

IMPORTANT NOTICE

UPSA HOSTEL PROCEDURE FOR BOOKING A BED

Notice is hereby given that 2018/2019 academic year students, interested in applying to reside in the UPSA Hostel are to take note of the following;

I.0 OPENING OF THE HOSTEL SYSTEM FOR BOOKINGS

- **Fresh students** could access the Hostel Online Management System for bookings from 20th August 2018 **only after they have registered as students with the University.**
- **Continuing students** could also access the Hostel Online Management System for bookings from 27th August, 2018 **only after they have registered as students with the University.**

I.0.1 PROCESSES TO LOGIN /APPLICATION FOR BED

- a. Login to your University student portal.(www.upsasip.com)
- b. On the menu bar click on my Hostel.
- c. You'll be directed to your Hostel portal where you can book and perform other Hostel activities.

I.0.2 Student Booking

- a. On the main dashboard click on your preferred room from the rooms available group in the middle of the page.
- b. Click on book to see the list of beds
- c. Select the bed you want to book
- d. Accept the terms and conditions or click outside to terminate the process.
You should receive email on your successful booking and your room status will change from not booked to booked with room and bed numbers shown on the Hostel portal

- e. If you accept the terms and conditions, then proceed to make payment of the designated hostel facility user fee and related charges, in any networked branch of Access Bank.
- f. Proceed immediately to disburse the payment on the University's interpay platform at (www.interpayafrica.com/upsa/student) with your ID and password and disburse for the following.
 - UPSA Hostel facility fee
 - Hall dues
 - Hostel refundable deposit for damages
 - Hostel initial electricity credit
- g. You can check the status of your payment after 24 hours to see if your booking had been confirmed
- h. If your booking is confirmed, then proceed to the porters lodge for hostel registration.

Note:

1. Booking will be **reversed** to the pool if payment is not made **within 72 hours** after the booking and anyone could take the bed. You'll need to login and book again as any other student would, provided there are more beds. You will however receive email if any reversal occurs.

Thank you.

Signed

Robert Gyeke-Darko

(Senior Assistant Registrar- Business Development Centre)

For:Ag. Director -BDC

UPSA HOSTEL FEES FOR 2018/2019 ACADEMIC YEAR

The Hostel facility user fees and related charges for 2018/2019 academic year are as follows:

I.0 FEES FOR 4-IN-1 OCCUPANCY ROOM

UPSA hostel facility user fee/student/academic year.	:GH¢1,950.00
UPSA hostel refundable deposit for damages	: GH¢ 100.00
Hall dues	: GH¢ 30.00
UPSA hostel initial electricity credit	: GH¢ 20.00
TOTAL	<u>: GH¢2,100.00</u>

I.1 Terms of Payment for 1st Semester

65% UPSA Hostel facility user fee	:GH¢ 1,268.00
UPSA hostel refundable deposit for damages	: GH¢ 100.00
Hall dues	: GH¢ 30.00
UPSA Hostel initial electricity credit	: GH¢ 20.00
TOTAL	<u>: GH¢1,418.00</u>

I.2 Terms of Payment for 2nd Semester

Balance payment equivalent to 35% of hostel facility user fee : GH¢ 682.00

2.0 FEE FOR 2-IN-1 OCCUPANCY ROOM

UPSA hostel facility user fee/student/academic year.	:GH¢4,030.00
UPSA hostel refundable deposit for damages	: GH¢ 100.00
Hall dues	: GH¢ 30.00
UPSA hostel initial electricity credit	: GH¢ 40.00
TOTAL	<u>: GH¢4,200.00</u>

2.1 Terms of Payment for 1st Semester

65% UPSA Hostel facility user fee	:GH¢ 2,620.00
UPSA hostel refundable deposit for damages	: GH¢ 100.00
Hall dues	: GH¢ 30.00
UPSA Hostel initial electricity credit	: GH¢ 40.00
TOTAL	<u>: GH¢2,789.00</u>

2.2 Terms of Payment for 2nd Semester

Balance payment equivalent to 35% of hostel facility user fee : GH¢ 1,410.00