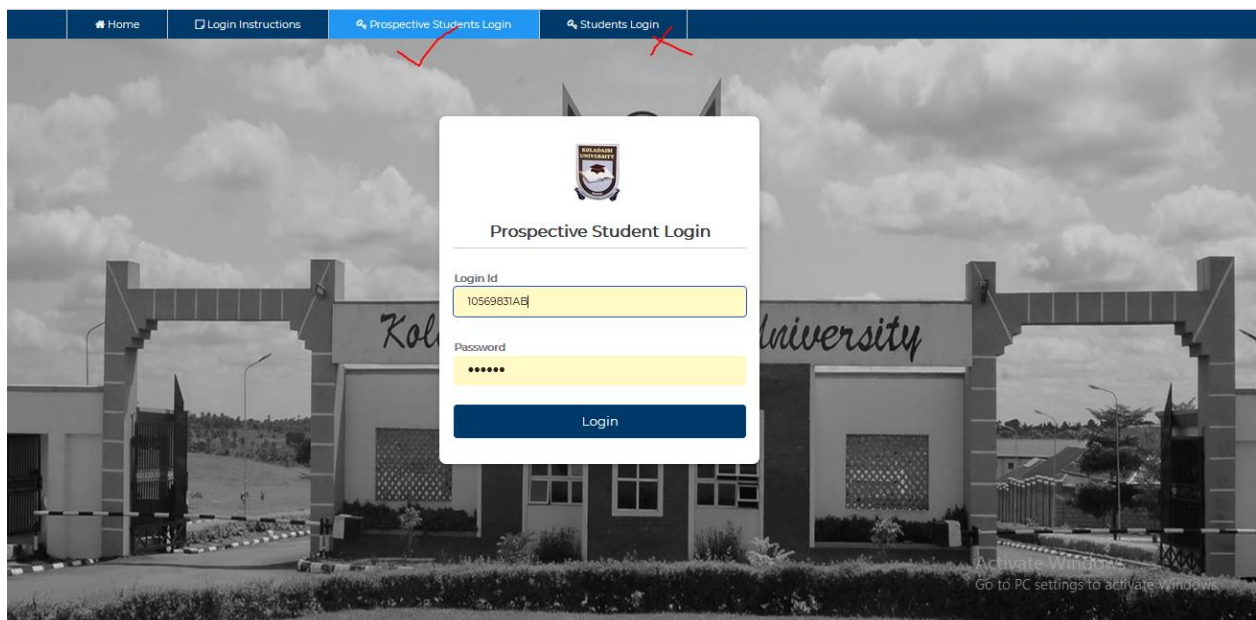


KOLADAISI UNIVERSITY STUDENT PORTAL PAYMENT USERGUIDE

Please Note: For a better User Experience you are advised to use a Desktop /Laptop Computer.

