

**KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)**

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 13th April, 2022

TO: All Students (2021/2022 AY)

REF: KarU/Rg.AA/1/Vol.8

SUBJECT: FEE PAYMENT IN SECOND SEMESTER 2021/2022 ACADEMIC YEAR

All students are reminded as follows:

- a) The Second Semester of 2021/2022 Academic Year commenced on **Monday, 24th January 2022 for First Year students and Monday, 28th February 2022 for continuing students.** Students were informed of Second Semester (2021/2022 Academic Year) Timelines via communication referenced as follows:
 - i) First Year Students- Memo (KarU/Rg.AA/1/Vol.8) dated 28th January 2022 and;
 - ii) Continuing students- Memo (KarU/Rg.AA/1/Vol.8) dated 23rd February 2022.
- b) In the referenced communications:
 - i) First Year Students were required to complete payment of Fees for the Second Semester 2021/2022 Academic Year by **Friday, 18th March 2022.**
 - ii) Continuing students were required to Complete payment of Fees for the Second Semester 2021/2022 Academic Year by **Friday, 22nd April 2022.**
- c) **Fees Payment Policy (Clause 5.5)** stipulates, but is not limited to the following:
 - i) Students will pay all fees on the day of admission and registration.
 - ii) Students with financial challenges may be allowed to pay in two installments in the following manner:
 - 60% and above on admission and registration
 - The balance of 40% shall be cleared by the 40th day after the beginning of the semester.
 - iii) On the forty-first (41st) day after the beginning of the semester the University will place an encumbrance on the student account that includes but is not limited to **"deregistered for that semester"**.
 - iv) The repercussion includes seeking re-admission after:
 - All outstanding fees balance is cleared and fees for the semester.
 - A reinstatement fee (penalty fee) equivalent to the application fee for the programme will be charged.

NB: Therefore, all students are further reminded to adhere to the regulation or defer studies to the next Academic Year (2022/2023).

Thank you.



**Dr. Wangari Gathuthi
REGISTRAR (AA)**

Cc Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (PFA)
Registrar (P&A)
Finance Officer
Deans of Schools
Ag. Director ICT
Heads of Departments
Dean of Students
Schools Administrative Assistants

