



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar (Academic & Students' Affairs)

Memo

From: Senior Assistant Registrar (AA)

Date: 10th February, 2023

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL. 1 (249)

SUBJECT: DEFERMENT OF STUDIES

The above subject refers.

This is to inform **ALL STUDENTS** that as per the Fee Policy and Guidelines, the timeline for fee payment expired on **3RD FEBRUARY, 2023.**

Therefore, any student who was unable to complete fee payment on time and had received HELB allocation, which was insufficient to clear the balance, is instructed to defer his/her studies **FORMALLY** through the office of the Registrar (Academic Affairs).

A handwritten signature in blue ink, appearing to read 'Jane Amunga'.

Dr. Jane Amunga
Senior Assistant Registrar (AA)

CC:

- Acting Deputy Vice-Chancellor (ASA)
- All Deans
- In-charge ICT – to upload
- Students Notice Boards



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar (Academic & Students' Affairs)

Memo

From: Senior Assistant Registrar (A&SA)

Date: 10th February, 2023

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL. 1 (250)

SUBJECT: REMINDER ON SMART CARDS COLLECTION

The above subject refers.

This is to inform all students that their smart cards were received from Equity Bank and sent to Deans of Schools for issuance. Therefore, students are hereby instructed to visit their respective Deans of Schools for picking them as **NO** student will access University premises or receive services without proper identification.

In addition, those who applied for smart cards, (subject to verification) and are not available in their respective schools, are hereby informed to submit their details to student leaders (President and Secretary General) in the following format for onward submission to the Office of Registrar (AA) by Monday, 13th February, 2023.

- i) Name
- ii) Admission Number
- iii) School

Kindly treat this memo with the urgency it deserves.

A handwritten signature in blue ink, appearing to read 'Jane Amunga'.

Dr. Jane Amunga
Senior Assistant Registrar (AA)

CC:

- Acting Deputy Vice-Chancellor (ASA)
- All Deans
- In-charge ICT – to upload
- Students Notice Boards