

KABALE

P.O Box 317
Kabale - Uganda
Email: info@kab.ac.ug
admissions@kab.ac.ug



UNIVERSITY

Tel: 256-392-848355/04864-26463
Mob: 256-782860259
Fax: 256-4864-22803
Website: www.kab.ac.ug

OFFICE OF THE OFFICE UNIVERSITY BURSAR

20th February, 2023.

The Guild Minister for Education
The Guild Minister for Social Affairs
All Course Coordinators, School of Medicine

From: University Bursar

A handwritten signature in black ink, appearing to be 'G. M.', is written over the printed name 'University Bursar'.

**INVITATION FOR AIMS TRAINING SCHEDULE 22ND FEBRUARY, 2023
AT KABSOM HOSTEL**

In consultation with Dean of Students, you are cordially invited for a scheduled training in AIMS system on Wednesday 22nd Feb, 2023 from 9am at KABSOM students' hostel-Jopfan.

Please attend in person in order to be equipped with relevant skills and information in AIMS.

Lunch will be available.

**Cc. DVC F&A, University Secretary, Academic Registrar, Dean KABSOM,
Administrator KABSOM, Dean of Student, Guild President**

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OFFICE OF THE OFFICE UNIVERSITY BURSAR

20th February, 2023.

The Guild Minister for Education
The Guild Minister for Social Affairs
All Course Coordinators
Faculty of Engineering, Technology, Applied Design & Fine Art

From: University Bursar

A handwritten signature in black ink, appearing to be 'O. M. M.', is written over the text 'From: University Bursar'.

**INVITATION FOR AIMS TRAINING SCHEDULE 23ND FEBRUARY, 2023
AT NYABIKONI CAMPUS**

In consultation with Dean of Students, you are cordially invited for a scheduled training in AIMS system on Thursday 23rd Feb, 2023 from 9am at Nyabikoni campus.

Please attend in person in order to be equipped with relevant skills and information in AIMS.

Lunch will be available.

Cc. DVC F&A, University Secretary, Academic Registrar, Dean Faculty of Engineering, Administrator Faculty of Engineering, Dean of Student, Guild President

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20th February, 2023.

The Guild Minister for Education
The Guild Minister for Social Affairs
All Course Coordinators, Faculty of Education.

From: University Bursar *[Signature]*

**INVITATION FOR AIMS TRAINING SCHEDULE 24TH FEBRUARY, 2023
AT KABSOM HOSTEL**

In consultation with Dean of Students, you are cordially invited for a scheduled training in AIMS system on Friday 24th Feb, 2023 from 9am at Kikungiri Hall.

Please attend in person in order to be equipped with relevant skills and information in AIMS.

Lunch will be available.

Cc. DVC F&A, University Secretary, Academic Registrar, Dean Faculty of Education, Administrator Faculty of Education, Dean of Student, Guild President

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OFFICE OF THE OFFICE UNIVERSITY BURSAR

20th February, 2023.

The Guild Minister for Education
The Guild Minister for Social Affairs
All Course Coordinators for,
Faculty of Agriculture and Environment Sciences
Faculty of Science
Faculty of Computing, Library & Information Science
Faculty of Economics & Management Sciences
Faculty of Arts & Social Sciences
Institute of Language Studies

From: University Bursar 

**INVITATION FOR AIMS TRAINING SCHEDULE 27^H FEBRUARY, 2023
AT KABSOM HOSTEL**

In consultation with Dean of Students, you are cordially invited for a scheduled training in AIMS system on Monday 27th Feb, 2023 from 9am at Kabsom Main Hall.

Please attend in person in order to be equipped with relevant skills and information in AIMS.

Lunch will be available.

Cc. DVC F&A, University Secretary, Academic Registrar, Deans, Faculty of Administrators, Dean of Student, Guild President

TIME TABLE FOR AIMS TRAINING FOR COURSE COORDINATORS SCHEDULED FOR 22ND, 23RD, 24TH AND 27TH FEBRUARY, 2023 FOR KABSOM, ENGINEERING, EDUCATION AND MAIN CAMPUS FACULTIES RESPECTIVELY.

| From | To | Activity | Responsible Person |
|-------------|-----------|---|---------------------------|
| 09:00 Am | 09:15 AM | Registration | |
| 09:15 AM | 09: 20 AM | Opening remarks | |
| 09: 20 AM | 10: 00 AM | Student Billing Process | |
| 10: 00 AM | 10: 30 AM | Students' fees payments | |
| 10:30 AM | 11:30 AM | Break Tea | |
| 11: 30 AM | 12 :00 PM | Fees Structures | |
| 12: 00 AM | 12: 30 PM | Generation of Fees payment statement/ledgers/transactions | |
| 12: 30 PM | 01: 00 PM | Engagement with Trainers | |
| 01:00 PM | 02:00 PM | Lunch | |