



KARATINA UNIVERSITY

Inspiring Innovation and Leadership

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS) INTERNAL MEMO

FROM: Registrar (AA)

DATE: 15th September, 2026

TO: Y1, Y2, Y3 students (2026/2027 AY)

REF: KarU/Rg.AA/1/Vo1.12

SUBJECT: REMINDER ON FEE PAYMENT AND TIMELINES

Learning Activities for the First Semester of the 2026/2027 Academic Year commenced on **Monday, 31st August 2026**. All First; Second and Third Year students are informed to take note and adhere to the following:

- i) To complete **Online Semester Registration in ERP** on or before **Friday, 25th September 2026** in line with *Fee Payment Policy Clause 5.5 (d)*. *The individual Student whose name will not be in the class list of bona fide students will be deregistered from the Semester after the lapse of the 20% class attendance rule (20% Registration Rule).*
- ii) To complete **Online Registration** of courses for blended learning through the **Learning Management System (LMS/Moodle)** student account on or before **Friday, 25th September 2026** and attend classes as expected.
- iii) Complete payment of Fees for the First Trimester 2026/2027 Academic Year in line with '*Fees Payment Policy Clause 5.2*', including but not limited to the following: Students will pay all fees on the day of admission and/or registration. Students with financial challenges may be allowed to pay in two instalments; 60% and above on admission or registration day and the balance of 40% be cleared by the 40th day after the beginning of the trimester (**Friday, 23rd October 2026 (40th Day Rule)**). **Students are hereby informed to check their individual portal for household fees.**
- iv) Confirm **Registration for Examinations** by **Friday, 23rd October 2026** through the individual student portal and print the Examination Card. Students are required to complete an evaluation of courses he/she has registered for in the Trimester before printing the Examination Card.
- v) Administration of First Trimester Examinations will start on **Monday, 7th December 2026** to **Friday, 18th December 2026**. A detailed examination timetable will be released in due course.

Thank you.

Dr. Wangari Gathuthi
REGISTRAR (AA)

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Vice Chancellor
DVC (PFA)
DVC (ARSA)
Ag. Registrar (PA)
Ag. Finance Officer
Director ICT



Deans of Schools
Heads of Departments
University Timetable
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Senior Maintenance Officer

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Security Officer
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