



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: 13th September, 2018

RE: COMMENCEMENT OF THE SEPTEMBER – DECEMBER 2018 SEMESTER

We wish to take this opportunity to welcome you back to the institution for the commencement of the semester under reference. We would therefore wish to release the following information.

a) Registration

As per the fee payment policy you are required to pay full fees or at least 50% of the fees to qualify for registration. Kindly note that registration for this semester will be closed after **three weeks on 5th October, 2018**. Failure to register will lead to de-registration. Please note that de-registered students cannot be re-registered within the same semester. They will be required to apply for re-registration in a later semester when there will be a course in session for them to join. The re-registration application will be considered upon paying re-registration fee of ksh. 1,000/=;

b) De-registered students during the June – August semester 2018.

175 Students were de-registered for failure to register within the stipulated registration period of three weeks. The affected students are reminded to forward their re-registration application to the admissions office for approval. They will then be required to pay re-registration fees of ksh. 1,000/= in addition to this semester's fees;

c) Accommodation

Due to the increasing student population the limited accommodation spaces available in our hostel have been offered to 1st-year, 1st semester students. You are advised to seek accommodation in private owned hostels in the University neighborhood that have been approved by the University. However, those with special needs and those who are sponsored and officially requested for accommodation in the institutional hostel should seek clearance from Dean of Students office;

d) Fee waiver policy for CUK students progressing from diploma to undergraduate level and undergraduate to postgraduate

The CUK Council has approved fee waiver policy as follows:

- i. CUK diploma holders who attained credit and above progressing to undergraduate be granted fee waiver on tuition fees at a rate of 20% for the 1st semester of 1st year;
- ii. CUK bachelor degree holders who scored 2nd class honours upper division and above progressing to postgraduate be granted fee waiver on tuition fees at a rate of 20% for the 1st semester of 1st year;
- iii. Students from other institutions with similar qualifications under (i) and (ii) above be granted fees waiver at a rate of 5% of the tuition fee for the 1st semester of 1st year only.

e) Commencement of lectures

Lectures are scheduled to start on Monday 17th September, 2018

f) New Programmes

With effect from September, 2018 the University has rolled out the following new degree programmes:

- Bachelor of Business Information Technology (BBIT);
- Bachelor of Science in Agribusiness Management;
- Bachelor of Tourism and Travel Management;
- Bachelor of Hotel and Restaurant Management;
- Bachelor of Catering and Hotel Management;
- Bachelor of Science in Statistics and Information Technology;
- Bachelor of Science in Computer Science;
- Bachelor of Community Development;
- Bachelor of Information Technology.

We are requesting you to participate in marketing our new programmes.

We are wishing you a happy and fruitful 2018/19 academic year.

DAVID B. OTIENDE
REGISTRAR (AA)

Copy to:

Vice Chancellor
Deputy Vice Chancellor, AA
Deputy Vice Chancellor, FPA
Registrar, FPA
SAR, Admissions
Deans of Schools
Dean of Students
Directors of Campuses/Institutes
Finance Officer
PRO
Chairman, CUKSU
All Course Representatives



CUK is ISO 9001:2015 certified