

KIBABII UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

Internal Memo

From: Registrar (AA)

Date: 27th May 2025

To: ALL STUDENTS

Ref: KIBU/ACA/CORR.17/VOL.7

Subject: ADHERENCE TO FEE PAYMENT POLICY AND EXAMINATION

Reference is made to the subject matter above.

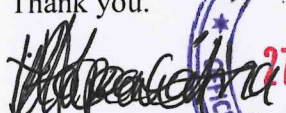
The Senate in its 79th Regular Meeting held on 26th May, 2025, considered a report on Examination Administration and observed that some students unprocedurally sat the 2nd Semester, 2024/2025 Academic Year Examinations with fee balances, while others who had not reported and registered also sat for the examinations. This was in contravention of The Examination Handbook 2018, 2.8 on Admission to Examinations (ii), which stipulates that no candidate shall be allowed to sit for an examination if he/she has not completed payment of fees and University dues (Student Handbook 2023, 43.2 on Assessment Requirements (a) and (p)).

The Senate, therefore, resolved that:

- i. All examinations that were administered with fee balances are null and void, hence cancelled;
- ii. The affected MUST clear fees by **30th July 2025**;
- iii. The students will be allowed to apply and sit special/supplementary examinations scheduled from **4th to 15th August 2025**;
- iv. Only the students who will have cleared their fees will be allowed to take the examinations.

Please be warned that a repeat of this action in the future will lead to full application of the Examination Rules and Regulations, which include cancellation of examinations and suspension for one academic year (The Examination Handbook 2023, 43.7.2 (v) and 43.9 (22).

Thank you.


Sr. Dr. Jacklyne Okello Alari
REGISTRAR (ACADEMIC AFFAIRS)

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- DVC (AFD)
- DVC (PPRI)
- Finance Officer
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