



Ref: N003/5555/FD/08/2026

28th August 2026

NOTICE TO ALL STUDENTS

2026/2027 FEE PAYMENT GUIDE

The Finance Directorate brings to the attention of all students at UniMAC that, all fees paid by students are required to be made using any of the approved payment options outlined below as follows:

1. Payment of 50% Fees Before Registration: Students must pay 50% of their fees before registration.

To calculate the amount payable:

$$50\% \text{ of Fees} = 0.5 \times \text{Total Fees}$$

Example:

If your total fees are **GH¢3,149.00:**

$$0.50 \times \text{GH¢3,149.00} = \text{GH¢1,574.50}$$

Therefore, the amount required before registration is **GH¢1,574.50.**

2. Approved Fee Payment Options

Option 1: Bank Payment

Students who wish to pay at a bank should inform the bank officer that they are making a **UniMAC fee payment**. A payment form will be provided for completion.

Important Things to Note:

- ✓ Clearly indicate your **STUDENT ID** on the payment form.
- ✓ At the point of payment, remind the Cashier you are paying **UniMAC fees**.
- ✓ **Do not use your name for any payment but your ID.**



Designated Banks and Services are Fidelity Bank and Zenith Bank

Student Category / Service	Bank
a. Undergraduate Students	Fidelity Bank
b. Postgraduate Students	Zenith Bank
c. International Students	Fidelity Bank
d. Other Services	Fidelity Bank

What to Do if your Bank Payment Does Not Reflect on your Student Portal

If a payment made through the approved bank payment option does not reflect on your student portal, please send a **copy of your payment receipt via WhatsApp to 0543156401** for appropriate remedial action.

Option 2: Mobile Money (MoMo) Payment

Students can pay their fees using Mobile Money Services through Ropay.

Payment Procedure

1. Visit app.ropaygh.com.
2. Select UniMAC.
3. Select the service you are paying for.
4. Follow the on-screen instructions to complete the payment.

Important Things to Note:

- Any **network charges** associated with MoMo payments are to be borne by the student.
- Always retain your payment confirmation message.

What to Do if your MoMo Payment Does Not Reflect on your Student Portal:

Send the following details via WhatsApp to 0543156401:

- ✓ Payment confirmation message
- ✓ MoMo number used for the payment
- ✓ Name on the MoMo account

Note: International Students are not to use this option for fees payment.



3. General Payment Instructions

All students must observe the following instructions when making payments:

- Always use your **STUDENT ID** when making a payment.
- Clearly indicate to the Cashier that you are making a **UniMAC Fee Payment**.
- **ALWAYS** quote your **STUDENT ID** and not your name for all payments.
- **DO NOT** write the University's bank account number on the deposit slip.
- **DO NOT** transfer funds directly from your personal bank account into the University's account.
- **DO NOT** deposit money directly into the University's bank account outside the approved payment process.
- **DO NOT** pay school fees to SRC/GRASAG, or vice versa.

4. Important Payment Checks

Students should carefully check their payment information after making a payment.

☉ Check Your Receipt

Ensure that the **description on your receipt accurately reflects the service you paid for**. If you notice any discrepancy, return to the cashier immediately and request that the information be corrected.

☉ Verify Your Student Portal

After making fees payment, students must confirm that the payment has been successfully posted to their student portal.

To verify your payment:

- a. Log in to your student portal.
- b. Click the **blue icon on the left-hand side**.
- c. Select **Payments**.
- d. Confirm that your payment has been posted correctly.



5. Scholarship Students

UniMAC Students on scholarship will be allowed to register **without payment of fees only after confirmation of their sponsorship and their Student Status.**

Students should therefore ensure that their sponsorship has been formally confirmed before attempting to register without making the required payment.

6. Additional Information

❖ SRC Dues

Students who have paid **SRC dues by cash deposit or bank transfer** but are unable to register should contact the **SRC Office directly** for assistance.

❖ Deferred Students Returning to School

Deferred students returning to school should submit their Deferral Letter and Resumption Letter to the Finance Office or send them through the designated WhatsApp contact.

7. Change of Programme or Session

Students who have changed their **programme or session** should contact the **Finance Office**. The Finance Office will make the necessary financial corrections to the student's portal.

Students are advised to resolve such changes as soon as possible.

8. Payment Not Reflected on Student Portal

If your payment does not reflect on your student portal after more than 45 minutes, after using an approved payment method, please contact the Finance Office through WhatsApp.

When contacting the Finance Office, provide the relevant payment receipt or confirmation details to facilitate prompt investigation and resolution.



9. SRC and GRASAG Dues Payment

SRC and GRASAG dues is One Hundred Ghana Cedis (GHS 100.00) and must be paid before registration at the beginning of the First Semester.

SRC collection bank is Fidelity Bank, and the GRASAG collection bank is Zenith Bank.

Remember to use your ID for all payments. Tell the Cashier at the Bank you are paying UniMAC SRC or GRASAG Dues.

10. Contact Information

For further enquiries or assistance with fee payments, please call or send a WhatsApp message to:

Finance Office

Tel./WhatsApp: 0543156401

© Important Reminder!

Before completing your payment, **always confirm that you are using an approved payment channel and that your STUDENT ID is correctly quoted.**

After payment, **keep your receipt or payment confirmation and verify your student portal** to ensure that the payment has been successfully posted.

Please read and follow the instructions carefully to ensure payments are processed correctly and reflected on the student portal.

Thank you.

Mr. Mathias Y. Dugu
Ag. Director of Finance