

HOSTEL BOOKING AND PAYMENT GUIDE

NB: To do Hostel booking, the student MUST have completed their Student Profile to allow the menu on the left-hand side to populate all required tabs as shown below.

The dashboard displays a sidebar menu with options: Dashboard, Profile, Registration, Payment, Result, Timetable, Hostel, Transfer, Application, and Polls. The main content area includes a welcome message, a 'Download Your Admission Letter' button, and several key metrics: Session 2024/2025, Semester Semester 1, Level 100, and C.G.P.A 0. Below these are two main sections: 'Course Registration' (0 courses registered, 0 credit unit, 0 days to late registration) and 'Payments' (0 payments to be made, 2 pending payment(s), 0 days to late payment). A calendar for June 2024 is also visible.

If on logging in, the screen appears as below, click on update profile and complete your profile so that the menu on lefthand side can be populated.

The dashboard shows a 'Congratulations !!!' message: 'Your admission letter is ready for download, Download Your Admission Letter'. Below this is a 'Student Document Guide' section with a 'Download' button. To the right, a 'Profile' section has an 'Update Profile' button. A list of three quick steps is provided: 1. Download Your Admission Letter, 2. Download the Documents Guide, 3. Update Your Profile.

Also, if on logging in, the screen appears as below, update Personal Details, Education and upload required documents so that the menu on lefthand side can be populated.

The dashboard shows a 'Congratulations !!!' message: 'Your admission letter is ready for download, Download Your Admission Letter'. Below this is a 'Student Document Guide' section with a 'Download' button. A large orange box contains a list of seven steps to complete the application process: 1. Download your Admission Letter, 2. Download the Documents Guide, 3. Update your Personal Details on the side menu, 4. Update your Education details on the side menu, 5. Update Your Course Details on the side menu, 6. Update the required Documents on the side menu, 7. Lastly submit application on the side menu.

If your profile has been updated:

1. Click on the **Hostel** tab on the left-hand side of the window. Click on **Hostel Application** and select from the list of available **Hostels**. Also select the preferred **Room** by clicking on the downward arrows. Indicate Physical Disability, Special Needs, Hobbies and Resumption Date where applicable. Click on **Submit** button once done. A message appears “**Hostel Application Submitted successful**”.

The screenshot shows the 'Hostel Application' form. On the left is a navigation menu with options: Dashboard, Profile, Registration, Payment, Result, Timetable, Hostel (selected), Hostel Details, Hostel Application, Transfer, Application, and Polls. The main form area contains the following fields:

- Matric Number: BC [redacted]
- Full Name: ELV [redacted]
- Hostel: Eligible Hostels (dropdown menu)
- Preferred Room: SHB 002 (capacity : 2 - available space : 2) (dropdown menu)
- Physical Disability: None (dropdown menu)
- Special Needs: [text input field]
- Hobbies: [text input field]
- Resumption Date: [text input field]

At the bottom right of the form are two buttons: 'Reset' (outlined) and 'Submit' (solid blue).

2. Once submitted, a message is displayed that states “**You have already applied for hostel in the current session**”. Wait for approval of the application. Once approved the resulting message “**Your application has been approved, please proceed to the payment page and make payment for accommodation**” appears. Click on **Go to My Fee** link to view Payments due.

The screenshot shows a green notification banner with the following text:

You have already applied for hostel in the current session.
 Your application has been approved, please proceed to the payment page and make payment for accommodation
 Note! approval will be revoked on 6/28/2024 if you fail to payment
[Go to My Fee](#)

3. Click on **Payment** tab **My Fees** to start payment process. Select the fee type (**Accommodation Fee**) to be paid and click on the **Pay** button as shown below.

The screenshot shows the 'Fee Payment' page. On the left, a blue box displays 'Total: KSH 96800'. Below it is a note: 'Note: Due to processing times, your payment may not be visible in your account summary for up to 2 business days. You can view your transaction history for confirmation or contact us for assistance if it takes longer.' On the right, a table titled 'Payment Due Dates' is shown:

ALL	DATE DUE	SEMESTER	FEE TYPE	AMOUNT	BALANCE
<input checked="" type="checkbox"/>	2024/2025	Semester 1	Accommodation Fee	5,000.00	5,000.00
<input type="checkbox"/>	2024/2025	Semester 1	Tuition Fee *	91,800.00	91,800.00
				KSH 96,800.00	KSH 96,800.00

At the bottom right of the table area is a blue 'Pay' button.

