



FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

(Office of the Registrar)

PUBLIC NOTICE ON RESUMPTION FOR 2008/2009 ACADEMIC SESSION

All students are hereby informed that the 2008/2009 Academic Session will commence with the resumption of returning undergraduates (200-500 level students) on Monday, 13th October, 2008. All fresh students (100 Level and Direct Entry students) are expected to resume on Monday, 27th October, 2008.

Registration formalities commence immediately for all students on resumption.

REGISTRATION PROCEDURES

The procedure for registration for fresh students is as follows:

SCHEDULE OF FEES FOR FRESH STUDENTS

S/NO	NARRATION	FEES
		FRESH
1.	Tuition Fee	-
2.	FUTA General Access Scratch Card	1,500.00
3.	Deed of Undertaking (Fresh Students Only)	500.00
4.	Laboratory Charges	2,250.00
5.	Examination Administrative Charges	1,000.00
6.	Certificate Verification (Fresh Students Only)	2,000.00
7.	Caution Fee (Refundable) (Fresh Students Only)	500.00
8.	Identity Card (Fresh Students Only)	250.00
9.	Students Handbook (Revised Edition)	150.00
10.	Sports Services	500.00
11.	Medical Examination (Fresh Students Only)	1,500.00
12.	Endowment Fund	1,000.00
13.	Medical Services	1,000.00
14.	Matriculation Charges (Fresh Students Only)	500.00
15.	Library Charges	500.00
16.	University Calendar (Fresh Students Only)	1,500.00
17.	Industrial Training (400 Level Students Only)	-
18.	ICT Development	2,000.00
19.	School Dues	500.00
20.	Bed Space (Students with Accommodation only)	90.00
21.	Toiletries (Students with Accommodation only)	250.00
22.	Students Hostel Maintenance (Students with Accommodation only)	4,000.00
23.	Municipal Charges	1,000.00
24.	Tuition Fee (Foreign Students only)	\$1,500.00

SUMMARY

Fresh Students with Accommodation	-	₦22,490.00
Fresh Students Without Accommodation	-	₦18,150.00
Fresh foreign students with Accommodation	-	₦ 22,490.00 + \$1,500
Fresh foreign students without Accommodation	-	₦18,150.00 + \$1,500

5.0 REGISTRATION PROCEDURE FOR FRESH STUDENTS

5.1. Admission Status Procedure

The Admission List of candidates for the 2008/2009 Academic Session are being made available to candidates on the website. Access to the list will require all candidates to provide **scratch card access codes**. Consequently, all candidates who passed the **Pre-degree examination and passed the UME as well as UDS and Direct Entry** candidates should purchase a (**₦2,000:00**) **Scratch Card at the Internal Audit** in order to check their admission status on FUTA website (www.futa.edu.ng).

All UME candidates particularly those who obtained 50% and above in the University Screening exercise held on 24th July, 2008, the Pre-degree Science (PDS) students who scored 50% and above in their final examinations and at least 170 in the UME should check their admission status by visiting the University website with their existing scratch card access codes.

Candidates who do not have scratch card access codes could purchase each at **₦2,000.00** from the **Internal Audit** of the University

FUTA website can be accessed as follows:

- (i) Visit the FUTA website (www.futa.edu.ng) and
 - click 2008/2009 Undergraduate Admission Results
 - follow the instructions thereafter

Candidates who have been selected for admission should complete and print Notification of Admission Status. Thereafter, such candidates should proceed to paying the prescribed charges. The procedure is presented under item 5.2 below.

Acceptance Fee

All candidates on the UME Second Choice, Direct Entry and UDS lists are required to pay acceptance fee of ₦20,000.00 (Twenty Thousand Naira) only each on or before Friday, 24th October, 2008 failing which the offer would lapse.

5.2. Payment of Charges Procedure

All fresh students should make payment of fees IN FULL to any branch of the following Banks that is online (other than the branches on Campus) allocated to Schools as indicated below.

<u>SCHOOL</u>		<u>NAME OF BANK</u>	<u>ACCOUNT TITLE</u>	<u>ACCOUNT NO.</u>
School of Agriculture and Agricultural Technology (SAAT)	-	WEMA Bank Plc.	FUTA SCHL. FEES	501041664718
School of Environmental Technology (SET)	-	WEMA Bank Plc.	FUTA SCHL. FEES	501041664718
School of Earth and Mineral Sciences (SEMS)	-	WEMA Bank Plc	FUTA SCHL. FEES	501041664718

School of Engineering and
Engineering Technology (SEET) - First Bank of Nig. Plc. FUTA SCHOOL
FEES ACCOUNT 1082040000152

School of Sciences (SOS) - United Bank for Africa Plc. UBA Undergraduate 03830040000329
SCHL. FEES

After payment of prescribed fees to designated bank accounts, fresh students should present the Pay-In-Slips (Tellers) obtained from the Banks to Bursary officials and collect a FUTA General Access Scratch Card each.

