



Dear Miss. Kotoku Esther

**OFFER OF ADMISSION - FACULTY OF APPLIED SCIENCE (GHANAIAN) - ADMISSION NO: 20193231**

We write on behalf of the Academic Board to offer you admission to Takoradi Technical University to pursue a programme of study leading to the award of Higher National Diploma (HND in Tourism). The duration of the programme is 3 academic years.

All payment of fees should be done with your admission number above.

1. Your admission is for **the 2019/2020 Academic Year**. If you fail to enroll, or if you withdraw from the programme without prior approval from the University, you shall forfeit the admission automatically.
2. **The 2019/2020 Academic Year** is scheduled to begin on Monday 12th August 2019. You are therefore expected to report for medical examinations and registration from **Monday 12th August 2019 to Friday 16th August 2019**. You are also mandated to participate in an orientation programme which shall run from **Monday 19th August 2019 to Friday 23rd August 2019**.
3. You are required to make a **PAYMENT** of **GHC1730** at any branch of ZENITH BANK into Account Number 6010406900 with this admission number **20193231**. If you do not indicate acceptance of this admission by paying the fees before **Friday 31st May 2019**, your admission will be offered to another applicant on the waiting list. You are to make a photocopy of the pay-in-slip for keeps and present the original to the University's Directorate of Finance on your arrival on campus. Indicate your admission number and programme of study on the pay-in-slip. Any Applicant who fails to **PAY** the fees forfeits his/her admission. **Note: Fee payment is for an Academic Year, and it is non-refundable.**
4. A mandatory Health and Safety programme will be pursued by all first year students at a fee of GHC100.00 to be paid at any branch of Guaranty Trust (GT) Bank into Account Number 4011091305110.
5. You shall be on probation for the full duration of your programme, and you may be dismissed at any time for unsatisfactory academic work or misconduct. You shall be required to adhere to **ALL** the rules and regulations of the University as contained in the University Statutes, the Examinations Policy, the Ethics Policy and the Students' Handbook.
6. You are also to note that your admission is subject to your being declared medically fit to pursue the programme of study in this University. **You are, therefore, required to undergo medical examinations at the University Health Centre before registration. You shall be withdrawn from the University if you fail to undergo the medical examinations.**
7. Applicants shall also be held personally responsible for any false statement(s) or omission(s) made in their applications.
8. The University does not give financial assistance to students. It is therefore the responsibility of students to arrange for their own sponsorship and maintenance during their period of study.

9. You are to note that the University is a secular institution; it is therefore not bound by observance of any religious or sectarian practices. As much as possible, the University lectures and/or examinations would be scheduled to take place within normal working days, but, where it is not feasible, lectures and examinations would be held on other days.

10. As a policy of the University, all students shall be required to register under the National Health Insurance Scheme (NHIS) on their own to enable them access medical care whilst on campus.

11. You have been given Hall Accommodation at University Hall(2 in Room) You will be required to make a payment of **GHC1500.00** into any branch of **UBA** with Account Number **00511448001580**. You shall report to your assigned hall of residence with the original copy of the pay-in-slip. Note that hall fees paid are not refundable.

12. All first year students who are allocated rooms in any of the University halls are required to pay an amount GHS150 as hall dues at any branch of Guaranty Trust (GT) Bank into Account Number 4011091305110.

13. Any applicant who falsifies result(s) shall be withdrawn from the University and shall forfeit his/her fees paid.

Accept my congratulations on your admission to the University.

Yours faithfully



SNR. ASSISTANT REGISTRAR(ADMISSIONS)

For: REGISTRAR

