

# RE-RUN PROGRAMME 2013/2014 ACADEMIC SESSION

## STUDENT REGISTRATION AND PAYMENT PROCEDURES

### A. PAYMENT PROCEDURE

- Step 1:** Student(s) should check current results online.
- Step 2:** Ascertain the number of course credits that can be registered for at your department before payment as **no request for refund of fees after payment will be entertained.**
- Step 3:** Log-on to the university website, [www.acu.edu.ng](http://www.acu.edu.ng), click on **'Student Portal'**. Thereafter enter your log-in details and then click on **'Log me in'**.
- Step 4:** After you have been logged in, click on **'My Fees'** to take you to the **'Fee Payment Portal'**.
- Step 5:** On the **'Fee Payment Portal'** page, locate and click on **'Optional Fees'** at the top left hand side of the page.
- Step 6:** On this page, locate **'Optional Fees and Levies'** where you can select payment. Select **'Registration Fee'** for the ₦2,500.00 Application Fee
- Step 7:** Select **'Programme Fee'** for number of credit units.
- Step 8:** At this point choose the payment option you want.
- Option 1:** Click on **'Pay at any Bank'** to generate and print reference number that you will take to any bank and pay under the 'PAY DIRECT' platform.

OR

- Option 2:** Click on **'Pay with ATM Card'** and then follow the procedure sequentially.
- Step 9:** Come to the Bursary Unit with the payment document to collect your official receipt.

#### Note that:

- Re-Run Registration Fee is **₦2,500**.
- The Re-Run Fee for each Course Credits range is as follows:

Credit Unit	Amount ₦
0-3	50,000.00
4-6	60,000.00
7-12	90,000.00
13-15	120,000.00
16-18	150,000.00
19-24	180,000.00

**Note:** Any student requesting concessionary payment should get to the Bursary Unit before making payment.

## B. REGISTRATION PROCEDURE

- Step 1:** Go to [www.acu.edu.ng](http://www.acu.edu.ng) select '**Portal**' and click on the '**Student Portal**' link.
- Step 2:** On the displayed page, click on the '**2014 Re-Run Programme**' link
- Step 3:** Supply your Matric Number (for Undergraduate students) or 'SP' Registration Number (for Foundation Year Programme Students) as your username and password and click '**Log me in**'.
- Step 4:** Click the '**Course Registration**' button.
- Step 5:** From the page that loads, select the 'outstanding courses' you want to register for and click the '**Save**' button. Please note that only courses you have as outstanding will be displayed on this page;
- Step 6:** Once satisfied with the selection of outstanding courses you have made and saved, click on the '**Finalize**' button, the online Course will then be displayed; and
- Step 7:** Please ensure you make copies and submit to the appropriate offices as stated on the Course Form:
- cc:** Dean of Faculty  
Head of Department  
Programme Office  
Academic Office  
The last copy to be retained by student