GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION  
(GIMPA)  
ACADEMIC REGISTRY  
NOTICE  
1ST SEMESTER 2013/2014 REGISTRATION GUIDELINES  
We write to heartily welcome our students back for the 1st Semester of the 2013/2014 Academic Year. While wishing you a resounding success in the academic year, we urge you to take note of the following regarding the 2013/2014 1st Semester registration exercise.  

1. Registration for 1st Semester 2013/2014 is from Monday, August 12 to Friday, August 23, 2013. There shall be no extension or late registration.  
2. Full registration involves two specific activities:  
   • Payment of fees on terms negotiated between GIMPA and the SRC; and  
   • Academic registration  
3. Any student who fails to register during the registration period shall forfeit his/her right to register for the semester. There shall be no extension of the registration deadline and no provision shall be made to accommodate late registration.  
4. The under listed bank accounts have been opened specifically for collection of fees and accommodation fees during the registration period.  
   a) UNIBANK GHANA LTD  
      Account Name : GIMPA Student’s Account  
      Account number : 0510104826127  
   b) ECOBANK GHANA LTD  
      Account Name : GIMPA Student’s Account  
      Account number : 0380134426245701  
   c) BARCLAYS GHANA LTD  
      Account Name : GIMPA Student’s Account  
      Account Number : 0481041775
5. The Accounts will be operational during the registration period only (August 12 to August 23, 2013), and shall be closed at midnight on Friday, August 23, 2013 when registration is expected to end.

6. Registration for the 1st semester 2013/2014 will take place at Mamphey Hall. As usual, it is going to be a one-stop shop registration exercise. The Banks, Accounts Department, Schools and Academic Registry will all be there to attend to you. Please adhere to the following simple procedure:

   i. Check your Financial status at the Accounts Desk
   ii. Pay fees at the Bank of your choice from the list of banks indicated above
   iii. Present your bank deposit slip at the Accounts Desk to obtain an official GIMPA receipt and course registration forms
   iv. Present completed course registration forms at the Academic Registry Desk for endorsement
   v. Present endorsed course registration form at your School’s desk to be officially registered by the School
   vi. Finally, proceed to the Academic Registry Desk and collect a registration slip that signifies that you have been provisionally registered for the semester

7. Keep your student copy of the endorsed Course Registration Form and the Registration Slip issued at the Academic Registry Desk securely and present it at Unibank GIMPA Branch whenever the 40% fee balance is being paid. Note that the bank will not accept any deposit without the registration slip.

8. **Note that only UNIBANK GIMPA Branch will be used for the payment of the 40% fee balance. This balance will only be accepted when you present the Registration Slip issued to you during the registration period.**

9. Any fees paid into any other GIMPA account apart from the designated accounts during and after the registration period is null and void and shall be non refundable.

10. The Registration Slip shall be valid until the Friday, October 31, 2013 deadline for payment of all fee balances by all provisionally registered students.
11. To qualify as bonafide students for the Semester, students should endeavor to go through all the necessary formalities to be officially registered. All Course Lecturers shall be given Class Attendance Lists before resumption of lectures on September 9, 2013. Students who will not be available for the semester’s programmes should follow the prescribed procedures to defer their respective programmes otherwise they will be deemed to have abandoned their programmes.

12. It should be noted that, registration of all students who pay 60% fees will be classified as provisional. Refusal to pay the 40% balance by Friday, October 31, 2013 deadline shall lead to the cancellation of the names of such students from the Class/Attendance Lists (i.e. Registration List) and forfeiture of the 60% fee earlier paid.

13. Any student whose name is not on the Class Attendance List will be barred from attending lectures from 9th September, 2013.

14. Wishing you all an eventful semester.

Issued by Academic Registry
31st July, 2013

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