



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

(Office of the Registrar)

PUBLIC NOTICE ON RESUMPTION FOR 2011/2012 ACADEMIC SESSION

All students are hereby informed that the 2011/2012 Academic Session will commence with the arrival/commencement of registration for 100 level and 200 level Direct Entry students on Monday, 17th October, 2011. All returning undergraduates (200-500 level students) are expected to resume on Monday, 24th October, 2011.

Registration formalities commence immediately for all students on resumption.

1. REGISTRATION PROCEDURES

The procedure for registration is in two categories for returning undergraduates and fresh students as follows:

1.1 Registration Procedure For Returning Students

SCHEDULE OF CHARGES FOR 2011/2012 ACADEMIC SESSION

S/N	ITEM	FRESH STUDENTS	RETURNING STUDENTS	
		2011/2012	2011/2012	2011/2012
		100 Level	400 Level	200, 300 and 500 Levels
1.	Tuition Fee	-	-	-
	OTHER CHARGES			
2.	Online Registration (First and Second Semesters)	1,000.00	1,000.00	1,000.00
3.	Deed of Undertaking	500.00	-	-
4.	Laboratory Charges	2,250.00	2,250.00	2,250.00
5a	Examination Charges	1,000.00	1,000.00	1,000.00
5b	Electronic Charges	1,000.00	-	-
6.	Certificate Verification	2,000.00	-	-
7.	Caution Fee (Refundable)	2,500.00	-	-
8.	Identity Card	500.00	500.00	500.00
9.	Students Handbook (Revised Edition)	500.00	-	-
10.	Sports Services	750.00	750.00	750.00
11.	Medical Examination	1,500.00	-	-
12.	Endowment Fund	1,000.00	1,000.00	1,000.00
13.	Medical (TISHIP)	1,600.00	1,600.00	1,600.00
14.	Matriculation Charges	1,000.00	-	-
15.	Library Charges	500.00	500.00	500.00
16.	University Calendar	1,500.00	1,500.00	1,500.00
17.	Industrial Training (400 Level Students Only)	-	750.00	-
18.	ICT Development	2,000.00	2,000.00	2,000.00
19.	School Dues	500.00	500.00	500.00
20.	Municipal Charges	1,000.00	1,000.00	1,000.00
21.	Students Welfare Insurance Scheme	400.00	400.00	400.00
22.	Students Union Fee	400.00	200.00	200.00
	Total	23,400.00	13,450.00	12,700.00

S/N	ITEM	OLD HOSTEL	NEW HOSTEL
		2011/2012	2011/2012
1.	Bed Space	90.00	90.00
2.	Students Hostel Maintenance	8,000.00	18,000.00
	Total	8,090.00	18,090.00

1.2 Summary

Fresh Students with New Hostel	-	₦41,490.00
Fresh Students without Accommodation	-	₦23,400.00
Fresh Students With Old Hostel	-	₦31,490.00
Returning Students With Old Hostel (400L)	-	₦21,540.00
Returning Students Without Accommodation (400L)	-	₦13,450.00
Returning Students Without Accommodation (200L, 300L, & 500L)	-	₦12,700.00
Returning Students With Old Hostel (200L, 300L, & 500L)	-	₦20,790.00
Returning Students With New Hostel (400L)	-	₦31,540.00
Returning Students With New Hostel (200L, 300L, & 500L)	-	₦30,790.00
Fresh foreign students with New Hostel	-	₦41,490.00 + \$1,500
Fresh foreign students without Accommodation	-	₦23,400.00 + \$1,500
Fresh foreign students with Old Hostel	-	₦31,490.00 + \$1,500
Returning foreign students with Old Hostel (400L)	-	₦21,540.00 + \$1,500
Returning foreign students without Accommodation (400L)	-	₦13,450.00 + \$1,500
Returning foreign students with Old Hostel (200L, 300L, & 500L)	-	₦20,790.00 + \$1,500
Returning foreign students without Accommodation (200L, 300L, & 500L)	-	₦12,700.00 + \$1,500
Returning foreign students with New Hostel (400L)	-	₦31,540.00 + \$1,500
Returning foreign students with New Hostel (200L, 300L, & 500L)	-	₦30,790.00 + \$1,500

1.3 Payment of Fees to the Banks

University Charges

The payment of fees IN FULL should be made to FUTA Undergraduate School Fees Account in any Bank on E-transact platform.

Students should obtain payment Receipt from the Bank(s) after payment, and proceed to FUTA website and follow procedure as contained in 1.2

2.0 Registration Procedures for All fresh and returning students

1. Visit FUTA website – www.futa.edu.ng
2. Click on undergraduate Portal link
3. You will be taken to the payment verification page
4. On the payment verification page, supply your registration number (fresh student) and matric. number (returning student)
5. Then supply confirmation code and select school fees
6. If verification is successful, you will be re-directed to the login page;
7. Click on the create account link (for fresh students) and supply your user name password (for returning students).
8. After logging in then:
 - (a) i. click and complete student data form under the “form section” for fresh students
 - ii. update, if necessary for returning students. After completion, submit and print 4 copies for further processing.
 - iii. fresh students are to also download affidavit and medical form under the “download section”
 - iv. fresh and returning students are to print school fees payment receipt under the “Report Section”
- (b) click and fill Course Form under the “form section” for both fresh and returning students. After completion, submit and print four (4) copies.

3.0 Processing of Registration Forms on Campus

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

- (a) Fresh and Returning students should take duly completed Registration Forms to the designated Departmental Registration Officers for signature. The Departmental Registration Officers will be available in the various Departments.
- (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, 28th October, 2011.
- (d) Late registration will attract a fine of ₦2, 500.00 after the first two weeks of registration. Late registration will commence from Monday 31st October, 2011.
- (e) No Registration Forms will be accepted in the School Office after the 14th November, 2011.

4.0 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. 11th November, 2011) 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.

5.0 Halls of Residence

In view of the 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.

6.0 Registration venues for Fresh Students

On arrival in the University on Monday, 17th October, 2011, fresh students should proceed with all their documents for registration at the following venues:

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

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

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

7.0 Registration venues for Returning Students

On arrival at the University on Monday 24th October, 2011, returning students should proceed with all their documents for registration with Registration Officers in their various Departments.

8.0 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.

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