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Special Release

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### **Unauthorised Charges for Transcript Processing**

The University management has received with great concern, reports that certain members of staff have been imposing charges on alumni for the processing of academic transcripts. This practice is in direct violation of University's policy and is hereby unequivocally prohibited.

Effective immediately, all staff members are directed to refrain from soliciting or accepting additional payments beyond the standard transcript fee. The University provides transcript processing services to its alumni for a minimal fee, and any financial transactions at variance with the official fees are deemed unethical and unacceptable.

Additionally, only designated personnel within the Records Office are authorised to handle transcript matters. Therefore, members of staff who do not have official business with the Records Office are advised to refrain from interfering with transcript processing.

Thank you.

**G.O. Saliu, *fspsp, FCIML, MANUPA, MNIM, MAUA***  
Registrar and Secretary to Senate