

KARATINA UNIVERSITY

DIRECTORATE OF ICT

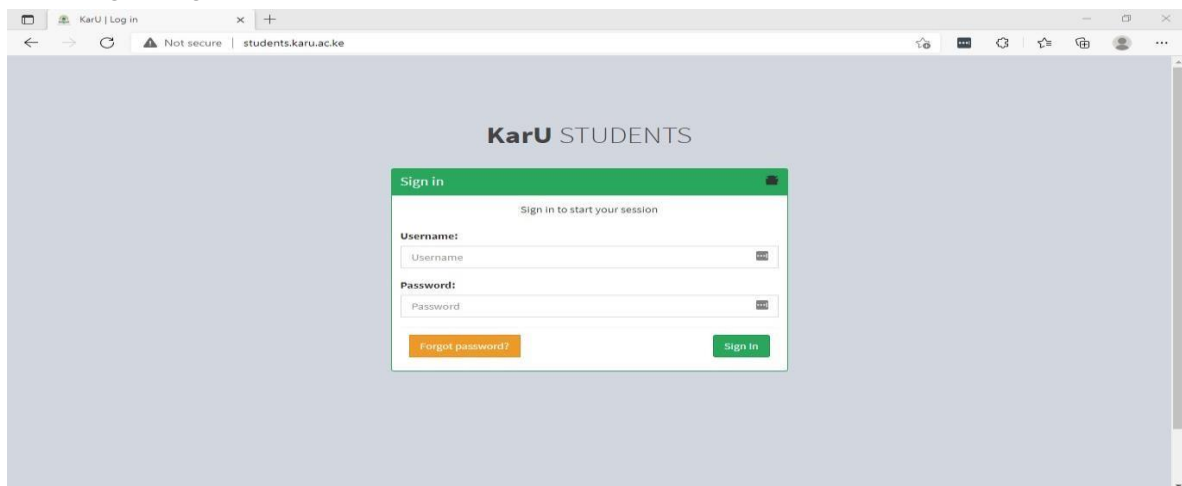
GUIDE FOR PAYMENT OF FEES VIA THE UNIVERSITY STUDENTS' PORTAL

This guide is designed to enable you as a student undertake fee payments using E-Citizen.

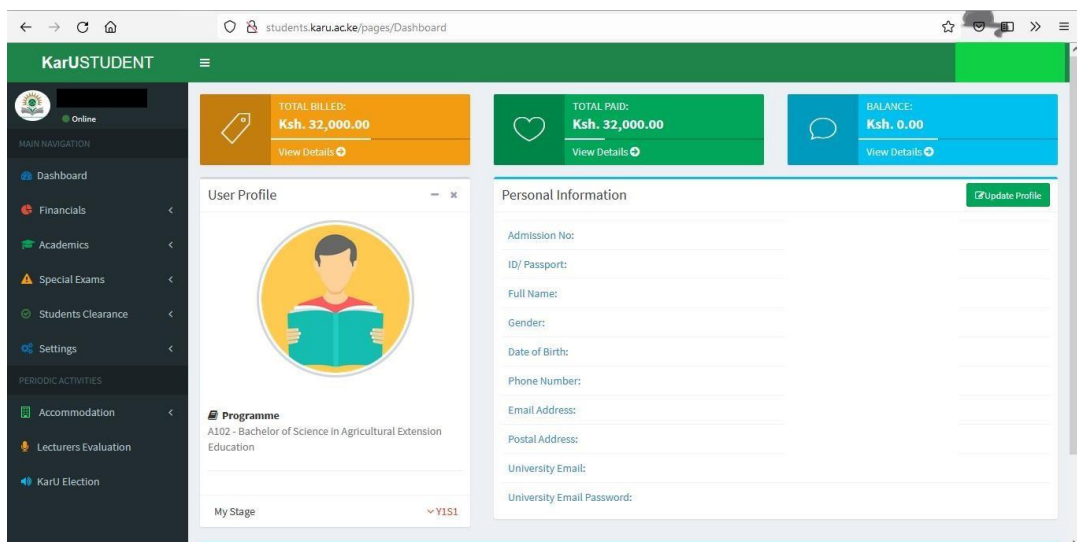
The target for this guide is all undergraduate and postgraduate students of Karatina University.

