



**MALAWI COLLEGE OF HEALTH SCIENCES
CENTRAL OFFICE**

PRESS RELEASE

**IMPORTANT NOTICE TO ALL STUDENTS
STUDENT INVOICING AND FEE PAYMENT**

The Malawi College of Health Sciences (MCHS) wishes to inform all students that, with immediate effect, tuition fees must be paid based on the invoice generated through the Student Portal.

Students are therefore required to access and use their individual invoices when making payments at NBS Bank or through the NBS Bank App.

STEPS TO ACCESS THE INVOICE

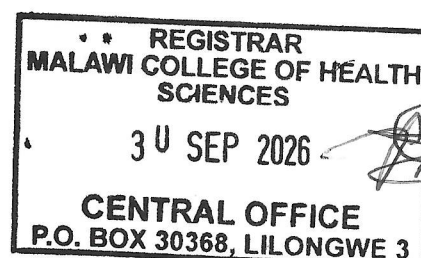
Students should follow the steps below to access their invoices:

1. Log in to your Student Portal Account.
2. On the Home page, go to "Financial Statement."
3. Locate and download/view your invoice.
4. Use the invoice when making payment at any NBS Bank branch.
5. Students may also make payment through the NBS Bank App, using the payment details provided on the invoice.

PLEASE NOTE: SEMESTER REGISTRATION IS MANDATORY

All our students are reminded that registration on the MCHS Student Portal is mandatory at the beginning of every semester. Students are therefore informed that failure to complete registration may result in an incorrect or unavailable invoice and may cause difficulties in allocating payments to the student's account.

Kindly take note that the invoice is generated based on the student's current registration status and the applicable fees for that semester.



IMPORTANT NOTICE ON PAYMENTS

Students should not make payments without first obtaining and using the invoice generated on their Portal.

Payments made without reference to the correct invoice may not be automatically matched to the student's account, which may result in delays in confirming the payment and updating the student's financial status. Such delays may subsequently affect access to services that depend on confirmation of fee payment.

Students are therefore urged to retain their payment confirmation/receipt after making payment and ensure that their payment is correctly reflected on their Student Portal.

STUDENT SUPPORT

Students who experience difficulties with:

- accessing their Student Portal;
- completing semester registration;
- viewing or generating their invoice; or
- making payment using the prescribed process,

should contact the ICT Office for assistance through ICT Helpdesk icthelpdesk@mchs.mw

Students can also reach out to Accounts Office or the Office of the Campus Registrar for support and assistance.

Students are encouraged to seek help to resolve any portal or invoicing challenges before the applicable fee payment deadline to avoid delays or complications.

Your cooperation in following the prescribed fee payment process is greatly appreciated.

MANAGEMENT

