THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O BOX 24814-00502, Karen-Nairobi Tel: 0724311606 Website: www.cuk.ac.ke Email: registraraa@cuk.ac.ke

OFFICE OF THE REGISTRAR (ACDRI)

GENERAL INFORMATION

1. LOCATION

The Co-operative University of Kenya is located at the end of **Ushirika Road**, off Lang'ata South Road, just past the Bomas of Kenya — approximately **18 kilometers** from Nairobi's City Centre. The University is accessible via **matatu route No. 24**, which departs from the Bus Station terminus in Nairobi. For further directions or inquiries, please contact us at **0724 311606**.

2. NEW STUDENTS ADMISSION FORMS

a) The following forms should be downloaded from the University website, filled and returned to the University on the day of registration:

i) Admission letter

ii) Student Registration Checklist/Form – CUK/ASR/FORM15

iii) Student's Data Sheet – CUK/ASR/FORM10

iv) Acceptance of Offer of Admission – CUK/ASR/FORM08

v) Student Regulations Declaration Form – CUK/DOS/SRG01

vi) Consent to use Photos/Videos form – CUK/PRO/FORM01

vii) Student Entrance Medical Examination Form – CUK/ASR/FORM12

viii) Emergency Medical Operations Form – CUK/ASR/FORM13

b) The following documents are for your information and are available for download from the University website:

i) Requirements For Students Taking Courses In Catering & Hospitality Management And Housekeeping And Accommodation Management

ii) Request For Academic Leave/ Deferment

iii) Non-Acceptance of Offer of Admission

iv) Rules and Regulations Governing the Conduct and Discipline of Students

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3. FEE PAYMENT METHODS

All payments to the institution are payable as follows:

i) Deposit at any branch of **Co-operative Bank – Account No. 01129062663600** Karen branch or **Equity Bank – Account No. 1250277107862** (Karen Supreme branch)

ii) M-Pesa though **E-Citizen paybill 222222**, Account number is the invoice number generated in the student portal.(*Procedure for payment available in the university website*)

i) Bankers cheque-to be presented to the University cash-office

ii) Cheques from CDF, County funds, other sponsors to be presented to the University Cash Office accompanied by the forwarding letter from the organisation.

NOTE: The University does not accept ***Cash Payments*** and ***Personal Cheques***.

4. MEALS

The Co-operative University of Kenya operates cafeteria services at the Main Campus on a **Pay-as-You-Eat** basis. Meals are **subsidized** by the University to ensure affordability. Students are advised to budget approximately **Kshs. 20,000** per semester to cover meal expenses.

5. MEDICAL EXAMINATION

a) **Admission to the University:** Admission is conditional upon the submission of a satisfactory medical report. All students are required to undergo a medical examination by a recognized medical practitioner **before reporting** to the University. The completed medical form must be enclosed in a sealed envelope addressed to:

The Medical Officer
The Co-operative University of Kenya
P.O. Box 24814-00502
KAREN, NAIROBI

The student must bring the sealed medical report **in person** on the day of registration. **Do not send the form by post.**

b) **Medical Attention at the University:** The University provides outpatient medical services to registered students through the University Dispensary. However, students, parents, and guardians should be prepared to cover any additional medical expenses, including those related to hospitalization, which are **not covered** by the University Dispensary.

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c) **Dental and Optical Treatment:** The University does **not** provide dental or optical care. Students must make their own arrangements and meet the costs for such treatments independently.

d) **Consent for Emergency Medical Operations:** Parents or guardians of all students are required to sign a **consent form** authorizing emergency medical treatment, including operations, if necessary.

6. BOOKS AND STATIONERY

Students are required to purchase books and stationery for use during their stay at the University as shall be directed by their course instructors/lecturers.

7. PERSONAL EXPENSES

Students are required to carry personal effects and extra money for personal expenses.

8. LAPTOP

Some units shall be offered online and therefore every student is required to bring a laptop for accessing online lectures, e-library and teaching eLearning materials that are availed on the digital platforms. The laptops must at least meet the following minimum technical specifications:

a) Processor: Intel Core i5, i7 or equivalent
b) Memory: 8GB or more
c) Storage: 256GB SSD or more
d) Operating system: Windows 10 or macOS 10.14 or later
e) Screen size: 13 inches or larger with High resolution display
f) Connectivity: USB, HDMI, Ethernet, WI-FI.
g) Graphics card: NVIDIA GeForce , AMD Radeon or any dedicated graphics
h) Battery life: at least 8 hours

9. FEE (TUITION) AND OTHER FINANCIAL REQUIREMENTS

Please note that no student will be registered at the University without paying either the **full semester fees or at least 50% of the total fees**. All payments must be made through the designated University accounts, as outlined in the fee structure and the admission letter. Fees may be paid on a semester or annual basis. The University **does not accept cash payments or personal cheques**. Students are strongly advised to review the information provided in the Fees Structure regarding tuition fees, loans, and bursaries. Those seeking financial assistance should make the necessary arrangements with financing institutions prior to reporting to the University.

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10. LOAN AND BURSARY SCHEME

Students wishing to apply for the Government Scholarship and Higher Education Loan/Bursary are required to take note of the application period. Application for Government Scholarship and Loan is made at www.hef.co.ke.

11. DEFERMENT OF STUDIES

Those who for one reason or another wish to defer their studies to the next Academic Year, should visit the website and download deferment of studies form; unless absolutely necessary the University does not encourage deferment of studies.

12. ORIENTATION

All students are required to attend the orientation sessions as scheduled.

13. RULES AND REGULATIONS

All students are required to read and understand the *Rules and Regulations Governing the Conduct and Discipline of Students* at The Co-operative University of Kenya. Students are expected to adhere to these rules throughout their period of study. Each student must sign the Students' Regulation Declaration at the end of the document, confirming that they have understood the contents and are committed to upholding proper conduct and discipline. The signed declaration must be submitted during registration.

14. CATERING AND ACCOMMODATION SERVICES

a) Catering

The University Catering Services operate on a Pay As You Eat (PAYE) arrangement. Under this arrangement, students have a variety of food items/dishes to choose from and each food item/dish is priced separately.

b) Accommodation

The University has limited accommodation opportunities; therefore, accommodation is not guaranteed within the University hostels for all students. The accommodation fee payable is at a flat rate of **KSHS 12,000.00** per Semester, irrespective of the choice of room. There are limited accommodation facilities that will be offered on first come first served basis. Students who secure accommodation at the University hostels shall be required to pay at least 50% of the prescribed

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semester fees and full accommodation fees before room allocation. Those who wish to stay outside the campus are advised to get more information on off-campus accommodation from our website: (https://cuk.ac.ke/accomodation/).

NOTE: ***Application for accommodation shall be opened one (1) week to the actual reporting date.***

c) Application For Accommodation

i) Students who wish to be considered for accommodation in the university hostels must apply online through the Student Portal.

ii) After completing the online hostel booking, students must print the room booking slip and present it to the Housekeeper on the day of admission for room allocation.

iii) The accommodation fee is non-refundable and cannot be transferred to tuition fees after two (2) weeks from the date of room booking.

iv) Booked rooms must be occupied within the first week of the semester. Failure to do so will result in the room being reallocated to another student.

v) Requests to transfer accommodation fees to tuition must be made in writing to the Dean of Students through the Housekeeper, within the first two weeks after booking.

vi) All other terms and conditions of occupancy are governed by the university's rules and regulations on student conduct and discipline.

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