



THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O BOX 24814-00502, Karen-Nairobi Tel: 020-/2679456 Fax: 020-2470638

Website: www.cuk.ac.ke EMAIL: admissions@cuk.ac.ke/registraraa@cuk.ac.ke

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

GENERAL INFORMATION

1. LOCATION

The Co-operative University of Kenya is located at the end of **Ushirika Road off Lang'ata South Road** after Bomas of Kenya. Approximately 18 KM from the City Center. The University can be reached by taking a matatu route No. 24 from the Bus Station terminus, Nairobi city. Further directions can be obtained through the following telephone number; **0724 311606**

2. NEW STUDENTS ADMISSION FORMS

a) The following forms should be downloaded from the University website, filled and returned to the University on the day of registration:

- i) Student Registration Checklist/Form – CUK/ASR/FORM15
- ii) Student's Data Sheet – CUK/ASR/FORM10
- iii) Acceptance of Offer of Admission – CUK/ASR/FORM08
- iv) Student's Personal Details Form – CUK/ASR/FORM11
- v) Student Entrance Medical Examination Form –
CUK/ASR/FORM12
- vi) Emergency Medical Operations Form – CUK/ASR/FORM13
- vii) Student Regulations Declaration Form – CUK/DOS/SRG01
- viii) Media Use Consent Form – CUK/PRO/FORM01

b) The following documents are for your information and are available for download from the University website:

- i) Requirements For Students Taking Courses In Catering & Hospitality Management And Housekeeping And Accommodation Management



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- ii) Catering And Accommodation Service Information
- iii) Fee Payment And Student Loan/Bursary Scheme
- iv) Request For Academic Leave/ Deferment
- v) Non-Acceptance of Offer of Admission
- vi) Rules and Regulations Governing the Conduct and Discipline Of Students

3. MEALS

The Co-operative University of Kenya runs cafeteria services which are operated, on a Pay-as-You-Eat basis at Main Campus. Meals are subsidized by the University. Students are advised to set aside about **Kshs.15,000/=** to cover the cost of meals per semester.

4. ACCOMMODATION

The University has limited accommodation opportunities; therefore, accommodation is not guaranteed within the University hostels for all students. The accommodation fee payable is at a flat rate of **KSHS 12,000.00** per Semester, irrespective of the choice of room. There are limited accommodation facilities that will be offered on first come first served basis. Students who secure accommodation at the University hostels will be required to pay at least 50% of the prescribed semester fees and full accommodation fees before room allocation. Those who wish to stay outside the campus are advised to get more information on off-campus accommodation from our website:

[\(https://www.cuk.ac.ke/accomodation/\)](https://www.cuk.ac.ke/accomodation/).

5. MEDICAL EXAMINATION

- i) **Admission to the University:** This is conditional upon satisfactory medical report being received. Students are therefore required to undergo a medical examination by a recognized medical practitioner before coming to the University. The forms should be completed and enclosed in a sealed envelope addressed to the **Medical Officer, The Co-operative University of Kenya P. O. Box 24814-00502, KAREN, NAIROBI**. The student is required to bring the report along with him/her on the day of registration. This form should not be sent by Post Office.
- ii) **Medical attention at the University:** The University provides outpatient medical treatment to registered students at the University Dispensary. However, parents, guardians and students are advised to be prepared to cater for expenses for medical treatment which is not covered by the University Dispensary including hospitalization.



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- iii) **Dental and Optical Treatment:** The University does not provide dental or optical treatment. Students are required to make their own arrangements to meet the expenses for such treatment.
- iv) **Consent For Emergency Medical Operation:** Parents (or guardians) of all students are required to sign the consent form for emergency medical attention

6. BOOKS AND STATIONERY

It is estimated that a student needs **Kshs.9,000/=** to cater for books and stationery. The money is meant for students to purchase books and stationery for use during their stay at the University. Do not pay this money to the University account.

7. LAPTOP

Every student is required to bring a laptop for accessing online lectures, library and teaching eLearning materials that are availed on the digital platforms.

8. PERSONAL EXPENSES

Students are required to carry personal effects and extra money for personal expenses.

9. FEE (TUITION) AND OTHER FINANCIAL REQUIREMENTS

Please note that **NO student** will be registered in the University without paying in full the required semester fees or at least 50% of the total fees. All payments should be made through the respective University accounts as stipulated in the fee structure. Fees can be paid per semester or per year. The University does not accept cash payments and personal cheques. Students are advised to familiarize themselves with information provided in **FEES STRUCTURES** regarding fees, loans and bursaries, and to make the necessary arrangements with financing institutions before reporting to the University in case one is in need of financial support.

10. LOAN AND BURSARY

All students may apply for the Kenya Government loans by visiting the Higher Education Loans Board (HELB) website: helb@helb.co.ke. The HELB forms are accessed and filled online.

11. DEFEREMENT OF STUDIES

Those who wish to defer their studies to the Next Academic year for one reason or another,



should visit the website and download deferment of studies form unless absolutely necessary the University does not encourage deferment of studies.

12. ORIENTATION

All students are required to attend the orientation as scheduled.

13. RULES AND REGULATIONS

All students are required to read and understand the Rules and Regulations Governing the Conduct and Discipline of Students and are expected to adhere to the same as stipulated in the rules and regulations governing the conduct and discipline of students at the Co-operative University of Kenya. Every student must sign the Students Regulation declaration at the end of the document containing the rules and regulations governing the conduct and discipline of students signifying that they understand the contents and are ready to uphold discipline and conduct during his/her studentship. The signed declaration must be submitted during registration.

