

**UNIVERSITY OF EDUCATION, WINNEBA  
OFFICE OF THE FINANCE OFFICER  
DIVISION OF TREASURY AND FUNDS MANAGEMENT**

**GUIDELINES AND POLICY DIRECTIVES ON FEE PAYMENT FOR 2022/2023  
ACADEMIC YEAR**

**1.0 Mode of Fee Payment**

It is the responsibility of every student to ensure that he/she pays the approved fees for each Academic Year. Payment of approved fees is a prerequisite (**the first step to**) 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 at designated banks for their respective Campuses/Colleges. All designated banks are networked, so fee 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**.

Alternatively, fees payment can be made through all mobile money networks using the short code **\*887\*50#**. This shall be electronically routed through the **TRANSFLOW PAYMENT PLATFORM**.

All payments made through the **TRANSFLOW PAYMENT PLATFORM** shall be credited to the online portal of the respective students.

**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.

<b>Winneba Campus</b>	<b>College of Languages Education (Ajumako Campus)</b>	<b>College for Distance and e-Learning (CODEL) [44 Study Centres)</b>
1. GCB Bank Plc 2. ADB Bank Ltd 3. Zenith Bank Ghana Ltd 4. Consolidated Bank Gh Ltd 5. National Investment Bank Ltd 6. Prudential Bank Ltd 7. Republic Bank (Ghana) Plc 8. Access Bank Ltd 9. Mobile Money - All Networks (*887*50#)	1. GCB Bank Plc 2. Zenith Bank Ltd 3. Access Bank Ltd 4. Mobile Money - All Networks (*887*50#)	1. GCB Bank Plc 2. Zenith Bank Ghana Ltd 3. Consolidated Bank Gh Ltd 4. National Investment Bank Ltd 5. Republic Bank (Ghana) Plc 6. Access Bank Ltd 7. 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:

<b>Bank Name:</b>	GCB Bank Plc
<b>Branch Name:</b>	Kwame Nkrumah Circle
<b>Account Name:</b>	University of Education, Winneba
<b>Account Type:</b>	US Dollar Account
<b>Account Number:</b>	1271520005499
<b>Swift:</b>	GHCBHAC
<b>Sort Code:</b>	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 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 2022/2023 are:

- a) All fresh students shall be required to make full payment of **approved fees** at the beginning of the Academic Year (First Semester/Session) to register. To secure their admission, Fresh Students shall be required to pay a minimum of 30% of the prescribed fees by 24<sup>th</sup> December 2022 or any other date to be communicated by the University. Any remaining balance of fees shall be paid by 7<sup>th</sup> January 2023 or any other date to be communicated by the University.
- b) The differences between the **approved fees** and the **provisional fees** earlier communicated to fresh students, **shall duly be credited** to the online portal of each affected fresh student.
- c) Continuing Students shall be required to pay a minimum of 50% of the **approved fees** by 31<sup>st</sup> January, 2023 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**) for registration for each semester/session.
- d) Students must pay the required fees before the end of the registration deadlines announced.

- e) 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 session. Thereafter, no student shall be allowed to register. Any student who fails to register after this extended period, shall be deemed to have voluntarily withdrawn from the University (*Please see Regulation 1.5.1[iv] of the Undergraduate Students' Handbook of University of Education, Winneba, 2019*)
- f) Students who are admitted on **full-fee paying basis**, shall continue and complete their respective programmes of study as full-fee paying students. **Under no circumstance shall any student be allowed to change his/her fee-paying status once he/she accepts the admission and starts the programme as a full-fee paying student.**
- g) Students shall be required to obtain financial clearance to complete the registration (see Section 3 below for the financial clearance procedure).
- h) 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	1-6 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. Faculty/School/Institute Accountants can be found at the following locations:

Faculty	Location of Accountant/Officer-in-Charge
Faculty of Educational Studies	Educational Studies Block, First Floor, Room 219
Faculty of Foreign Languages Education	Accounts Office, Fac. of Foreign Languages Educ. Block
Faculty of 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 <sup>rd</sup> 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)	Coordinators 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.