



UNIVERSITY OF EMBU

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMICS, RESEARCH AND EXTENSION)

INTERNAL MEMO

FROM: Deputy Vice-Chancellor (ARE) DATE: 9th May, 2019

TO: ALL STUDENTS REF: UoEm/DVC(ARE)/STA/VOL.4/067

SUBJECT: DEADLINE FOR PAYMENT OF FEES, AND REGISTRATION FOR THE MAY TRIMESTER, 2018/2019 ACADEMIC YEAR

This is to inform all students that all fees payable to University of Embu is due on or before the start of the Semester. However, the University has been allowing students to clear their fees and register within the first three weeks of the Semester. The deadline for payment of fees for May Trimester, 2018/2019 Academic Year is **Wednesday, 22nd May, 2019**. However, in the event of inability to pay fees in full before the deadline given, the following options are available;

i. Phased fee payment

All students wishing to use this payment option must ensure payment of the first instalment of 50% of the fees payable on or before **Wednesday, 22nd May, 2019**. The second instalment of 25% should be paid by end of the 7th week of the semester. The remaining balance of the fees payable (25%) should be paid at least three (3) weeks before start of the end of semester examinations. Under this payment option, a **monthly administrative fee of 2.5%** will be levied on the outstanding fee balance.

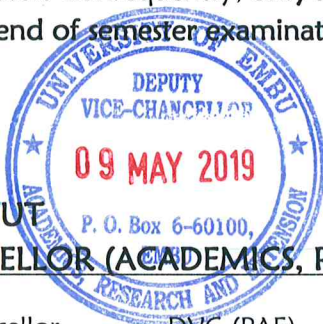
ii. Late fee payment

Students who will not have paid 50% of the fees payable before the deadline, and wish to register will be required to pay a **surcharge of Kshs. 3,000**. This will be charged over and above the monthly administrative fee of 2.5% of the outstanding fee balance payable.

All outstanding fees (fee balance, administrative fee and surcharge) must be paid by the end of the 13th week of the semester. Students who will not have cleared their fees will be required to formally call off the semester. Consequently, **only students who will have cleared their fees will be allowed to sit for the end of semester examinations.**

Thank you,

PROF. KIPLAGAT KOTUT
DEPUTY VICE-CHANCELLOR (ACADEMICS, RESEARCH AND EXTENSION)



Copies to; -Vice-Chancellor -DVC (PAF) -Head of Admissions
 -Registrars -Deans/Directors/CoD's -Head of Finance

