



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Office of the Registrar (Academic Affairs)

Memo

From: Senior Assistant Registrar (AA)

Date: 13th December, 2023

To: ALL STUDENTS

Ref: KAFU/501/SM/012/VOL. 3 (13)

SUBJECT: SEMESTER II (2023/2024 ACADEMIC YEAR)

The above subject refers.

This is to inform **ALL STUDENTS** that Semester II of academic year **2023/2024** begins on **8th January, 2024** and ends on **19th April, 2024**. All students are expected to sign the physical nominal roll available at the respective school within the first two weeks of the semester.

In addition all students who deferred their studies during the 2022/2023 academic year at Semester two (II) are also informed to resume their studies on the same date by formally requesting for resumption of studies through the Office of Registrar (Academic Affairs).

Therefore, as per the Fee Policy and Guidelines, students are expected to pay fees and other charges in respect of their programs at the time of registration, which **must be done within the first six (6) weeks of the semester**. Registration shall not be deemed complete until all fees is paid in full.

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 day of set timelines.

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

Dr. Jane Amunga

Senior Assistant Registrar (A&SA)

CC:

- Ag. Vice-Chancellor (To note on file)
- Acting Deputy Vice-Chancellor (ASA&R)
- Acting Deputy Vice-Chancellor (F&D)
- Finance Officer
- Deans of Schools
- Chief Security Officer
- In-charge University Library
- In-charge Students' Affairs
- In-charge, Corporate Affairs
- Chairman KAFUSA
- In-charge ICT – to upload on the website and student portals



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