



THE CO-OPERATIVE UNIVERSITY OF KENYA

THE REGISTRAR (AA)

Website: www.cuk.ac.ke, Email: registraraa@cuk.ac.ke

INTERNAL MEMO

TO: All Continuing Students **REF:** CUK/A/178

FROM: Registrar (AA) **DATE:** 14th August, 2019

RE: END OF THE MAY-AUGUST 2019 SEMESTER

As you are aware exams for the Certificate and Diploma courses will be ending on **Friday 16th August 2019**. We wish to take this opportunity to thank all students who were in session this semester for their co-operation and support that has contributed immensely to the smooth running of the University Programmes. We wish to release the following information:

1) Clearance from hostels

All resident students will be expected to clear from the hostels on **Saturday 17th August by 10.00 a.m** and hand over hostel keys and any other University hostel property in their possession to housekeeping section. Failure to surrender such property will lead to disciplinary action on the culprits;

2) Commencement of the 2019/2020 Academic year

The new academic year for the continuing students will commence on **16th September 2019 at 8.00 a.m**. Note that registration will be done upon payment of full fees or half of the fees. In addition, resident students will be required to pay full accommodation fees.

3) Accommodation

Due to the limited availability of accommodation spaces, preference will be given to new students (1st year, 1st semester). However, continuing students with special needs and require accommodation in the University hostels, may present their requests to the office of Dean of Students for consideration on or before **Friday 23rd August 2019**.

4) 2019/2020 Academic year fees structures

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 are 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 and registered. You are therefore reminded to ensure that you collect the fees structure that is applicable to your cohort.

5) September 2019 In-take

This intake is on-going and we are appealing to you to market the University programmes to prospective students. This is your University, please support it.

6) Tuition fees waiver

The CUK graduates progressing from Diploma to undergraduate and undergraduate to postgraduate will be getting some waiver on fees as follows:

- i. 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. CUK bachelors degree holders who scored 2nd Class Upper Division and above progressing to postgraduate will be granted a waiver on tuition at a rate of 20%, for the 1st semester of 1st year;
- iii. Students from other Universities with similar qualification under 6(i) and 6(ii) above will be granted a waiver on tuition fees at a rate of 5%.

7) Exemptions

Diploma students progressing to Undergraduate 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.

8) Degree students who are in session will be seating for their exams from **Monday 19th August to Friday 23rd August 2019.**

We are wishing you a happy short recess prior to the commencement of the 2019/2020 Academic year.

Thank you.

DAVID B. OTIENDE
REGISTRAR, ACADEMIC AFFAIRS

