



**THE CO-OPERATIVE UNIVERSITY OF KENYA**

**THE REGISTRAR (AA)**

Website: [www.cuk.ac.ke](http://www.cuk.ac.ke), Email: [registraraa@cuk.ac.ke](mailto:registraraa@cuk.ac.ke)

**INTERNAL MEMO**

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**TO:** All Continuing Students

**REF:** CUK/A/178

**FROM:** Registrar (AA)

**DATE:** 15<sup>th</sup> May, 2019

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**RE: COMMENCEMENT OF THE MAY – AUGUST 2019 SEMESTER**

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We are happy to welcome you back to the University for the commencement of the semester under reference. We wish to release to you the following information:

**1. Registration for the semester:**

According to the University 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 are expected to pay full accommodation fees. Please note that registration will be closed after three weeks on **7<sup>th</sup> June 2019**. Those who will not have registered within this period of time will be expected to have applied for academic leave or be de-registered. 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 after applying on a prescribed application form and upon payment of re-registration fees of **KES. 1,000**;

**2. Accommodation:**

There are limited accommodation spaces. Preference has been given to new students (1<sup>st</sup> year 1<sup>st</sup> semester). Continuing students with special needs and require accommodation in the University hostels are advised to present their requests to the office of the Dean of Students for consideration;

**3. Tuition fees waiver:**

The CUK graduates progressing from Diploma to Undergraduate and Undergraduate to Postgraduate will be getting fees waiver as follows:

- i. The CUK diploma holders who attained credit and above will be granted a waiver on tuition fees for 1<sup>st</sup> semester of 1<sup>st</sup> year at a rate of 20%;
- ii. The CUK bachelors degree holders who scored 2<sup>nd</sup> Class Upper Division and above progressing to Postgraduate will be granted a waiver on tuition fees at a rate of 20% for the 1<sup>st</sup> semester of 1<sup>st</sup> year.



**N/B:** Students from other Universities with similar qualifications under 3(i) and 3(ii) above will be granted a waiver on tuition fees at a rate of 5%;

**4. May 2019 In-take:**

The May 2019 intake is on-going. We are appealing to you to market the University programmes. The last date of registration will be **7<sup>th</sup> June 2019;**

**5. Commencement of Lectures:**

Lectures will be commencing on **Monday 20<sup>th</sup> May, 2019 at 7.00 a.m.**

**6. Implementation of reviewed curriculum:**

We wish to notify you that all certificate and diploma programmes curricular have been reviewed. This has led to a review of the fees that will be paid by new students who have been registered with effect from **May 2019**. Please note that the reviewed fees are not applicable to continuing courses. Continuing students will be paying fees as per the fees structure that was in place at the time they were admitted.

7. We are wishing you a happy and fruitful May-August 2019 semester.

Thank you.

**DAVID B. OTIENDE**  
**REGISTRAR, ACADEMIC AFFAIRS**

