



KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)
Email: registrar-acad@ku.ac.ke Ext: 3061

INTERNAL MEMO

FROM: Registrar (Academic)

DATE: 25th January, 2024

TO: 1) Full-Time and Part-Time Students
2) Continuing Education Programme Students
3) Virtual and Open Learning Students

REF: KU/RAC/GENCIR/45/Vol.2 (225)

SUBJECT: REMINDER ON FEES PAYMENT AND UNITS REGISTRATION DEADLINES FOR JANUARY SEMESTER, 2023/2024 ACADEMIC YEAR

This is to **remind** the above mentioned categories of students that the fee payment and units registration deadlines for **January Semester, 2023/2024 Academic Year** are as follows:

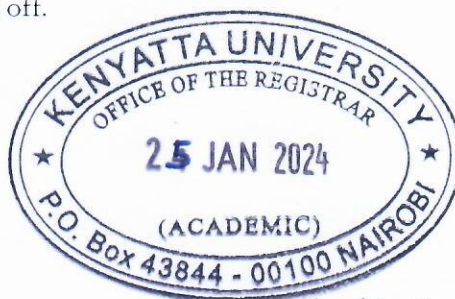
S/No	Category of Students	Deadline for Fees Payment	Deadline for Units Registration
1	Full-Time and Part-Time	16 th February, 2024	23 rd February, 2024
2	Continuing Education Programmes	9 th February, 2024	16 th February, 2024
3	Virtual and Open Learning	9 th February, 2024	26 th February, 2024 (Undergraduate) 4 th March, 2024 (Postgraduate)

Note:

- Students who will not have paid fees by the set deadlines will be charged a fine of **Kshs.500/= per every working day up to three (3) days** after the expiry of the respective deadline.
- Registration for a semester comprises payment of fees and online registration of units.
- It is the responsibility of every student to ensure that the units are properly registered. All students are therefore expected to confirm their unit registration status from their Students' Portal.
- Students who will not have completed payment of fees and registration of units by the set deadlines will be required to take a semester off.

Thank you.

for 
PROF. BENARD KIVUNGE
REGISTRAR (ACADEMIC)
BMK/jka



CC: Vice-Chancellor
Deputy Vice-Chancellors
Chief Finance Officer
Executive Deans of Schools
Director, Students Affairs
Directors of Campuses
Director, ICT
All Chairpersons of Departments
Coordinator, CEP Programmes

Heads of Sections in Academic Division
Heads of Students Finance Sections
KUSA Chairman
KUSA Academic Secretary
All Notice Boards
Online Communication Manager

