



KAIMOSI FRIENDS UNIVERSITY
Office of the Registrar (Academic Affairs)

From: Registrar (Academic Affairs)

Date: 24th February, 2025

To: ALL STUDENTS

Ref: KAFU/501/SM/12/VOL. 3 (60)

SUBJECT: REMINDER ON DEADLINE FOR PAYMENT OF FEES AND REGISTRATION OF UNITS

Reference is made to our memo REF: KAFU/501/SM/12/VOL. 3 (51) dated 17th January, 2025 on the above subject matter.

This is to remind **All Students** that as per the revised Fee Policy and Guidelines, the deadline for fee payment and other charges in respect of their programs was **60%** by the **6th week (25th February, 2025)** and **40%** by **25th March, 2025**. Registration shall not be deemed complete until all Semester Two fees is paid in full (including accommodation fee).

Therefore, students are advised to make their payments by **22nd March, 2025** to allow sufficient time for fees paid to reflect in the system so that they can register course units by **25th March 2025** before the system locks.

Kindly note that students will be expected to register course units before portals close. There will be no late course unit registration due to payment of fees on the very last day of set timeline 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 students with the problems of course units' registration and/or portal issues, are advised to contact their Chairs of Department and In-charge ICT respectively.

A handwritten signature in black ink, appearing to read 'Jane Amunga', is written over a circular stamp or seal.

Dr. Jane Amunga
Senior Assistant Registrar (AA)

Copy to:

Deputy Vice-Chancellor (ASA&R)
Deputy Vice-Chancellor (AFP&D)

Finance Officer
Deans of Schools
Ag. Dean of Students
Chairman, KAFUSA
In-charge ICT
Students Portals
Students Notice Boards

— to upload on the website



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