

UNIVERSITY OF EDUCATION, WINNEBA
FINANCE SECTION
DIVISION OF TREASURY AND FUNDS MANAGEMENT

**GUIDELINES AND POLICY DIRECTIVES ON FEE PAYMENT FOR 2024/2025
ACADEMIC YEAR**

1.0 Mode of Fee Payment

It is the responsibility of every student to ensure that he/she pays the required fees as a prerequisite (the first step) for registration of courses in any semester/session. Only registered students shall be given access to university services/facilities such as tutorials, examination/assessment, supervision, library, lecture halls and laboratories.

Students shall pay their fees only at designated banks for their respective Campuses/Colleges. All designated banks are networked, and payment can be made at any of their networked branches. These designated banks receive University of Education, Winneba fees through the **TRANSFLOW PAYMENT PLATFORM**. Students are advised to ensure that their fee payments are **MADE ONLY THROUGH** the **TRANSFLOW PAYMENT PLATFORM**.

Payment can also be made through all mobile money networks using the short code *887*50#.

NOTE: The University does not accept/allow cash payment of students' fees.

1.1 Ghanaian Students

1.1.1 Ghanaian students are required to pay their fees through the **TRANSFLOW PAYMENT PLATFORM** at any branch of the banks listed under their respective Campuses/Colleges.

Winneba Campus	College of Languages Education (Ajumako Campus)	College for Distance and e-Learning (CODEL) [44 Study Centres)
1. GCB Bank Plc 2. ADB Bank Ltd 3. Zenith Bank Ghana Ltd 4. Consolidated Bank Gh Ltd 5. Prudential Bank Ltd 6. Republic Bank (Ghana) Plc 7. Access Bank Ltd 8. Mobile Money - All Networks (*887*50#)	1. GCB Bank Plc 2. Zenith Bank Ltd 3. Access Bank Ltd 4. Republic Bank (Ghana) PLC 5. Mobile Money - All Networks (*887*50#)	1. GCB Bank Plc 2. Zenith Bank Ghana Ltd 3. Consolidated Bank Gh Ltd 4. Republic Bank (Ghana) Plc 5. Access Bank Ltd 6. Mobile Money - All Networks (*887*50#)

1.2 International Students

1.2.1 When paying their fees within Ghana, international students are required to pay the Ghana Cedi equivalent of their fees through the **TRANSFLOW PAYMENT PLATFORM** at any branch of the banks listed under their respective Campuses/Colleges above.

1.2.2 Alternatively, international students may pay their fees by direct bank transfer using the details below:

Bank Name: GCB Bank Plc

Branch Name: Kwame Nkrumah Circle

Account Name: University of Education, Winneba

Account Type: US Dollar Account

Account Number: 1271520005499

Swift: GHCBHAC

Sort Code: 040101

2 Student Fee Payment Policy Directives

The University's Fee Payment Policy Directives are based on relevant laws, rules, and regulations currently in use at the University. The key fee payment policy directives are mainly derived from Regulations 1.4.1 and 1.5.1 (i) and (iv) of the Undergraduate Students' Handbook of University of Education, Winneba, 2019 which provides as follows:

1.4.1 "All fresh students shall pay the prescribed fees at the beginning of the academic year to commence the registration process.

1.5.1 (i) All students must renew their registration, including payment of prescribed fees, if any, at the beginning of each semester until the completion of their undergraduate programme.

1.5.1 (iv) A student who fails to renew his/her registration in any one academic semester shall be deemed to have voluntarily withdrawn from the programme".

