



# KAIMOSI FRIENDS UNIVERSITY (KAFU)

*Office of the Registrar (Academic Affairs)*

*Memo*

**From:** Registrar (Academic Affairs)

**Date:** 17<sup>th</sup> January, 2025

**To:** ALL STUDENTS

**Ref:** KAFU/501/SM/12/VOL. 3 (51)

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

The above subject refers.

This is to inform **ALL 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 (25<sup>th</sup> February, 2025)** and **40%** by **25<sup>th</sup> 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 **22<sup>nd</sup> March, 2025** to allow sufficient time for fees paid to reflect in the system so that they can register course units by 25<sup>th</sup> March 2025 before the system locks.

Kindly note that you 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.

Dr. Jane Amunga

**Senior Assistant Registrar (AA)**

**CC:**

- Deputy Vice-Chancellor (ASA&R)
- Deputy Vice-Chancellor (AFP&D)
- Finance Officer
- Deans of Schools
- Ag. Dean of Students
- Chairman, KAFUSA
- In-charge ICT – to upload on the website
- Students Portals
- Students Notice Boards