



THE CO-OPERATIVE UNIVERSITY OF KENYA

THE REGISTRAR (AA)

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

INTERNAL MEMO

TO: All Students

REF: CUK/A/178

FROM: Registrar, AA

DATE: 28th February, 2020

RE: REMINDER ON CLEARANCE OF FEE BALANCES

Reference is made to our circular dated **10th February, 2020** that was sensitizing you to liaise with your parents/guardians/benefactors to clear fee balances at the **end of this month**. The purpose of this memo is to remind students who still have balances to clear them.

In the past, we have experienced situations whereby some students clear fee balances when exams are either about to start or have started. This scenario has been inconveniencing to students. With a view to serving you better; we are releasing the following schedules that will guide you to get clearance to sit for exams.

JANUARY – APRIL 2020 SEMESTER TIMELINES FOR STUDENTS CLEARANCE FOR END OF SEMESTER EXAMINATIONS

a) CERTIFICATE/DIPLOMA COURSES

S/No.	Activity / Description	Duration / Date
1.	Liaise with Admissions / ICT to sort out any portal challenges	10 th March, 2020
2.	Deadline for fees clearance	13 th March 2020
3.	Evaluation of lecturers and printing examination cards	16 th - 20 th March, 2020
4.	Printing of examination attendance registers	23 rd – 27 th March 2020
5.	Sitting of ordinary (end of semester) examinations	30 th March – 10 th April 2020
6.	Deadline for applying for special/supplementary examinations	Friday 19 th June, 2020



b) UNDERGRADUATE/POSTGRADUATE COURSES

S/No.	Activity / Description	Duration / Date
1.	Liaise with Admissions / ICT to sort out any portal challenges	
2.	Deadline for fees clearance	20 th March 2020
3.	Evaluation of lecturers and printing of examination cards	30 th March - 3 rd April 2020
4.	Printing of examination attendance registers	6 th – 10 th April 2020
5.	Sitting of ordinary (end of semester) examinations	13 th – 24 th April 2020
6.	Deadline for applying special/supplementary examinations	Friday 19 th June 2020

You are advised to adhere to the schedule strictly to avoid last-minute inconveniences.

DAVID B. OTIENDE
REGISTRAR, ACADEMIC AFFAIRS

