



# NOTICE FROM FINANCIAL SERVICES

Please kindly check at the Cashier Counter situated in Building Heron 1 or call 085-443885 whether there is any outstanding fee(s) and/or charges in your account such as:

1. Cashier – Course fees, Late payment Penalty, Bank Charges etc.,
2. International Office - GHS insurance / Visa etc.,
3. Library - Library fine / Lost books (to check with library) etc.,
4. Student Service Department – Late Enrolment Fee, ID Card Replacement, etc.,
5. Housing Office - Villa / Village / Water / Lakeside Apartment excess utilities bills, University accommodation rental, defect / damage charges etc.

Please fully settle your fees outstanding on or before **29<sup>th</sup> June 2016** in order to avoid sanction. (Note : The said due date (i.e 29<sup>th</sup> June 2016) does not apply to the following students: (a) Who have been sanctioned prior to this notice (b) Who have received Reminder Notice and/or Final Reminder from us demanding for outstanding fees and etc. prior to this Notice.)

SANCTIONS will be applied to your student account when there are outstanding fees or charges. If you have a sanction on your account you will not be able to register for classes and re-enrolling, and access to academic and administrative services may be barred.

\* The sanction will also prevent access to results and academic transcripts, attendance to graduation ceremony and issuing of awards. If you are enrolled as an international student, your student visa may also be at risk.

\* Sanction will also be applied to **Loans & Scholarships holder** who has outstanding fees.