



UNIVERSITY OF EMBU

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

INTERNAL MEMO

FROM: Deputy Vice-Chancellor (ARE) **DATE:** 10th May, 2019
TO: All Practicum Students **REF:** UoEm/DVC(ARE)/STA/VOL.4/068

SUBJECT: DEADLINE FOR PAYMENT OF FEES FOR THE MAY - AUGUST 2019 PRACTICUM.

This is to inform all students who are on practicum (teaching practice or industrial attachment) during the period May to August 2019, that they are expected to pay the requisite fees for the practicum as reflected in each student's fee statement.

All students on practicum are hereby notified that the practicum fees is payable on or before Friday, 31st May, 2019, at 5.00 p.m. Failure to pay practicum fees on or before the deadline will attract a surcharge of Kshs. 3,000. The surcharge will be charged over and above the monthly administrative fee of 2.5% of the outstanding practicum fee balance payable.

A student who fails to pay all outstanding practicum fees before the end of the practicum period will have their practicum results cancelled.

I take this early opportunity to wish all practicum students a fruitful practicum experience.

Thank you,

PROF. K. KOTUT
DEPUTY VICE-CHANCELLOR (ARE)

KK/ssm



Copies to:

-Vice-Chancellor	-DVC (PAF)
-Registrars	-Head of Finance
-Coordinator, Teaching Practice/ Practicum	-Head of Admissions
-All Deans	-All CoDs



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