UNIVERSITY OF EDUCATION, WINNEBA
FINANCE SECTION
DIVISION OF STUDENTS ACCOUNT AND TREASURY MANAGEMENT

GUIDELINES AND POLICY DIRECTIVES ON FEE PAYMENT FOR 2026/2027 ACADEMIC YEAR

1.0 MODE OF ACADEMIC FEES 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 **UEW SUIT PLATFORM** (For Fresh Men/Women and second year continuing students only) and the **TRANSFLOW PAYMENT PLATFORM** (For Level 300, 400 and 902 Continuing Students)

Students are advised to ensure that their fee payments are **MADE THROUGH ONLY** these designated payment platforms for their respective levels.

NOTE:

1. The University does not accept/allow cash payment of students' fees.
2. Students who pay fees into any University account other than the designated platform for their respective levels do so at their own risk.

1.1 GHANAIAN STUDENTS

1.1.1 Freshers (First Year Students) and Second Year Continuing Students

Ghanaian Fresh Students and second year continuing students are required to pay their fees through the **UEW SUIT PAYMENT PLATFORM** at any branch of the banks listed under their respective Campuses/Colleges.

Winneba Campus & ITECPD	**College of Languages Education (Ajumako Campus)**	**College for Distance and e-Learning (CODeL**
1. GCB Bank Plc 2. ADB Bank Ltd 3. Consolidated Bank Gh Ltd 4. Prudential Bank Ltd 5. NIB Bank Plc	1. GCB Bank Plc	1. GCB Bank Plc 2. Consolidated Bank Gh Ltd 3. NIB Bank Plc

1.1.2 Other Continuing Students

Ghanaian Continuing Students other than the second years 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)**
1. GCB Bank Plc 2. ADB Bank Ltd 3. Consolidated Bank Gh Ltd 4. Prudential Bank Ltd 5. NIB Bank Plc 6. Mobile Money - All Networks (*887*50#)	1. GCB Bank Plc 2. Mobile Money - All Networks (*887*50#)	1.GCB Bank Plc 2.Consolidated Bank Gh Ltd 3.NIB Bank Ltd 4.Mobile Money - All Networks (*887*50#)

1.2 INTERNATIONAL STUDENTS

1.2.1 ***Freshers (First Year Students) and Second Year Continuing Students***

When paying their fees within Ghana, Fresh/ Second year International students are required to pay the Ghana Cedi equivalent of their fees through the **UEW SUIT PAYMENT PLATFORM** at any branch of the banks listed under their respective Campuses/Colleges above.

1.2.2 Other ***Continuing Students***

When paying their fees within Ghana, Continuing 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.

1.2.3 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

2.0 MODE OF RESIDENTIAL FEES PAYMENT

All students (freshers & continuing students) assigned to the halls of residence are required to pay the appropriate residential fees into the designated bank accounts of their assigned halls of residence.

3. 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 THE 2026/2027 ACADEMIC YEAR 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 Academic 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 2026/2027 Academic Year.

b) Continuing Students

Continuing Students shall be required to pay a minimum of 40% of the **provisional fees (Total University Academic Fees)** before the commencement of the 2026/2027 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.

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

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

d) 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 **UEW SUIT PAYMENT PLATFORM** by Fresh and Second Year Students and through the **Transflow Payment Platform** by Continuing students other than second year students at the designated banks for each Campus.

e) Students must pay the required fees before the end of the registration deadlines announced.

f) 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 student who fails to register after this deadline 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)***

g) 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. POLICY ON RESIDENTIAL FEES

3.1 *Residents of Ghartey, University, Aggrey, Simpa and Ajumako Halls*

Students assigned to the above halls are required to make **One Hundred Percent** (100%) payment of the residential fees into the bank accounts of the respective halls of residence before allocation of rooms.

3.2 *Residents of GUSSS Halls 1 & 3*

Students assigned to GUSSS Halls 1 & 3 are required to make a minimum of **Fifty Percent (50%)** payment of the residential fees to secure a room. Any remaining balance of the residential fees shall be paid **before** the commencement of the Second Semester of the 2026/2027 Academic Year.