



KENYATTA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC)

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INTERNAL MEMO

FROM: REGISTRAR (ACADEMIC)

DATE: 11TH OCTOBER, 2018

TO: ALL FULLTIME AND PART-TIME
NEW AND CONTINUING STUDENTS

REF: KU/RAC/GEN. 45/VOL.2/87

**SUBJECT: ACTIVATION OF ACCOUNTS FOR UNITS REGISTRATION FOR 1ST, 2ND
AND 3RD YEAR BENEFICIARIES OF HELB FUNDS**

This is to inform the above category of students and whose names are appearing in HELB funds allocation list and have paid all outstanding fees balances except the amount allocated by HELB that the University Management has considered their appeal for registration and granted approval that they be cleared by Student Finance Section. This will enable them register units by the set deadline.

However, all the affected students are advised as follows:

- 1) They must ensure they secure Equity Bank Smart Cards to enable remittance of tuition fees by HELB.
- 2) Students are expected to have cleared all fees before commencement of examinations for First Semester, 2018/2019 Academic Year.
- 3) Examination Cards will be issued to those students who will have acquired the Smart Cards and remitted tuition fees to the University.

Thank You.

DR. ANDANJE MWISUKHA
AG: REGISTRAR (ACADEMIC)

CC: Vice Chancellor
Deputy Vice Chancellor (Academic)
Deans of School
Directors of Campuses
Chairmen of Departments
Director, ICT
Deputy Finance Officer (Revenue)
Manager, Online Communication
Heads of Sections in Academic Division
Head, Students Finance
KUSA Chairman
KUSA Academic Secretary
All Notice Boards

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