



## **UNIVERSITY OF NAIROBI**

### **FINANCE DEPARTMENT**

#### **FEES PAYMENTS FOR SELF-SPONSORED STUDENTS** **(UNDER GRADUATE & POST GRADUATE)**

1. All fees and other charges are payable before the commencement of the semester/year as per respective fees structure.
2. No student shall be allowed into lectures, examinations rooms or participate any activities where fees for the semester/ year is not fully paid.
3. Fee Payment Channel;
  - i. Electronic transfer/direct cash deposit at any ABSA bank branch countrywide into:
    - **Bank; ABSA bank**
    - **Bank Name; UON/CESSP Collection Account**
    - **Account Number; 2032771362**
    - **Bank branch; ABSA PLAZA.**
  - ii. Mpesa payments:
    - M-Pesa Pay Bill;
      - ✓ The Business Number is 300059
      - ✓ The Account Number is your "Student Registration Number" (or "Admission Ref Number" for new student)
  - iii. Credit/debit card payments

When paying fees at the bank new students **MUST** quote "Our Ref. number" on the offer letter and continuing students **MUST** quote the registration number.

4. **We do not accept personal cheques or cash payments in the University Offices.**
5. **International students** paying in United States Dollars(USD) shall make payment in the following account details electronically or direct deposit:
  - **Bank; ABSA bank**
  - **Bank Name; UON/CESSP USD ACCOUNT**
  - **Account Number; 2032770625**
  - **Bank branch; ABSA PLAZA**
  - **Bank code; 03**
  - **Branch code; 20**
  - **Swift code; BARCKENX**
6. All cash deposits to our bank account will reflect on the students' fees statements after 48 hours of deposit done. The updated students' fees statement will be viewed by the students on the students' portal online portal (<http://smis.uonbi.ac.ke/>).
7. For any payment that shall not reflect within 48hrs, scan the banking slip or the Mpesa message and send to [studentfinance@uonbi.ac.ke](mailto:studentfinance@uonbi.ac.ke) or [cessp-g3@uonbi.ac.ke](mailto:cessp-g3@uonbi.ac.ke), [fo@uonbi.ac.ke](mailto:fo@uonbi.ac.ke), [helpdeskmain@uonbi.ac.ke](mailto:helpdeskmain@uonbi.ac.ke) for further action.
8. Payments by electronic transfers should be supported by credit advice from the remitting bank. The credit advice should be emailed to [studentfinance@uonbi.ac.ke](mailto:studentfinance@uonbi.ac.ke) or [cessp-g3@uonbi.ac.ke](mailto:cessp-g3@uonbi.ac.ke), [fo@uonbi.ac.ke](mailto:fo@uonbi.ac.ke), [helpdeskmain@uonbi.ac.ke](mailto:helpdeskmain@uonbi.ac.ke) for verification and facilitate receipting.
9. New students shall get their Students Registration number allocated upon payment of Semester fees as per the respective fee structure by logging into the students' online portal (<http://smis.uonbi.ac.ke/>) and entering the Application Ref. number as it appears in the offer letter on the bottom of the portal home page as advised.

10. Ensure that the correct amount is paid for the courses/units you intend to register during the semester. No student shall be able to confirm courses/units not paid for. Any credit balance accruing during the semester/year of study shall be carried forward.
11. Funds from sponsors such as Higher Education loans Board (HELB), National Government constituencies Development Fund (NGCDF), County Government Bursaries and others, shall be updated to the student account upon the receipt of the payment and beneficiaries schedules.
12. For any further information or queries regarding fees payments contact the Students Finance Office on **020-491-3180, 020-491-3174, 020-491-3134**, or by email through [studentfinance@uonbi.ac.ke](mailto:studentfinance@uonbi.ac.ke) or [helpdeskmain@uonbi.ac.ke](mailto:helpdeskmain@uonbi.ac.ke), [cessp-g3@uonbi.ac.ke](mailto:cessp-g3@uonbi.ac.ke), [fo@uonbi.ac.ke](mailto:fo@uonbi.ac.ke) .

***OUR COMMITMENT IS TO SERVE YOU WITH DUE  
DILIGENCE  
UNIVERSITY OF NAIROBI  
STUDENT FINANCE***