



PAYMENT PROCESS ON KOFA (WAEUP) STUDENT PORTAL

A. NEW STUDENTS (*payment for Acceptance Fee*)

- Login with your student Username and Password earlier sent to email address provided during application
- Click on Payments
- Click on Add Current Session Payment
- Select Acceptance Fee
- Select Debit Card to be used – Access Bank, First Bank, Zenith Bank or Other Bank
- Click on Create Payment to generate Payment ID
- Proceed to pay using either of **Interswitch CollegePAY, Etranzact Credo** or **Etranzact PayOutlet**

B. NEW AND RETURNING STUDENTS (*Payment for Sundry Charges*)

- Login with your student Username and Password as sent to you
- Click on Payments
- Click on Add Current Session Payment
- Click on Acceptance Fee for a dropdown menu
- Select Total Sundry Charges from dropdown menu
- Select Debit Card to be used – Access Bank, First Bank, Zenith Bank or Other Bank
- Click on Create Payment to generate Payment ID
- Proceed to pay using either of **Interswitch CollegePAY, Etranzact Credo** or **Etranzact PayOutlet**

C. NEW AND RETURNING STUDENTS (*Payment for School Fees*)

- Login with your student Username and Password as sent to you
- Click on Payments
- Click on Add Custom/Balance Payment
- Select current session from dropdown menu (e.g., 2025/2026)
- Select payment level from dropdown menu (e.g., 100 (Year 1))
- Calculate 40% of your School Fees (Tuition+Accommodation+AdminCharges) and enter in Custom/Balance Amount. Where Acceptance has been paid, please deduct from the computed 40% and enter the difference (e.g., if 40% is #600,000 and Acceptance #300,000, then input #300,000 to make up the 40%). Follow this process when additional amounts are to be paid, please.
- Select Debit Card to be used – Access Bank, First Bank, Zenith Bank or Other Bank
- Click on Create Payment to generate Payment ID
- Proceed to pay using either of **Interswitch CollegePAY, Etranzact Credo** or **Etranzact PayOutlet**

IMPORTANT NOTES

1. For new students, after paying Acceptance Fee, the next payment is defaulted to paying Sundry Charges
2. For returning students, all students (with the exception of Medical Students) are defaulted to pay Sundry Charges before payments can be made for School Fees.

For further enquiries please call 08162671432, 08025303935, 08074350273, 07032924219, 08067536542