INTERNAL MEMO

FROM: Registrar (Academic)                                    DATE: 30th January, 2024

TO: All DSVOL Students Taking Sit-in                        REF: KU/RAC/SCH/DSVOL/20/Vol. 2 (61)
Cats and Examinations in Centres outside Kenya

SUBJECT: SIT-IN CATS AND EXAMINATION ADMINISTRATION EXPENSES

The University has experienced an increased number of students requesting to be facilitated to sit for
CATs and Examinations in centres outside Kenya, which include:-
  a) Kenyan Embassies/High Commissions/Consulates.
  b) Universities with MOA with Kenyatta University.

The increased number of students has translated to increased Sit-in CATs and Examination
administration expenses.
Consequently, the University has introduced an additional examination administration fee of
Kshs.2,500/= per unit for either sitting CATs or Examinations in a centre outside Kenya.

To Note:
  a) The additional fees will be charged in the subsequent trimester, based on the data from previous
     trimester.
  b) The charges for the final trimester will have to be paid before the student is cleared for graduation.
  c) The effective date of the charges will take into consideration the administration of Second
     Trimester 2023/2024 Sit-in CATs and Examinations.

Thank you.

PROF. BENARD KIVUNGE
REGISTRAR (ACADEMIC)

Cc: Deputy Vice-Chancellor (Academic)
    All Executive Deans of Schools
    All Chairpersons of Departments
    Chief Finance Officer
KENYATTA UNIVERSITY

Head, Examination Administration Section
Head, Student Finance (Undergraduate) Section
Head, Student Finance (Postgraduate) Section
Coordinator, Admission Section
Head, Admission (Postgraduate) Section
Head, Admission (CEP & DSVOL) Section

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