4. An invoice will be generated showing the amount to pay.


Create Invoice

Session 2024/2025
 Department BUSINESS ADMINISTRATION AND MANAGEMENT SCIENCES
 POS BACHELOR OF COMMERCE
 Level 100

FEE TYPE	AMOUNT(KSH)	ACTIONS
Accommodation Fee	5,000.00	

5. On the window that appears, choose **Pay Now** or scan **QR Code** start the payment process

Invoice No. 638550171408843110
 Session 2024/2025
 Program BACHELOR OF COMMERCE
 Level 100
 Date 6/26/2024 4:45:41 PM
 Name ELVIS KADUJIZI NUNGUNA



FEE TYPE	AMOUNT
Accommodation	KSH5,000.00
TOTAL	KSH5,000.00

You can choose to pay later after payment invoice has been generated you can also scan the QR code to forward this page for someone else to make the payment on your behalf.

6. The window below appears which displays the student's name, the amount and transaction code. Click on **Pay with Pesaflo** button to initialize payment.

Payee Name ELVIS KADUJIZI NUNGUNA

Payee Email njk@university.ac.ke

Memo Accommodation

Amount KSH5,000.00

Transaction ID 638550171408843110

7. The Payment Ref, amount and mode of payment appear as shown below. Choose on preferred mode of payment. For the purpose of this guide, we click on **Mpesa**.

PAYMENT REF	TOTAL BILL
QDBQBWNY	KES 5,000.00
Select Payment Mode	
Airtel Money	Absa Bank
Co-operative Bank (KES)	Consolidated Bank
Diamond Trust Bank	RTGS
EQUITY BANK	Family Bank
Family Bank	I&M Bank
JamboPay	Kenya Commercial Bank
Mpesa	National Bank
NCBA Bank	Pesaflow Direct
Stanbic Bank	Debit/Credit/Prepaid Card

8. The window below appears, once Mpesa is selected. Click on [here](#) which appears at instruction 1 to display the next window.

Pay Using M-PESA	KES 5,000
<ol style="list-style-type: none">1. Click here to receive M-PESA Menu2. Enter your M-PESA PIN and click OK3. You will receive a confirmation SMS from M-PESA <p>After you receive a successful reply from M-PESA, click the complete button below.</p>	
Or follow instructions below	
<ol style="list-style-type: none">1. Go to MPESA menu on your phone2. Select Paybill option3. Enter Business Number 2222224. Enter Account Number QDBQBWNY5. Enter the amount 5000.006. Enter your MPESA PIN and Send7. You will receive a confirmation SMS from MPESA	
Cancel	Complete

9. Enter **correct** Phone Number that will be used to make the payment. Click to **Initiate Payment** button. A request to enter **Mpesa PIN** will be sent to the Phone No. as shown in the next image.

Pay Using M-PESA KES 5,000

1. Click [here](#) to receive M-PESA Menu

Phone Number

07 [REDACTED]

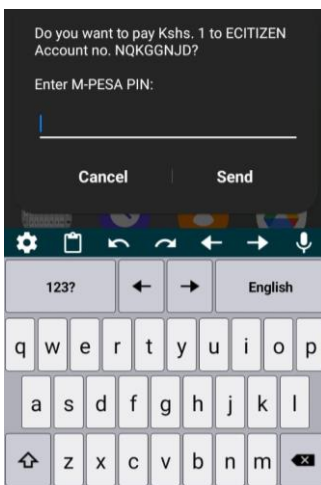
Initiate Payment

2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA
After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

