



**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, 13<sup>th</sup> October, 2008. All fresh students (100 Level and Direct Entry students) are expected to resume on Monday, 27<sup>th</sup> October, 2008.

Registration formalities commence immediately for all students on resumption.

**1. REGISTRATION PROCEDURES**

The procedure for registration for returning undergraduates is as follows:

**1.1 SCHEDULE OF FEES FOR RETURNING STUDENTS**

S/NO	NARRATION	FEES
		RETURNING
1.	Tuition Fee	-
2.	FUTA General Access Scratch Card	1,500.00
3.	Deed of Undertaking (Fresh Students Only)	-
4.	Laboratory Charges	2,250.00
5.	Examination Administrative Charges	1,000.00
6.	Certificate Verification (Fresh Students Only)	
7.	Caution Fee (Refundable) (Fresh Students Only)	-
8.	Identity Card (Fresh Students Only)	-
9.	Students Handbook (Revised Edition)	-
10.	Sports Services	500.00
11.	Medical Examination (Fresh Students Only)	-
12.	Endowment Fund	1,000.00
13.	Medical Services	1,000.00
14.	Matriculation Charges (Fresh Students Only)	-
15.	Library Charges	500.00
16.	University Calendar (Fresh Students Only)	-
17.	Industrial Training (400 Level Students Only)	750.00
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**

Returning Students With Accommodation (excluding 400L students)	-	₦15,590.00
Returning Students Without Accommodation (excluding 400L students)	-	₦11,250.00
Returning Students With Accommodation (400L students only)	-	₦16,340.00
Returning Students Without Accommodation (400L students only)	-	₦12,000.00
Returning foreign students with Accommodation (excluding 400L students)	-	₦15,590.00 + \$1,500
Returning foreign students without Accommodation (excluding 400L students)	-	₦11,250.00 + \$1,500
Returning foreign students with Accommodation (400L students only)	-	₦16,340.00 + \$1,500
Returning foreign students without Accommodation (400L students only)	-	₦12,000.00 + \$1,500

**Schedule of Charges**

All returning students should pay the prescribed charges for registration. The schedule of the charges is as follows:

(a) **University Charges**

(i) **General Charges**

This is as per the fee schedule under item 1.1. above.

(b) **Field Trips**

Returning students shall pay tentatively, the following charges peculiar to different academic programmes. The fee shall be subject to upward review if necessary, based on economic realities at the time of embarking on the trips.

**SCHOOL OF AGRIC AND AGRICULTURAL TECHNOLOGY (SAAT)**

	<b>FWL</b>	<b>FWT</b>
	<i>Returning (RTN)</i>	<i>Returning (RTN)</i>
Field Trips per Level: 200	2,000	2,500
300	2,000	2,500
400	-	-
500	1,000	2,500

**SCHOOL OF ENGINEERING AND ENGINEERING TECHNOLOGY (SEET)**

	<b>AGE</b>	<b>EEE</b>	<b>MEE</b>	<b>MME</b>	<b>MNE</b>
	RTN	RTN	RTN	RTN	RTN
Field Trips per Level: 200	2,000	2,000	2,000	3,000	3,000
300	2,000	2,000	2,000	3,000	3,000
400	-	-	-	-	-
500	2,000	2,000	2,000	3,000	3,000

### SCHOOL OF ENVIRONMENTAL TECHNOLOGY (SET)

		ARC	IDD
		RTN	RTN
Field Trips per Level:	200	-	-
	300	2,000	-
	400	-	2,000
	500	-	2,000

### SCHOOL OF EARTH AND MINERAL SCIENCES (SEMS)

		AGY	AGP	MET
		RTN	RTN	RTN
Field Trips per Level:	200	6,000	3,000	3,000
	300	6,000	3,000	3,000
	400	-	-	-
	500	6,000	3,000	3,000

### SCHOOL OF SCIENCES (SOS)

		BIO
		RTN
Field Trips per Level:	200	2,000
	300	2,000
	400	-
	500	2,000

Each student should complete and tick (✓) the fees paid on FORM SR.08 obtainable on the University website. Access to forms on the University website shall be through FUTA General Access Scratch Card obtainable from the Internal Audit on FULL payment of fees.