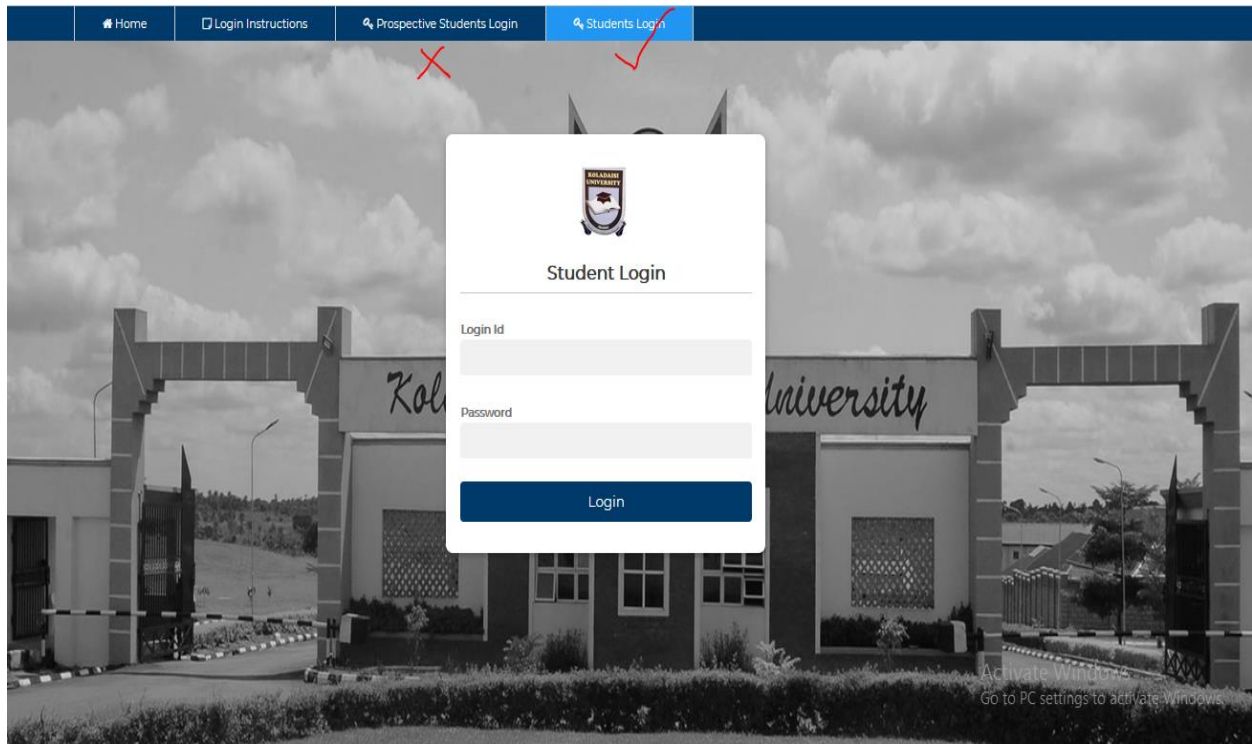
Login Instructions:

1. FRESH STUDENTS - (PROSPECTIVE PORTAL)



- ✓ Log-Into your portal (Prospective Portal) Using your **UTME Number** as **Username** and your **SURNAME** as **Password** (Lower Case)
- ✓ Fill your Application form , Upload your passport photograph and submit all the required documents.
- ✓ Once your Admission is granted, Proceed to pay your **Acceptance Fee** .
- ✓ The payment of your Acceptance Fee automatically gives you access to the Student portal where you pay your fees.

1.1 FRESHER AND RETURNING STUDENTS - (STUDENT PORTAL)



- ✓ Proceed to <https://koladaiuniversity.edu.ng> Click On >>Student >> "Undergraduate Portal" .
- ✓ Login with the following details

Fresher's:

- **Username:** The Email address you registered with
- **Password:** Your UTME Number

Returning Student:

- **Username:** Matriculation Number
- **Password:** Your Password (Use your Surname at first login)

1.2. STUDENT PROFILE

KOLADAISI EDU PORTAL Hello BURSARY Test [Logout](#)

- Previous Course List
- Request Credit Unit
- Viewed & Print Registered Courses
- Tuition Fee Payment
- Fees Payment
- Apply For Transcript
- Check Result
- Hall
- Payment History
- Enquiries / Feedback
- Update Profile
- Exam Permit
- Logout

STUDENT DETAILS	
Name	Test BURSARY Real ✓
Matric Number	KDU/FAPS/19/0001 ✓
Current Session	2021 / 2022
Current Level	300 Level ✓
Degree Programme	MICROBIOLOGY ✓
Department	BIOLOGICAL SCIENCES
Faculty	Faculty Of Applied Sciences

LEVEL ADVISER	
Level Adviser	Dr. Ajobare Adefemi
Email	mrjiffemi@yahoo.com
Phone No	08034804486

(IMPORTANT TO NOTE)

- ✓ Ensure your *Name(s)* are correct.
- ✓ Ensure the *Degree Program* in your profile tallies with your admission letter.
- ✓ Ensure Your *Current Level* is correct as a returning student, and for Fresh student Direct Entry.

2. PAYMENT PROCEDURE

ATM CARDS ONLY!!! : Do not use any other options as your payment details may not be captured.

