

TUITION ALLOCATION PROCEDURE FOR STUDENTS

You may have tried logging in to your student portal account and the system displayed an alert that “**ACCESS LIMITED**”. This happens when a student has an account balance that is not allocated and yet there is an incompletely cleared invoice.

A student will be required to first allocate the account balance to any of the existing invoices so as to restore full account access.

The steps described below show what one has to do in such a case or whenever allocation of funds is needed.

CURRENT YR. 2022/2033 CURRENT SEM. SEMESTER I

ENROLLED NOT REGISTERED

TOTAL FEES BAL DUE: 132,250/= BALANCE ON ACCOUNT: 92/=

ENROLLMENT REGISTRATION RELOAD

ACCESS LIMITED! ✕

Access to your portal has been limited because you have pending invoices and unallocated funds

i Kindly allocate all funds on your account to the pending invoices

ALLOCATE

ENROLLED ON: Sat, Oct 8th 2022, 7:12:13 pm

Tuition Fees Invoice - 1,192,366 ^

S/N	INVOICE NO.	AMOUNT	PAID
1	T-INV748298382	1,192,366	1,192,

Functional Fees Invoice - 599,755 v

1. Navigate to the invoice that is NOT 100% cleared.

PROGRAMME: BACHELOR OF BIOMEDICAL LABORATORY TECHNOLOGY - (BBLT) **ACTIVE**

ACADEMIC STATUS: **NORMAL PROGRESS**

CURRENT YR. 2022/2023 **CURRENT SEM.** SEMESTER I

ENROLLED **NOT REGISTERED**

TOTAL FEES BAL DUE: 132,158/= **BALANCE ON ACCOUNT:** 0/=

SEMESTER INVOICES **GRADUATION INVOICES**

TOTAL INVOICE AMOUNT
6,101,224 UGX

TOTAL INVOICE AMOUNT PAID
5,969,066 UGX

TOTAL INVOICE AMOUNT DUE
132,158 UGX

PERCENTAGE COMPLETION
97.83 %

SEMESTER INVOICES/BILLS

RELOAD

- YEAR 2 - SEMESTER II - 2021/2022
- YEAR 2 - SEMESTER I - 2021/2022
- YEAR 1 - SEMESTER II - 2020/2021
- YEAR 3 - SEMESTER I - 2022/2023**

2. Click on the “Offset” button

13:01 [Icons] 76%

SEMESTER INVOICES GRADUATION INVOICES

TOTAL INVOICE AMOUNT
6,101,224 UGX

TOTAL INVOICE AMOUNT PAID
5,968,974 UGX

TOTAL INVOICE AMOUNT DUE
132,250 UGX

PERCENTAGE COMPLETION
97.83 %

SEMESTER INVOICES/BILLS

RELOAD

YEAR 2 - SEMESTER II - 2021/2022

YEAR 2 - SEMESTER I - 2021/2022

YEAR 1 - SEMESTER II - 2020/2021

S/N	STATUS	COMPLETION %	ALLOCATION
1	ACTIVE	100.00%	Cleared
2	ACTIVE	0.00%	Offset

TOTAL AMOUNT: 1,324,616

TOTAL AMOUNT PAID: 1,192,366

TOTAL AMOUNT DUE: 132,250

COMPLETION: 50.00 %

YEAR 3 - SEMESTER I - 2022/2023

3. Manually enter the amount of money to allocate and click on the “**OFFSET INVOICE**” button.

13:02 myportal.mak.ac.ug 76%

OFFSET INVOICE F-INV2342E3C1

INVOICE ID
F-INV2342E3C1

AMOUNT DUE
132,250 UGX

ALLOCATED	AMOUNT TO ALLOCATE	CURRENCY
	92	UGX

TOTAL AMOUNT TO ALLOCATE: 92 BALANCE: 132,158

CANCEL **OFFSET INVOICE**

ACTIVE 0.00% Offset

TOTAL AMOUNT: 1,321,518

1 2 3
4 5 6
7 8 9
0

—END—