



# KAIMOSI FRIENDS UNIVERSITY (KAFU)

*Office of the Registrar (Academic Affairs)*

## **Memo**

From: Registrar (AA)

Date: 10<sup>th</sup> September 2024

To: ALL CONTINUING STUDENTS

Ref: KAFU/501/SM/12/VOL. 3 (41)

**SUBJECT: DEADLINE FOR PAYMENT OF FEES AND REGISTRATION OF UNITS**

The above subject refers.

This is to inform **ALL CONTINUING STUDENTS** that as per the revised Fee Policy and Guidelines, the deadline for fee payment and other charges in respect of their programs is **60%** by the **6<sup>th</sup> week (18<sup>th</sup> October, 2024)** and **40%** by **15<sup>th</sup> November, 2024**. Registration shall not be deemed complete until all Semester One fees is paid in full (including accommodation fee).

Therefore students are advised to make their payments by **13<sup>th</sup> November, 2024** since it takes 24 hours for fees paid to reflect in the system.

Kindly note that you will be expected to register course units before portals close. There will be no late course unit registrations due to payment of fees on the very last day of set timelines as this will not reflect in the system therefore locking out students automatically.

Students are therefore, advised to make proper financial plans to avoid disrupting their studies for failure to comply with the fee policy.

Also, note that any student with the problem of course registration and portal issues, are advised to contact their Chairs of Department and In-charge ICT respectively.

### NOTE

The **1<sup>ST</sup> AND 2<sup>ND</sup> YEAR STUDENTS** under the New Funding Model are reminded to apply for scholarship and tuition before the process is closed.

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

Dr. Jane Amunga

Senior Assistant Registrar (AA)

CC:

- Acting Deputy Vice-Chancellor (ASA&R)
- Acting Deputy Vice-Chancellor (AFP&D)
- Finance Officer
- Deans of Schools
- In-charge Students' Affairs
- Chairman KAFUSO
- In-charge ICT – to upload on the website
- Students Portals
- Students Notice Boards



*Kaimosi Friends University (KAFU) is ISO 9001:2015 certified*