P. O. BOX 1 KYAMBOGO

Tel: 041 -286337, 285001/2 Fax: 041 -220464, 222643

Email: ubkyu@kyu.ac.ug/www.kyu.ac.ug

**OFFICE OF THE UNIVERSITY BURSAR**

Date: 9<sup>th</sup> March 2021

**To: Students (Sponsored by Local & International, Persons / Organizations)**

From: University Bursar,

**Dear Students,**



**RE: STUDENTS FEES PAYMENT BY SPONSORS**

Please find below useful guidelines on students fees settlements by external parties summarized in three scenarios.

**Scenario 1: Single sponsor and single beneficiary**

- 1) Student logs into their AIMS portal and generates a PRN (Payment Reference Number).
- 2) Student prints out the payment slip which clearly shows the URA (Uganda Revenue Authority) bank payment details.
- 3) Student sends the PRN details to the sponsor and advises them to quote the PRN in the payment details. Payment details include:
  - a) Bank name
  - b) URA Account number
  - c) PRN
- 4) If the sponsor is a government Agency, the account detail shall be URA Collections – BOU (Bank of Uganda) Account No: 003410158000002, swift code: UGBAUGKA.
- 5) Otherwise, Sponsor sends money to the URA Account in any specified commercial bank
- 6) The bank notifies the student of the PRN status indicated in the payment instruction.

**Scenario 2: Single sponsor and Multiple beneficiaries**

- 1) Bank engages sender if possible to determine purpose of payment.
- 2) When purpose is confirmed bank sends a request for PRN to URA Finance team.
- 3) URA Finance will send the schedule to the University contact person (Bursar's Office) to confirm the beneficiaries.
- 4) The University Bursar will generate a Batch PRN in AIMS for the beneficiaries of the whole **EFT** (Electronic Funds Transfer) amount.
- 5) The batch PRN shall be generated in the name of the sponsor on account of all beneficiaries.
- 6) URA Finance team will notify the University Bursar's Office and clear the PRN.

**Scenario 3: Payment Instructions directly to URA - BOU account (Gov't Entities)**

These Payments shall be managed in URA by the Public Sector Office (PSO) using the current IFMS process.

- 1) Manager PSO will get a statement from BOU and compare it with the statement from IFMS. IFMS statement contains details of the transaction so the manager will be able to tell if the payment refers to University fees or not.
- 2) The manager PSO will send the EFT details to the University contact person to confirm the beneficiaries and generate a primary PRN.
- 3) The University Bursar will generate a Batch PRN in AIMS for the beneficiaries of the whole EFT amount.
- 4) The batch PRN shall be generated in the name of the sponsor on account of all beneficiaries. Public Sector Office will notify and clear the PRN.