STEP ONE: ACCESS THE KARATINA UNIVERSITY STUDENT'S PORTAL

Access the student's portal by using the link on the website or via <https://students.karu.ac.ke>. You will be directed to the login page below

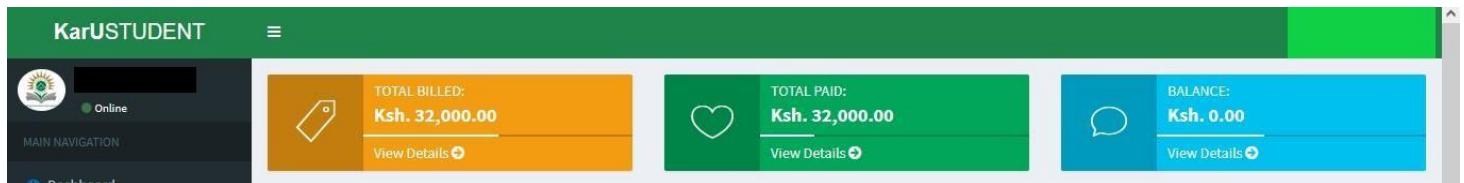


After logging in the student portal dashboard appears as shown below



STEP 2: VIEWING OF FEE STATEMENTS AND FEE BALANCES AND INITIATING PAYMENTS

Your student dashboard allows you to view your fee balances and credited payments for on the home screen



In order to view your detailed fee statement;

- Using Step 1 above in this tutorial, log in to your students portal
- On your student portal dashboard, select “**FINANCIALS**” option followed by the “**FEE STATEMENT-PDF**” option (see attached screen). A PDF copy of your fee statement will be available for you to view/download. (**Note:** You will need [Adobe Reader](#)/any other PDF viewer to view the statement upon download)

SELECT “FEES STATEMENT PDF”

My Fees statement

KARATINA UNIVERSITY
P.O. BOX 1957—10101, Kagamehi, Karatina, Nyeri
(+254) 20 2176 713(+254) 729
info@karu.ac.ke/https://www.karu.ac.ke

FEE STATEMENT

DATE	DOC. NO.	DESCRIPTION	DEBIT	CREDIT	BALANCE
09/07/2021	RC/CS00	PT/OK/CLFE 715188 254729612485-Bank		34,500.00	(34,500.00)
09/07/2021	TRANS0	Fees for E100-VISI	8,000.00		(26,500.00)
09/07/2021	TRANS0	Activity Fee	1,100.00		(25,200.00)
09/07/2021	TRANS0	Amenity Fee	1,200.00		(24,000.00)
09/07/2021	TRANS0	Campus	2,000.00		(22,000.00)
09/07/2021	TRANS0	CUE QUALITY ASSURANCE	1,000.00		(21,000.00)
09/07/2021	TRANS0	Examination fee	2,000.00		(19,000.00)
09/07/2021	TRANS0	Student ID Card	1,000.00		(18,000.00)
09/07/2021	TRANS0	Internet Fee	2,000.00		(16,000.00)
09/07/2021	TRANS0	KUCCPS PLACEMENT FEE	1,500.00		(14,500.00)
09/07/2021	TRANS0	Amenity Fee	500.00		(14,000.00)
09/07/2021	TRANS0	Library fee	2,000.00		(12,000.00)
09/07/2021	TRANS0	Medical Fee	2,000.00		(10,000.00)
09/07/2021	TRANS0	Registration Fee	500.00		(9,500.00)
09/07/2021	TRANS0	Teaching Practice	3,000.00		(6,500.00)
09/07/2021	TRANS0	Accommodation Fees	6,500.00		
			31,500.00	31,500.00	

- To make a payment, select “**FINANCIALS**” option followed by the “**FEE PAYMENT**” option (see attached screen)

KarUSTUDENT

Online

MAIN NAVIGATION

- Dashboard
- Financials
 - Fee Payment
 - Fees Statement
 - Fees Statement - PDF
 - Receipts
 - Fee Structure
- Academics
- Special Exams
- Students Clearance
- Settings

PERIODIC ACTIVITIES

- Lectures Evaluation

Pesa Flow Checkout

Fee Balance 86,915.75

Amount To Pay (Plus 50 KSHs Convenience Fee)

Pay

SELECT "FEE PAYMENT"

Enter Amount to pay (plus the 50 KSHS Fee) and click "**PAY**"

Fee balance will be displayed as above. Type in the amount you want to pay as shown in step c.

- d) A new window for E-Citizen Payments will pop-up as shown below. You can use any of the payment methods provided to complete the transaction.

MASOMO, Mwanafunzi

PAYMENT REF: WGAKEKX

TOTAL BILL: KES 200.00

Select Payment Mode

Mpesa

Pesaflo Direct

Kenya Commercial Bank

Equity Cash

Co-operative Bank (KES)

RTGS

Airtel Money

- e) If the mode of payment is for example, MPESA, a new payment window will pop up (as shown below) with instructions for the payments.

Pay Using M-PESA KES 200

1. Click [here](#) to receive M-PESA Menu
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 **WGAKEKX**
5. Enter the amount **200.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

[Cancel](#) [Complete](#)

- f) Once the payment mode is completed, you will receive the confirmation message and the same will be applied to your student account immediately. Use step B above to confirm if your payment has reflected.

NOTE 1: You are required to honor the amount keyed in in STEP C above. If partial payment is done, use the instructions in STEP D to finish the payment.

NOTE 2: For any billing errors/discrepancies, kindly liaise with the Student Finance section via finance@karu.ac.ke for resolution of your billing.