

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

TEL:+254 0716135171/0723683150

P.O Box 1957-10101,KARATINA

INTERNAL MEMO

FROM: Registrar (AA)

DATE: 1st April, 2025

TO: All Students

REF: KarU/Rg. AA/1/Vol.11

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 **40th day** after the commencement of the Semester. In preparation for the Second Semester Examinations of the 2024/2025 Academic Year, students were reminded to take note and adhere to the Semester Timelines including fee clearance by the **40th day** after the beginning of the semester. In this regard 2nd, 3rd and 4th Year students' deadline was on **Friday, 14th March 2025** whereas First Year and Post Graduate students' deadline was on **Friday, 28th March 2025**.

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 New Funding Model students, ensure you have **paid Household fees in respect to your band**.
- iv) For students **not in New Funding Model, ensure that all due fees are cleared**.
- v) Administration of Second Semester Examinations will start on:
 - a) **Thursday, 17th April 2025 to Monday, 5th May 2025** for 2nd, 3rd and 4th Year students; and
 - b) **Tuesday, 6th May 2025 to Tuesday, 20th May 2025** for First Years, School of Health Sciences and Post Graduate Students. A detailed examination timetable is on the University website.

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)



Copy to:

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