TO: All Continuing Students
FROM: Registrar (AA)
DATE: 16th September, 2019

RE: COMMENCEMENT OF THE 2019/2020 ACADEMIC YEAR

We are happy to welcome you back to the University for the 2019/2020 academic year. We wish to convey to you the following information:

1. **Registration for the semester:**
   You are expected to pay full fees or at least 50% of the fees to qualify for registration. In addition resident students are expected to pay full accommodation fees. Kindly note that registration will be closed on 4th October 2019. Those who will not have registered by then will be expected to have applied for academic leave or be de-registered. De-registered students will not be re-registered within this semester. They will be required to apply for re-registration in a later semester after applying on a prescribed application form and upon payment of re-registration fees of Ksh. 1,000;

2. **Accommodation:**
   There are limited accommodation spaces. Preference has been given to new students (1st year 1st semester). Continuing students with special needs and require accommodation in the University hostels are advised to present their requests to the office of the Dean of Students for consideration;

3. **Tuition fees waiver:**
   The University developed and implemented a tuition fee waiver as follows:
   (i) The CUK Diploma holders who attained credit and above will be granted a waiver on tuition fees for 1st semester of 1st year at a rate of 20%;
   (ii) The CUK Bachelors Degree holders who scored 2nd Class Upper Division and above progressing to Postgraduate will be granted a waiver on tuition fees at a rate of 20% for the 1st semester of 1st year.
   (iii) Students from other Universities with similar qualifications under 3(i) and 3(ii)
above will be granted a waiver on tuition fees at a rate of 5%;

4. **2019/2020 Academic year fees structure**
Fees structures are available for collection from the Production Unit and can also be accessed from the university website. You are advised to obtain a copy to share with your Parent/Guardian/benefactor. Please note that all Certificate and Diploma Programmes Curricular were reviewed with effect from May 2019. This led to reviewing of the fees to be paid by new students, who were admitted and registered from May 2019. Therefore the reviewed fees structure is not applicable to students, who were admitted before May 2019. Those Cohorts (groups of courses) are paying fees as per the fees structure that was in place at the time they were admitted. You are therefore reminded to ensure that you collect fees Structure that is applicable to your cohort. In case of further clarification on the same, consult the finance department.

5. **Exemptions**
Diploma holders who scored Credit and above to and have been admitted to progress to undergraduate level are advised to visit their respective schools/directorate/campus for advice regarding exemptions that may be given to them upon application if they qualify for the same. Please note that exemptions are not given to those who scored pass in diploma.

6. **Commencement of Lectures:**
Lectures for continuing courses will be commencing on **Tuesday 17th September 2019 at 7.00 a.m.** The timetable is ready. In case of any timetable related challenges consult your respective department for further guidance and direction.

7. **September 2019 In-take:**
This in-take is on-going. Registration for new students will be closed on **27th September 2019**. We are appealing to you to market the University programmes to prospective students. This is your University. Please support it.

8. We are wishing you a happy and fruitful 2019/2020 academic year. May God bless you.

Thank you.

DAVID B. OTIENDE  
REGISTRAR, ACADEMIC AFFAIRS