

KIBABII UNIVERSITY

Office of the Registrar (Academic Affairs)

Internal Memo

To: All Graduates 2021/2022

Date: 31st July, 2023

From: Registrar (Academic Affairs)

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

Subject: LEVY FOR UNCOLLECTED CERTIFICATES

Reference is made to the subject matter above.

Senate in its 54th Regular meeting held on Wednesday 16th February, 2022 resolved that with effect from the 2021/2022 Academic Year, graduates who delayed to collect their Academic Certificates after Graduation would be surcharged.

This is therefore to inform all 2021/2022 graduates (i.e. the 7th Congregation) who have not yet collected their Academic Certificates that a storage fee of KES 1,000 (One Thousand Shillings) per year would be levied for uncollected Certificates after the lapse of one (1) year from the date of Graduation.

Please note further that graduates who did not provide correct information would be surcharged for reprinting the spoilt certificate.

Thank you.



Prof. Ernest S. Mohochi
REGISTRAR, ACADEMIC AFFAIRS



Copy to:

- *Vice Chancellor*
- *Ag. Deputy Vice Chancellor (ASA)*

/lnw-s



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