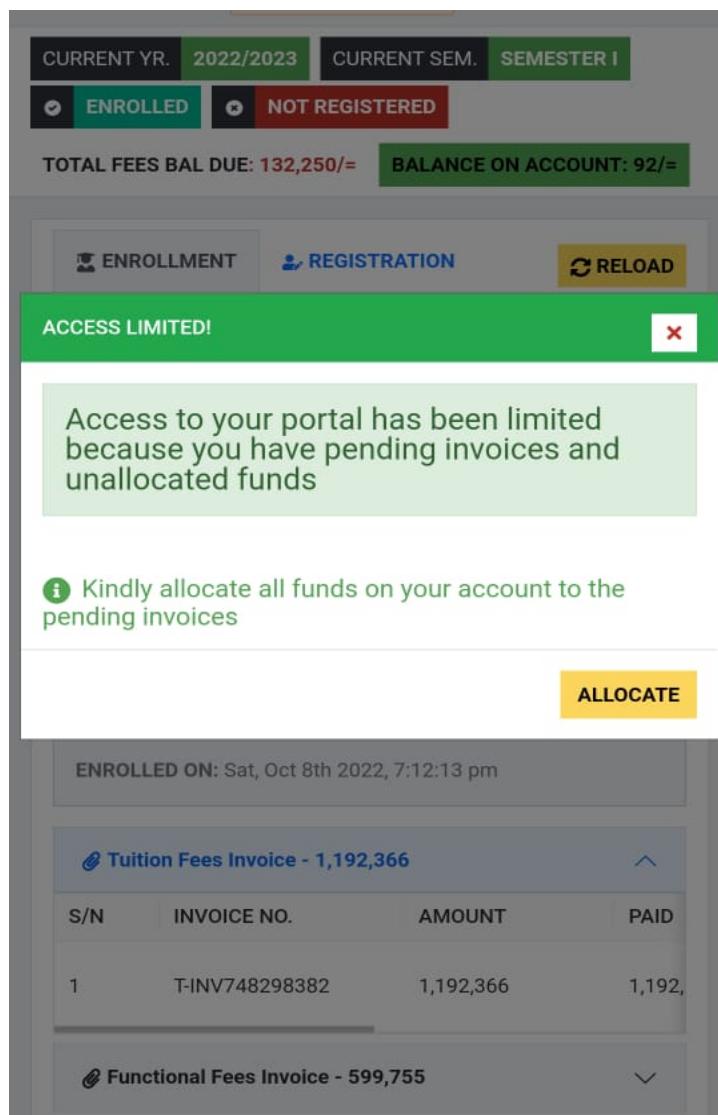


## **TUITION ALLOCATION PROCEDURE FOR STUDENTS**

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.



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** ▼

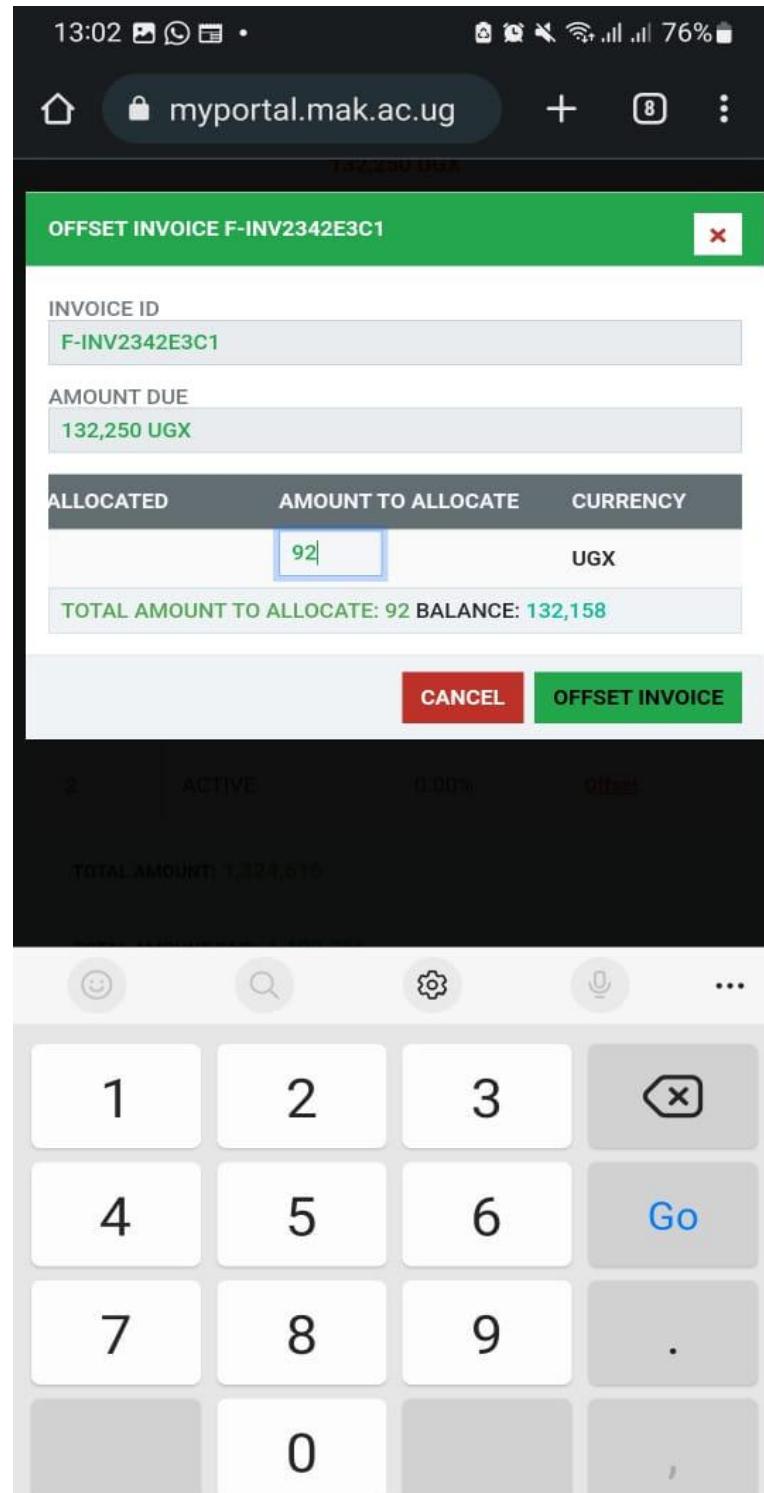
**YEAR 3 - SEMESTER I - 2022/2023** ^

2. Click on the “Offset” button

The screenshot shows a mobile application interface with the following details:

- Top Bar:** Displays the time (13:01), battery level (76%), and signal strength.
- Header:** Shows two tabs: "SEMESTER INVOICES" (selected) and "GRADUATION INVOICES".
- Financial Summary (Semester 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** button.
  - YEAR 2 - SEMESTER II - 2021/2022**: Shows completion at 100.00% and status as Cleared.
  - YEAR 2 - SEMESTER I - 2021/2022**: Shows completion at 0.00% and status as Offset.
  - YEAR 1 - SEMESTER II - 2020/2021**: Shows completion at 50.00%.
- Total Amounts:**
  - 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**: A collapsed section indicated by a downward arrow.

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



—END—