Click on "**Fees Payment Page**" link on you left side menu;

KOLADAISI EDU PORTAL

Logout

QUICK LINKS

- My Profile
- Register Course
- Drop Course
- Request Credit Unit
- Viewed & Print Registered Courses
- Tuition Fee Payment
- Fees Payment**
- Apply For Transcript
- Check Result
- Hall
- Payment History
- Enquiry/Feedback

PAYMENT FEES PAGE

SELECT PAYMENT AND CHECKOUT

Customer Name: *[Handwritten Name]*

Pay Previous Session Outstanding Balance +
Pay your debt now, as it may nullify your examination permits
Add to Cart **₹7,500**

First Installment +
Get Complete Access to Course Registration, First & Second Semester Examination Permit, Hostel Room and Results
Add to Cart **₹282,250**

Second Installment +
First & Second Semester Examination Permits Only
Add to Cart **₹282,250**

Cart Payment Summary

Subtotal	
You have no Items in the Cart	
Pay Total	₹ 0.00

Pay Now

Update Payment

Activate Windows
Go to Settings to activate Windows

- ✓ You are to pay your tuition fee either in 2 Installments ; One after the other or
 - ✓ You pay the first installment now, and pay the Second Installment latest at the beginning of Second Semester,
PLEASE NOTE : (Defaulters will not be able to generate examination permit from their portal)
- * Pay Previous Session Outstanding Balance :**
Click "**Add to Cart** " to pay up your Outstanding balance before making payment for the New Session.

*** Credit Balance:**

- ✓ Where you have a Credit Balance, Your balance will appear on Cart Payment Summary and automatically applies when you add "First Installment to your cart.
- ✓ You are to pay the net balance as shown on the payment modal.

The screenshot displays a payment interface. On the left, there are three items in a cart:

- Pay Previous Session Outstanding Balance** (with a plus sign): Description: "Pay your debt now, as it may nullify your examination permits". Button: "Add to Cart".
- First Installment** (with a plus sign): Description: "Get Complete Access to Course Registration, First & Second Semester Examination Permit, Hostel Room and Results". Status: "Added". Price: "₦304,250".
- Second Installment** (with a plus sign): Description: "First & Second Semester Examination Permits Only". Status: "Added". Price: "₦304,250".

On the right, the **Cart Payment Summary** is shown:

- Subtotal**: ₦ -28,000 (This value is circled in red, and a red arrow points to it from the right).
- Pay Total**: ₦ 0
- Buttons: "Pay Now" and "Update Payment".

At the bottom right, there is a watermark: "Activate Windows Go to PC settings to activate Windows".

- ✓ You can only add one payment into your cart at a time due to the maximum limit of 500,000.00 on a single payment window.

PLEASE NOTE: THE SUM OF YOUR FIRST AND SECOND INSTALLMENT MUST BE EQUAL TO YOUR TOTAL BILL FOR 2021/2022 SESSION.

- ✓ *After successful transaction, print out the electronic receipt sent to your email and submit at the University Bursary Department for Official receipt.*

For enquiry on fees payment,

Please contact: bursary@koladaisiuniversity.edu.ng

Bursary Helpline: 08101895572, 09129007801

PAYMENT CARD SECURITY

Please note that the portal payment features is secured by Flutterwave hence your Card details are not saved/stored in the portal

RETURNING STUDENTS BILL FOR 2021/2022 SESSION

A. FACULTY OF APPLIED SCIENCE (MASS COMMUNICATION INCLUSIVE)

LEVELS	TOTAL BILL	FIRST INSTALLMENT	SECOND INSTALLMENT
200	₱574,500	₱287,250	₱287,250
300	₱579,500	₱289,750	₱289,750
400	₱649,500	₱324,750	₱324,750
400 (Mass Com)	₱623,500	₱311,750	₱311,750

B. FACULTY OF MANAGEMENT SCIENCES

LEVELS	TOTAL BILL	FIRST INSTALLMENT	SECOND INSTALLMENT
200	₱ 559,500	₱279,750	₱279,750
300	₱564,500	₱282,250	₱282,250
400	₱608,500	₱304,250	₱304,250

C. FACULTY OF ARTS

LEVELS	TOTAL BILL	FIRST INSTALLMENT	SECOND INSTALLMENT
200	₱527,500	₱263,750	₱263,750
300	₱532,500	₱266,250	₱266,250
400	₱576,500	₱288,250	₱288,250

D. FACULTY OF LAW

LEVEL	TOTAL BILL	FIRST INSTALLMENT	SECOND INSTALLMENT
200	₱940,000	₱470,000	₱470,000
300	₱945,000	₱472,500	₱472,500
400	-----	-----	-----