

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

TEL:+254 0716135171/0723683150

P.O Box 1957-10101,KARATINA

**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 6<sup>th</sup> May, 2024

**TO:** All First Year Students (2023/2024 AY)

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

**SUBJECT: FOLLOW UP/ REMINDER ON HOUSEHOLD FEE PAYMENT**

Reference is made to an earlier communication dated 21<sup>st</sup> March 2024 on Reminder on Fee Payment for Second Semester (2023/2024 Academic Year) (*copy of the communication is attached*).

This is a follow up and reminder that every student should have zero balance of respective Household Fees for the programme they are enrolled. Students are advised to verify their funding band on Funding Board student portal to confirm the amount expected to pay as Household Fees.

The Household fees **MUST** be paid for a student name to appear on Examination **Attendance Sheets**. Otherwise, any examinations irregularly undertaken will be nullified.

Thank you.



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



Copy to:

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

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**INTERNAL MEMO**

**FROM:** Registrar (AA)

**DATE:** 21<sup>st</sup> March, 2024

**TO:** All Students

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

**SUBJECT: REMINDER ON FEE PAYMENT**

It has been noted with great concern that some students do not adhere to Semester Timeline in clearance of fees by the 40<sup>th</sup> day after the commencement of the Semester. In preparation for the Second Semester examinations of the 2023/2024 Academic Year, students are reminded to take note and adhere to the Semester Timelines including fee clearance by the 40<sup>th</sup> day after the beginning of the semester. In this regard 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & Post Graduate students' deadline was **Friday, 1<sup>st</sup> March 2024**. First Year students' deadline will be **Friday, 22<sup>nd</sup> March 2024**.

All students are hereby reminded as follows:

- i) Any student with fee arrears to ensure that the fee is completed before start of examinations.
- ii) The students are reminded that it is an individual responsibility to ensure they meet personal fees obligation.
- iii) For the first years, ensure you have paid any balance from the total cost of the programme after factoring in Scholarship and HELB funding.

**For example:**

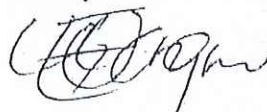
ITEM DESCRIPTION		Government Funding				Student Obligation
Programme	Total Payable Fees	HELB Tuition Fee Sem I	Scholarship Sem I	HELB Tuition Fee Sem II	Scholarship Sem II	
BSc. Food Science and Nutrition	318,920.00	47,838.00	79,730.00	47,838.00	0.0	143,514.00

*NB// The student is expected to pay Kshs. 143,514.00*

- iv) Administration of Second Semester Examinations will start on **Monday, 15<sup>th</sup> April 2024** for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & Post Graduate students and **Monday, 6<sup>th</sup> May 2024** for First Years. A detailed examination timetable is on the University website.
- v) Any student who will not have registered for the Examinations on the foretated dates will be required to defer studies.

**NB:** Please note that no concession will be given to any student on matters related to fee payment. Zero fee balance on student obligation is the expectation.

Thank you.



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



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