



## NOTICE FROM FINANCIAL SERVICES

Please check with the Cashier Counter situated at Building Heron 1 or call 085-630021/630022, to confirm 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. **Student Service Department** – Late Enrolment Fee, ID Card Replacement, etc.,
4. **Library** (pay directly at Library, contact number 085-443939, ext.2554) - Library fine / Lost books (to check with library) etc.,
5. **Housing Office** (pay directly at Housing Office, contact number 085-443939, ext.2579) - Villa / Village / Water / Lakeside Apartment excess utilities bills, University accommodation rental, defect / damage charges etc. (to check with housing)

*Alternatively you may check item no.1 to 3 from your e-student (My Finances).*

Please fully settle your fees outstanding on or before **22<sup>nd</sup> November 2018** in order to avoid sanction.

**SANCTION** 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.