



# KENYATTA UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR  
(ACADEMIC)

VERY  
URGENT

## INTERNAL MEMO

FROM: Deputy Vice-Chancellor (Academic)

DATE: 4<sup>th</sup> October, 2018

TO: All Students

OUR Ref: KU/RAC/ VOL. 2/GEN 45/(84)

SUBJECT: **MODES OF DISBURSEMENT OF HELB FUNDS FOR TUITION FEE**

This is to inform all students who applied and/or are eligible for tuition fee payment by HELB that the funds will be disbursed to the various year groups as follows:

- (i) The funds for final year (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year) students will be remitted by HELB directly to the university.
- (ii) The tuition fee for students in years **ONE, TWO and THREE** of study will be disbursed strictly through their **Equity Bank Smartcards**.

Consequently, HELB has submitted to the university two separate lists of students who have been allocated tuition fees based on the categorization highlighted above. In this regard, students in the specified year groups are advised as follows:

- (i) Final year students to check and confirm their allocation of funds from the relevant list pending activation of their accounts to register for units.
- (ii) First, second and third year students to confirm allocation of funds from the list of those whose tuition fees will be disbursed by HELB through the Equity Bank Smartcard.
- (iii) First, second and third year students who have been allocated tuition fees by **HELB MUST HASTEN their acquisition of the Equity Smartcards** to enable remission of their fees by **HELB**. The initial processing of the smartcards is currently being undertaken at the Students Computer Centre.

**NOTE:** The two sets of lists are available on the University and KUSA websites where students can view them.

Thank you.

  
for **PROF. JOHN OKUMU**  
**DEPUTY VICE-CHANCELLOR (ACADEMIC)**

Cc: Vice Chancellor  
DVC (Finance and Development)  
Registrar (Academic)  
Director, Student Affairs

Director of Campuses  
Head, Students Finance  
Chairman, KUSA  
Online Communications Manager

*Transforming Higher Education... Enhancing Lives*

Kenyatta University is ISO 9001:2015 Certified

