



**OFFICE OF THE DEPUTY VICE-CHANCELLOR
ACADEMICS, RESEARCH AND STUDENT AFFAIRS**

INTERNAL MEMO

FROM: Deputy Vice-Chancellor (ARSA)

DATE: 16th June, 2026

TO: All Students

RE: FEES PAYMENT PLAN AND DEADLINES

Students are hereby informed of the fees payment plan and deadlines. In line with the University's financial management policies and institutional guidelines, the following payment schedule shall apply to all students:

i. First Installment - 60% of Total Household Fees

A minimum of sixty percent (60%) of the total household semester fees must be paid within the first month of the semester to allow for registration of units.

ii. Second Installment - 40% Balance of the remaining Household Fees

The remaining forty percent (40%) balance of the household fees must be paid in full two (2) weeks to the commencement of the End-of-Semester Examinations.

Compliance with Payment Deadlines

Students are advised that the above deadlines shall be strictly enforced. Any student who fails to comply with the prescribed payment schedule will be required to defer their studies on financial grounds in accordance with University regulations.

Students are encouraged to make the necessary financial arrangements to ensure timely settlement of their fees to avoid any disruptions to their academic calendar.

Thank you.

Prof. Elyjoy M. Micheni

Deputy Vice Chancellor - Academic, Research & Student Affairs

Copy: Vice-Chancellor
Finance Department
System Administrator
Registrar, ASA