

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

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INTERNAL MEMO

FROM: Registrar (AA)

DATE: 21st December, 2023

TO: First Year Students (2023/2024 AY)

REF: KarU/Rg.AA/1/Vol.10

SUBJECT: **REGISTRATION FOR FIRST SEMESTER (2023/2024) ACADEMIC YEAR EXAMINATIONS**

This is to remind that Administration of First Semester Examinations will commence on **Monday, 15th January 2024 to Friday, 26th January 2024**. The University has provided fee billing for the Semester to all New Funding Model (NFM) students in Five (05) bands based on Household metrics in the NFM Model. NFM students are advised to take note and adhere to the following:

- i) A sum of Scholarship and Loan is meant to meet the cost of programme you are enrolled in;
- ii) Any balance from the total cost of programme after factoring Scholarship and Loan is to be paid by the household (Parent/Guardian) by **Wednesday, 10th January 2024**.

For example

A programme with a cost of Kshs. 123,760 in First Semester, Scholarship awarded (Kshs. 67,626) and HELB tuition fee (Kshs. 33,813). The fee to be paid by the student is Kshs. 123,760 - (Kshs. 67,626 + Kshs. 33,813) = Kshs. 22,321 as balance to be paid.

- iii) Confirm **Registration for Examinations** by **Wednesday, 10th January 2024** through individual student portal and print Examination Card. Students are required to complete an evaluation of courses he/she has registered for in the Semester before printing the Examination Card.
- iv) Any eligible student who had not applied for Scholarship and Loan or whose application is pending are advised to apply for the same and make individual follow up on their progress through the nearest Huduma Center. Any fee balance remaining to this category of students should be cleared by **Wednesday, 10th January 2024**.
- v) Details for students who applied for change of programme were submitted by the University for funding. Any balance if any for such students after consideration of their funding should be cleared by **Wednesday, 10th January 2024**.

First Year students who are not eligible for New Funding Model were provided fee structures based on the Old Funding Model and are required to clear any fee balance by **Wednesday, 10th January 2024** and register for Examinations by **Wednesday 10th January 2024**.

It is a student personal responsibility to confirm fee balance from their student portal and take necessary steps to address any balance thereof.

Thank you.



Dr. Wangari Gathuthi
REGISTRAR (AA)



Cc

Vice Chancellor
Ag. Deputy Vice Chancellor (ARSA)
Ag. Deputy Vice Chancellor (PFA)
Ag. Registrar (P&A)
Ag. Finance Officer

Deans of Schools
Ag. Director ICT
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