#### 1.2 Students' Union Dues

All Returning Students shall pay the prescribed Students' Union Dues below to the coffers of the Union:

Fresh Student	-	₦200.00
Returning Student	-	₦100.00

#### 1.3. Registration Forms

All returning students should visit FUTA website ([www.futa.edu.ng](http://www.futa.edu.ng)) for the filling and printing of Student's Registration Forms. To proceed,

- click FUTA Portal
- click Students Information
- follow the instructions thereafter.

The Forms are:

- (a) FORM SR. 07 - Counseling Registration Form
- (b) FORM SR. 08 - Schedule of Fees Form

**Access to forms on the University website shall require that students supply the serial numbers on their General Access Scratch Card in addition to the PIN codes on FUTA General Access Scratch Cards.**

Thereafter, students should duly complete the printed Forms and present them in triplicate to the Registration Officers as appropriate.

#### 1.4. **Processing of Registration Forms on Campus**

Returning students should take duly completed Registration Forms to the designated Departmental Registration Officers for signature. The Departmental Registration Officers will be available at the venues indicated below:

<b><u>School</u></b>		<b><u>Venue</u></b>
SAAT	-	SAAT Conference room
SEET	-	SEET Conference room
SET	-	SET Conference room
SEMS	-	SEMS Conference room
SOS	-	SOS Conference room

- (b) Signing of Registration Forms will take place from 8.00 a.m. to 4.00 p.m. each day from Monday to Friday.
- (c) Registration Forms duly completed should be submitted to the School Officer on or before Friday, 24<sup>th</sup> October, 2008.
- (d) Late registration will attract a fine of ₦2,500.00 after the first two weeks of registration. Late registration will commence from Monday, 27<sup>th</sup> October, 2008.
- (e) No Registration Forms will be accepted in the School Office after the 7<sup>th</sup> November, 2008.

#### 1.5. **Registration Regulations**

- (i) Registration for a course shall normally be within the first two weeks of resumption.
- (ii) Late Registration shall only be allowed after payment of the late registration fee and shall come up within the following two weeks after the normal registration period.
- (iii) Any student who fails to register up to the end of the late registration period (i.e. 7<sup>th</sup> November, 2008) shall be deemed to have unilaterally withdrawn from the University for the Semester.
- (iv) Registration for a course shall automatically mean registration for the course and its examination. No formal registration for examination shall be carried out.
- (v) A student may drop a course or add a new one provided he completes the prescribed form and does so within six (6) weeks of the commencement of lectures in the course and obtains the approval of his/her Head of Department.
- (vi) The maximum total load unit to be carried by a student is 24 per semester and the minimum is 15. If it is established that a student illegally registered for more than the maximum number of units, the best course that makes the excess units shall be cancelled.

- (vii) Where a student has lower level course outstanding, such a lower level course should be registered for at the next available opportunity before registering the higher level courses. Failure to conform will result in the cancellation of the best higher level courses equivalent to the number of outstanding lower courses.
- (viii) Every student shall register in person and cases of impersonation will be severely punished. Submission of course registration forms on behalf of any other student shall be treated as impersonation and shall be severely punished.
- (ix) Students who fail to register during the first two weeks of the semester earmarked for normal registration shall pay a sum of ₦2,500.00 as late registration fee during the third and fourth week of the semester. No registration shall be allowed after the fourth week of the semester.
- (x) Students shall not be allowed to use photocopies of forms and passport size photographs for registration and if used, such forms shall not be accepted.
- (xi) Each Department should open a Register to control submission of registration forms. Unofficial Forms (those that were not printed from the University website) submitted by students shall not be accepted for processing.

