

REFUND OF SCHOOL FEES FOR CANDIDATES NOT FOUND QUALIFIED FOR COURSES ADMITTED FOR AND REGISTRATION PROCEDURE

The University Management, at its meeting on Monday, November 10, 2008, considered **the request of refund of school fees made by some students of the University who had been disqualified and could not be cleared for courses which they were admitted to study.**

The Management Committee clarified that **out of the thirty-five thousand naira (₦35,000.00) school fees paid by freshers, only ten thousand naira (₦10,000.00) acceptance fee was considered non-refundable.**

The prescribed **procedure for the clearance of fresh students as emphasized earlier was also approved to be re-circulated** among fresh students of the University as follows:

- ⇒ Step I: Freshers will present their credentials at their respective Departments for clearance i.e. to confirm if they meet the requirements of the department while the officers at the departmental offices will instruct the students not to pay until they have been cleared.

- ⇒ Step II: Heads of Departments will thereafter sign the clearance forms of the successful students and make the following documents available to qualified students:
 - i. Departmental Clearance
 - ii. List of Courses offered in the Department
 - iii. Course Outline.

- ⇒ Step III: Freshers will then proceed to the Faculty Office for the Faculty Clearance after which they will be advised to pay the stipulated school fees.

The University Management has therefore approved the refund of school fees to candidate found not qualified while the non-refundable acceptance fee of N10,000 should be deducted from the fees paid by the affected candidate.

UNIVERSITY MANAGEMENT

