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**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

MEMO

TO : All Students
FROM : Registrar (Academic Affairs)
DATE : 29th September, 2025
REF : LU/ACA/R(AA)/CIRC/071/VOL.II/180
SUBJECT : CLEARANCE OF OUTSTANDING FEE BALANCES

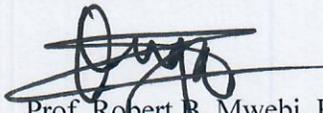
This is to notify all students that the student portal has been reconfigured to allow access only to the household component of fees payable by students under the Student-Centered Funding Model (SCFM), i.e., students in years 1-3.

All students are therefore required to settle any outstanding fee balances as reflected in their respective portals. The deadline for clearance of fees, including arrears, is 30th October, 2025.

Please be advised that:

1. No student will be allowed to register for units or sit for end-of-semester examinations without clearing the fee balances.
2. Students with any queries regarding their fee balances are encouraged to visit the Student Finance Office for assistance.

Kindly comply.


Prof. Robert B. Mwebi, PhD
Registrar (Academic Affairs)

Vision : Nurture and Transform for the World

Mission: To Contribute to the World through Education, Research, Training, Consultancy, Innovation, Outreach and Collaboration