

ABOUT THE SURCHARGE

At [Busitema University](http://www.busitema.ac.ug), a **surcharge** is an extra financial penalty added to your portal invoice. It happens if you do not complete your required university tasks on time.

The critical reasons for a surcharge and the exact amounts charged include:

1. Late Online Enrollment

- **The Penalty: Ugx. 50,000.**
- **Why it happens:** You must log into your student portal and click "Enroll" within the first 2 to 4 weeks of the semester. If you miss the deadline set by the Academic Registrar, the system locks you out and adds this surcharge.

2. Late Registration

- **The Penalty: Ugx. 50,000.**
- **Why it happens:** Enrollment is just the first step. Registration requires you to pay your functional fees and tuition. Private students who fail to register within the given period get a late registration surcharge.

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Below are the steps of paying surcharge;

1. Login to your student portal
2. Generate the PRN cod for the surcharge following the procedure of paying tuition
3. After depositing the money, you are required to allocate