Before presentation to Bursary officials, students should provide the information below on the Pay-in-Slip:

- i. Name of Student (Not name of the person paying in)
- ii. Department admitted to

Candidates are to ensure that approved fees are correctly paid.

5.3. **Registration Procedure**

All fresh students should register online for the 2008/2009 Academic Session. The FUTA General Access Scratch Cards will be used to access the Registration Forms and any other information for students throughout the session. Students are therefore advised to ensure the security of their Scratch Card Serial Numbers and Pin Codes. Adequate security has however been provided for the PIN code when entered on the internet. The procedure for registration online is as follows:

5.3.1 Visit the FUTA website (www.futa.edu.ng) and

- click on FUTA Portal
- click on Students Information

Then, follow the instructions on the page to fill the Students' Registration Forms which must be submitted on line and the printed copy taken to the Department for signature of the Registration Officer. The Forms are in the following categories:

- | | | | |
|-----|-------------|---|---|
| (a) | FORM SR. 01 | - | Clearance Certificate |
| (b) | FORM SR. 02 | - | Student Information Form |
| (c) | FORM SR. 03 | - | Course Registration Form |
| (d) | FORM SR. 04 | - | Student Entrance Medical Examination Form |
| (e) | FORM SR. 05 | - | Student Personal Data Form |
| (f) | FORM SR. 06 | - | Affidavit/Undertaking to Abstain From Secret Cult/Cultism |
| (g) | FORM SR. 07 | - | Student Counselling Registration Form for ALL students |
| (h) | FORM SR. 08 | - | Schedule of Charges Form |

All fresh students should ensure that they complete the Forms online. Thereafter, students should submit online and present the duly completed printed Forms in triplicate to Registration officials at designated centres in 5.5 below.

Students must keep their Scratch Cards, copies of their Pay-in-Slips for purchase of Scratch Cards and Notification of Payment Slips which will be presented to the Bursary officials for collection of University official receipts.

In addition, students should complete and print the Notification of Payment Slip from the University website and present the NOTIFICATION OF PAYMENT SLIPS. This will be

presented along with all other duly completed STUDENT REGISTRATION FORMS to the Bursary officials at the Registration Centres for the collection of receipts and endorsement of Forms. For further information, please see FUTA website.

5.4. Completion of Form SR. 03 – Course Registration Form

The list of courses for fresh (100L and 200L Direct Entry) students is available at FUTA website and the respective departmental offices.

5.5. Venues of Registration

On arrival in the University on Monday, 27th October, 2008, fresh students should proceed with all their documents for registration at the following venues:

<u>School</u>	<u>Centre</u>
School of Agriculture and Agricultural Technology	Small Lecture Theatre
School of Engineering and Engineering Technology	CCE Multipurpose Hall Rooms 1 & 2
School of Environmental Technology	Large Lecture Theatre
School of Earth and Mineral Sciences	CCE Multipurpose Hall Room 3
School of Sciences	ETF Lecture Theatre

Each Student should bring the following documents along for registration formalities:

- Original and photocopies of the following documents:
 - WAEC/NECO/GCE 'O'L Result(s)
 - Testimonial from the Secondary School last attended
 - Birth Certificates (NOT SWORN AFFIDAVIT)
- 25 copies of passport size photograph
- Letter of Attestation from a person of reputable standing in the society vouching for the candidate's good behaviour.

6. HALLS OF RESIDENCE

In view of limited number of municipal facilities available on campus, only students who are offered accommodation in the Halls of Residence should pay accommodation fee. **Fresh students are considered and allocated bed spaces on the basis of first come first served.** All fresh students who desire accommodation in the University Halls of Residence should apply to the Dean, Students' Affairs. No fresh student should pay for accommodation until he/she has been offered a bed space.

ANY STUDENT WHO PAYS FOR ACCOMMODATION WITHOUT APPROVAL SHALL NOT HAVE ANY REFUND.

7. MEDICAL EXAMINATION

Fresh students should present the duly completed Student Entrance Medical Examination Form (Form SR. 04) online and submit themselves for medical examination at the University Health Centre.

8. STUDENTS UNION DUES

Fresh and returning students should pay online, the Students' Union dues to the FUTA Students' Union Bank Account with the **United Bank for Africa Plc, Account No 03830640000200** and present the PAY-IN-SLIPS to the Students' Union officials at the Registration Venues.

F. O. Adetula
Senate Matters and Admissions Officer
for: Registrar