



THE CO-OPERATIVE UNIVERSITY OF KENYA
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 January, 2019

RE: COMMENCEMENT OF THE JANUARY – APRIL 2019 SEMESTER

We wish to take this opportunity to welcome you back to the University for the Commencement of the semester under reference. Kindly take note of the following information:

1. **Reporting to the University.** You are expected to report to the University on Tuesday 15th January 2019 before 5.00 p.m.
2. **Registration.**
As per the fees payment Policy, you are required to pay full fees or at least 50% of the fees to qualify for registration. In addition, resident students will be required to pay full accommodation fees. Please note that registration will be closed after three weeks on **7th February 2019**. Failure to register within this period of time will lead to de-registration. 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 at a fee of **Ksh. 1,000/=**.
3. **De-registered Students during the September-December 2018 Semester.**
76 Students were de-registered for failing to register within the stipulated period.
4. **Accommodation:** There are limited accommodation spaces to be issued on first come first served basis.
5. **Tuition Fees Waiver:** The CUK Students progressing from Diploma to Undergraduate will be getting fees waiver as follows:

- (i) The CUK Diploma holders who attained Credit and above will be granted fees waiver on Tuition fees for 1st Semester of 1st year at a rate of 20%



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- (ii) The CUK Bachelors degree holders who scored 2nd class Upper Division and above progressing to Postgraduate will be granted fees waiver on tuition fees at a rate of 20% for the 1st semester of 1st year.
- (iii) Students from other Universities with similar qualifications under (i) and (ii) above will be granted fee waiver at a rate of 5% of the tuition fees for 14th January 2019.
6. **January 2019 Intake:** The January 2019 Intake is on-going. We are appealing to you to market the University. Last date of application will be **31st January 2019**.
7. **Commencement of Lectures:** Lectures will be commencing on **Wednesday 16th January 2019**.
8. We are wishing you a happy and fruitful New Year in your academic endeavours.

Thank you.

DAVID B. OTIENDE
REGISTRAR (AA)

Copy to:

Vice Chancellor	- To see in file
Deputy Vice Chancellor, AA	- To see in file
Deputy Vice Chancellor, FPA	- To see in file
Registrar, FPA	- To see on file
Deans of Schools	
Dean of Students	
Director, D Cel	
Director, Mombasa Campus	
Director, Nairobi Campus	
Finance Officer	
PRO	
SAA, Admissions	
Housekeeping Section	
Cateress, Main kitchen	
Chief Security Officer	
Chairman, CUKSU	
All Course Representatives	



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