

NOTICE TO STUDENTS

9 August 2023

Dear Student,

**STUDENT CONTRIBUTION TO FUNDS OF NATIONAL COUNCIL FOR HIGHER
EDUCATION (NCHE).**

The Institute of Certified Public Accountants (ICPAU) is a national professional accountancy organization, established in 1992 by an Act of Parliament, to regulate and maintain the standard of accountancy in Uganda; and to prescribe and regulate the conduct of accountants and practicing accountants in Uganda.

The Accountants Act, 2013 sets up the Public Accountants Examinations Board (PAEB) which oversees the professional accountancy qualifications in the country.

Statutory Instrument (SI) No.17 of 2010 in line with the Universities and Other Tertiary Institutions Act, 2001 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.

We make reference to the NCHE Executive Director's letter referenced NCHE/GR/SF/100 dated 12th January 2022 which emphasized the Minister of Finance, Planning & Economic Development's directive that all other non - tax revenues (ONTR) for all Ministries, Departments and Agencies (MDAs) be collected through the URA Web Portal.

It is against this background that this notice is given to urge each student to pay the NCHE fee of shs.20,000/= (Twenty thousand) per year through the URA portal.

The payment procedures are available as indicated in Appendix 1 attached.



CPA Derrick Nkajja
SECRETARY/CEO

APPENDIX 1

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

STEP 1:

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

STEP 11:

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 - Institute of Certified Public Accountants of Uganda**. Fill all places with Red by selecting from the drop-down list. Just click on "select" 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 or through Mobile Money

i) **Banks Include:** 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

ii) Mobile Money Platforms

Pay via MTN Mobile Money	Pay via Airtel Money
<ol style="list-style-type: none">1. Dial *165#2. Select Option 4, Payments3. select option 5 'Fees and Taxes' and then choose option 1, URA.4. Choose option 1, With PRN Payments.5. Enter PRN/PTN Number that you wish to pay for.6. Key in the amount you want to pay.7. Then confirm transaction with MTN Mobile Money PIN.	<ol style="list-style-type: none">1. Dial *185#2. Select option 4, Pay Bill.3. Select option 7, URA.4. Choose option 1, Pay Registered.5. Enter PRN/PTN Number that you wish to pay for.6. Key in the amount you want to pay.7. Then confirm transaction with Airtel Money PIN.

Note:

1. 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.
2. You may or may not print the PAYMENT SLIP but QUOTE the Payment Reference Number (PRN) while at the bank to pay your fees.
3. After paying the NCHE fees, log into your student account and register the receipt details.

END