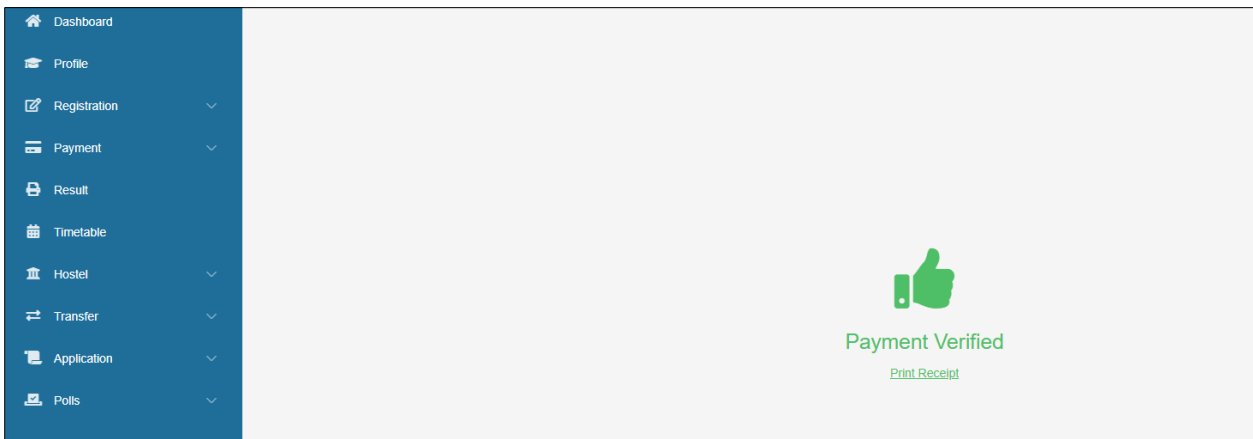
1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **QDBQBWNY**
5. Enter the amount **5000.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel **Complete**

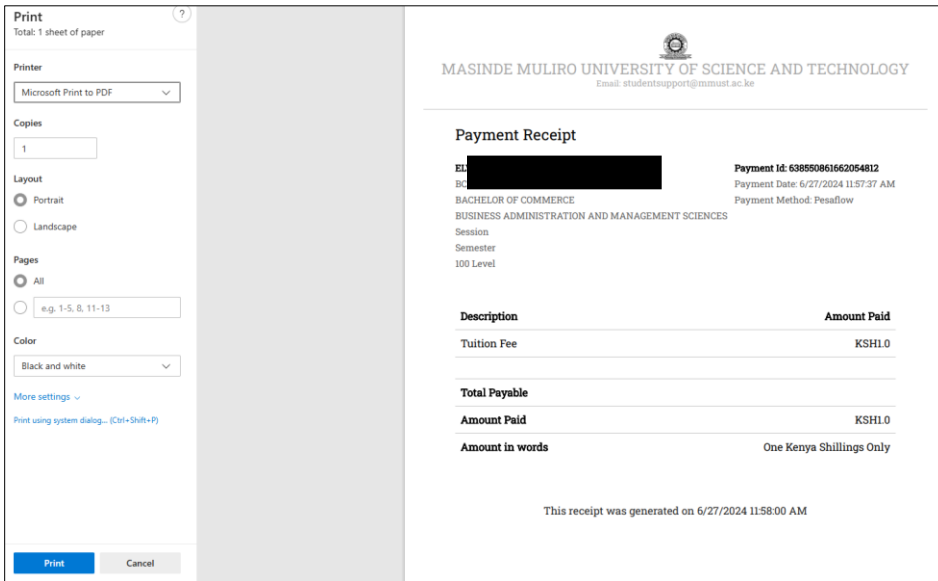


Enter Mpesa PIN and click on **Send**. Then go back to the previous window and click on **Complete** button.

10. Once you click on Complete button, the message below appears, you can click on **Print Receipt** link to view and print the receipt as shown in the next image.



NB: If you want to save a copy of the receipt, change the Printer to Microsoft Print to PDF.



The Payment Receipt appears as shown below.



8. To check for Payment Due, Click on **My Fees** tab on the menu on the left-hand side.
9. To check for a breakdown of all the payments made as well as pending payments, Click on **Payment History** tab on the menu on the left-hand side.