## 2. HALLS OF RESIDENCE

In view of a limited number of municipal facilities available on campus, only students who are offered accommodation in the Halls of Residence should pay accommodation fee.

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

## 3. PAYMENT OF FEES TO THE BANKS

### 3.1 University Charges

The payment of fees IN FULL should be made 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 SCHL. FEES	03830040000329

**Students should obtain Pay-In-Slips (Tellers) from the Banks and after payment, collect a FUTA General Access Scratch Card and receipt on presentation of the Pay-In-Slip to Bursary officials.**

**Each student should complete and tick (✓) the charges paid on FORM SR. 08 obtainable on the University website as indicated in 1.3.**

Students should provide the information below on their Pay-in-Slip:

- i. Name of Student (Not name of the person paying in)

ii. Matric. No. of Student/Department admitted to

Approved fee must be paid by students.

Students must make **FULL** payment (No part-payment is allowed). For the purpose of clarity, the summary of charges for 200L – 500L students are presented in the table below:

Summary of Charges for 200 – 500L Returning Students for 2008/2009 Academic Session

<b>SCH/DEPT</b>	<b>200L ₦</b>	<b>300L ₦</b>	<b>400L ₦</b>	<b>500L ₦</b>
<b><u>SAAT</u></b>				
AEE	11,250.00	11,250.00	12,000.00	11,250.00
APH	11,250.00	11,250.00	12,000.00	11,250.00
CSP	11,250.00	11,250.00	12,000.00	11,250.00
EWM	13,250.00	13,250.00	12,000.00	12,250.00
FAT	13,250.00	13,250.00	12,000.00	12,250.00
FST	11,250.00	11,250.00	12,000.00	11,250.00
FWT	13,750.00	13,750.00	12,000.00	13,750.00
<b><u>SEET</u></b>				
AGE	13,250.00	13,250.00	12,000.00	13,250.00
CVE	11,250.00	11,250.00	12,000.00	11,250.00
EEE	13,250.00	13,250.00	12,000.00	13,250.00
MEE	13,250.00	13,250.00	12,000.00	13,250.00
MME	14,250.00	14,250.00	12,000.00	14,250.00
MNE	14,250.00	14,250.00	12,000.00	14,250.00
<b><u>SEMS</u></b>				
AGY	17,250.00	17,250.00	12,000.00	17,250.00
AGP	14,250.00	14,250.00	12,000.00	14,250.00
MET	14,250.00	14,250.00	12,000.00	14,250.00
<b><u>SET</u></b>				
ARC	11,250.00	13,250.00	12,000.00	11,250.00
ESM	11,250.00	11,250.00	12,000.00	11,250.00
IDD	11,250.00	11,250.00	14,000.00	13,250.00
QSV	11,250.00	11,250.00	12,000.00	11,250.00
URP	11,250.00	11,250.00	12,000.00	11,250.00
<b><u>SOS</u></b>				
BCH	11,250.00	11,250.00	12,000.00	11,250.00
BIO	13,250.00	13,250.00	12,000.00	13,250.00
CHE	11,250.00	11,250.00	12,000.00	11,250.00
CSC	11,250.00	11,250.00	12,000.00	11,250.00
MTS	11,250.00	11,250.00	12,000.00	11,250.00
MCB	11,250.00	11,250.00	12,000.00	11,250.00
PHY	11,250.00	11,250.00	12,000.00	11,250.00
PMT	11,250.00	-	-	-
TMT	11,250.00	-	-	-
<b>FOREIGN STUDENTS</b>	All foreign students should pay \$1,500.00 in addition to the above stated charges.			
<b>ACCOMMODATION</b> (Payable separately by students offered bed spaces)	4,340.00	4,340.00	4,340.00	4,340.00

4. **Students' Union Dues**

Fresh and returning students should pay the Students' Union dues to FUTA Students' Union Account No. 03830640000200 at any branch of the United Bank for Africa Plc. that is online and present the PAY-IN-SLIPS to the Students' Union officials at the Registration Venues on arrival on campus.

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