



**KWAME NKRUMAH UNIVERSITY
OFFICE OF THE REGISTRAR
MEMORANDUM**

FROM : REGISTRAR

TO : ALL STUDENTS

DATE : 17th January, 2025

SUBJECT : PAYMENT OF 2025 STUDENT ANNUAL LEVY BY THE UNIVERSITY

Reference is made to the above captioned.

This serves to inform you that the University will be remitting the 2025 Annual Student Levy to the Higher Education Authority (HEA) as per the requirements outlined per HEA Act No. 4 of 2013 which stipulates that:

"A higher education institution shall in each year, not later than the date prescribed by the minister, pay to the Authority such annual levy as may be prescribed."

In compliance with the HEA Act No. 4 of 2013 and directive for all Higher Learning Institutions to pay the Student Annual Levy, the University will be paying the levy for all registered students both local and foreign.

Therefore, you are required to ensure you are registered by **Friday, 31st January 2025** to be included in the University's student database and the levy will be paid on your behalf. Please note that after successful registration, local students will be required to pay a fee of K75.00 and foreign students K100.00 to cover the cost of the annual levy.

I wish to further indicate that starting 2025/2026 Academic Year, individual students shall be billed for the student annual levy fee which stands at k75.00 and K100.00 for both local and foreign students respectively.

If you have any questions or require assistance with registration, please contact the Academic Office, Admissions on 0777291088 or email admissionsoffice2019@gmail.com.

You are guided accordingly.


Chilombe Polity

Cc: Vice-Chancellor
Cc: Deputy Vice-Chancellor
Cc: Chief: Financial Officer; Librarian; Internal Auditor
Cc: Deans and Directors
Cc: IT Manager
Cc: Deputy Registrar Academic
Cc: Guild President

