



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:** 17th December, 2018

RE: END OF THE SEPTEMBER – DECEMBER 2018 SEMESTER

This is to notify you the semester under reference will be ending on Monday **17th December 2018** for diploma and certificate programmes and on Friday **21st December 2018** for undergraduate programmes. We would therefore wish to convey to you the following information:

- a) Certificate and diploma resident students will be expected to vacate hostels on **Tuesday, 18th December 2018 by 10.00 a.m;**
- b) All continuing students will be reporting on **Tuesday 15th January 2019;**
- c) Lectures will be commencing on Wednesday **16th January 2019;**
- d) Registration for the January-April 2019 will be closing on **7th February 2019.** Students who will not have registered by then will be de-registered. To qualify for registration you are expected to pay full fees or at least 50% of the fees. In addition residents are required to pay full accommodation fees. Note that de-registered students will not be re-registered within the same semester. They will be required to apply for re-registration in a later semester when there will be an on-going course for them to join. The re-registration application will be considered upon paying fees of ksh. **1,000/=;**
- e) During the September-December 2018 semester, 76 students were de-registered for failing to register within the stipulated registration period of three weeks. Liaise with your parents/guardians/benefactors to facilitate your registration and avoid inconveniences of de-registration;
- f) There will be limited accommodation spaces for continuing students that will be allocated on first come first served basis;
- g) The CUK students progressing from diploma to undergraduate to postgraduate are reminded that they will get fee waiver as follows:
 - i. The CUK diploma holder who attained credit and above progressing to undergraduate will be granted fee 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 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 will be granted fee waiver at a rate of 5% of the tuition fees for the 1st semester of 1st year only.
- h) The January 2019 intake is on-going. We are appealing to you to market our institution and participate in recruiting new students;
- i) We are wishing you a Merry Christmas and Happy New Year 2019!

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DAVID B. OTIENDE
REGISTRAR, ACADEMIC AFFAIRS

Copy to:

Vice Chancellor
Deputy Vice Chancellor, AA
Deputy Vice Chancellor, FPA
Registrar, FPA
Deans of Schools
Director, Nairobi Campus
Director, DCEl
Dean of Students
Finance Officer
PRO
House keeping Section
Cateress Main Kitchen
Chief Security Officer
Chairman, CUKSU
All Course Representatives

