



## THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

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### OFFICE OF THE VICE CHANCELLOR

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<b>TO:</b>	All CUK graduates	<b>REF:</b> CUK/A/178
<b>FROM:</b>	Vice Chancellor	<b>DATE:</b> 14 <sup>th</sup> March, 2019

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#### **RE: SURCHARGE FOR LATE COLLECTION OF CERTIFICATES**

It has been noted with concern that some students do not collect their certificates after graduating. Due to this scenario, the Academic Division has about 2,000 uncollected certificates.

The CUK council has therefore approved the following measures to encourage graduates to collect their certificates:

- Graduates are encouraged to collect their certificates within six months after they have been printed and signed.
- After expiry of six months notice graduates who fail to collect their certificates will be charged a storage fee of ksh. 2,000/= per year.

Please note that this surcharge will be implemented with effect from **February 2019**.

Kindly comply to avoid this penalty.

**VICE CHANCELLOR**  
**PROF. KAMAU NGAMAU**

#### **Copy to:**

CUK Council Chair  
Deputy Vice Chancellor, AA - To see file copy  
Deputy Vice Chancellor, FPA - To see file copy  
Registrar, AA  
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