

**OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)
INTERNAL MEMO**

FROM: Registrar (AA)

DATE: 3rd June 2026

TO: First Year Students (2025/2026 AY)

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

RE: REMINDER ON FEE PAYMENT (SECOND SEMESTER 2025/2026AY)

This is in reference to the communication dated 6th March 2026 on the tuition timelines, in which students were expected to clear fees by the 40th day, **Friday, 1st May 2026** after the commencement of second semester(2025/2026AY).

Students were required to settle the household fees component as well as any outstanding fee balances within the stipulated period.

Consequently, students with outstanding fee balances are advised to **CLEAR** their fee balances before the commencement of the Second Semester examinations on **Monday, 15th June 2026**.

Failure to do so will result in the affected students being required to **DEFER** their studies. Further, any examination undertaken by a student with an outstanding fee balance shall be **CANCELLED**, in accordance with **Section 2.5.8 Group 1(v)** of the Common Rules and Regulations for Examinations.

Kindly be guided accordingly.

Thank you.



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

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