The key fee payment policy directives for 2024/2025 are:

a) Fresh Students

All fresh students **Shall** be required to make a minimum of **Thirty Percent (30%)** payment of the **provisional fees (Total University Fees)** to secure their admission latest by a month after the date stated on their admission letters. A minimum payment of Fifty Percent-50% (inclusive of the 30% earlier payment made to secure the admission) shall be made before the beginning of the Academic Year (First Semester/Session) to enable registration. Any remaining balance of fees shall be paid before the commencement of the Second Semester of the 2024/2025 Academic Year.

b) All fresh students are also expected to pay a minimum of Thirty Percent (30%) of the appropriate Residential Facilities User Fees (RFUF) to secure a room. A minimum payment of Fifty Percent-50% (inclusive of the 30% earlier payment made) to have access to the room. The remaining balance of Fifty Percent (50%) shall be paid before the commencement of the second semester of the 2024/2025 Academic Year.

c) All fresh students assigned to the halls of residence are to pay their Residential Facilities User Fees (RFUF) together with their school fees through the **Transflow Payment Platform**.

d) Any differences between the approved fees and the **provisional fees** shall duly be credited to the online portal of each affected fresh student.

- e) Continuing Students shall be required to pay a minimum of 50% of the **approved fees (Total University Fees)** before the commencement of the 2024/2025 Academic Year or any other date to be communicated by the University. The remaining balance of fees shall be paid before the beginning of the Second Semester/Session or any other date to be communicated by the University.

Note: Payment of required fees is a prerequisite (the first step) to registration for each semester/session.

- f) All Students are also expected to pay the full amount (100%) of the Faculty/School/Departmental Charges of their respective Faculties/Schools. This amount should be paid together with the school fees through the **Transflow Payment Platform** at the designated banks for each Campus.
- g) Students must pay the required fees before the end of the registration deadlines announced.
- h) Late registration shall attract a penalty of GHS 10.00 per working day for a maximum of thirty (30) working days after the deadline for each registration. Thereafter, no student shall be allowed to register. Any who fails to register after this shall be deemed to have voluntarily withdrawn from the University (*See Regulation 1.5.1[iv] of the Undergraduate Students' Handbook of University of Education, Winneba, 2019*)
- i) Students shall be required to obtain financial clearance to complete the registration (see Section 3 below for the financial clearance procedure).
- j) Graduate students who are unable to complete their programmes on time shall pay appropriate fees as follows:

S/N	Duration of Extension	% of Approved Fees
1	0-6 Months	Free
2	7-9 Months	30%
3	10-12 Months	60%
4	Above 12 Months	100% for each affected Academic Year

3. Financial Clearance after Payment of Fees

Students should follow the following procedure to obtain financial clearance to enable them to complete their registration after paying the required fees.

3.1 After the payment of fees, each student is required to submit a copy of the pay-in-slip/receipt to their Faculty/School/Institute Accountant for verification. The commencement date and duration of this exercise will be communicated to students.

Faculty/School/ Institute Accountants can be found at the following locations:

Faculty	Location
School of Education and Life-Long Learning	Educational Studies Block, First Floor, Room 219
Faculty of Applied and Behavioral Sciences in Education	Educational Studies Block, First Floor, Room 219
Faculty of Foreign Languages Education	Accounts Office, Fac. of Foreign Languages Educ. Block
Faculty of Health, Allied Sciences and Home Economics Education	General Office, Fac. of Home Economics Block
Faculty of Science Education	Science Block, First Floor, Room 201
Faculty of Social Sciences Education	Faculty Block, First Floor (adjacent office of the HoD, Social Studies)
School of Business	Accounts Office, 3 rd Floor, Business Sch. Block
School of Communication and Media Studies	Accounts Office, Sch. of Comm. & Media Stud.
School of Creative Arts	Central Campus, Main Block, Room 3
Faculty of Ghanaian Languages Education	Finance Section on Ajumako Campus
College for Distance and e-Learning (CODEL)	Co-ordinators at CODEL Study Centres
Institute for Teacher Education and Continuing Professional Development (ITECPD)	Accounts Office, ITECPD

3.2 Official **Financial Clearance Form** shall be made available to each student by the respective Faculty/School/Institute Accountant within two (2) working days after the submission of the pay-in-slip/receipt.