



MASENO UNIVERSITY
OFFICE OF THE FINANCE OFFICER

INTERNAL MEMO

FROM: Deputy Finance Officer

DATE: 19th March, 2024

TO: All Students

REF: MSU/FIN/82vol.2 (40)

SUBJECT: PAYMENT OF FEES BALANCES

As you are aware, the second semester for this Academic Year 2023/2024 is coming to an end. Please ensure that you clear all your school fees arrears and register for units by **2nd April, 2024** midnight. This will enable you to download your Exam Card on time.

As per Section 8.14.7 of the Students Information Handbook, which you are aware of, it is an examination irregularity to sit for exams while having a fee balance; disciplinary action shall be taken, with the penalty being **cancellation of all examinations** sat without fee payment and **suspension for two (2) Academic Years**.

ALL Students should arrange to settle any outstanding fees balance to avoid any inconveniencies during exam time.

NOTE: ALL FIRST YEARS are required to make arrangements to pay household on or before **22nd March, 2024**.

Take note and comply.

Joseph W. Omondi
FINANCE OFFICER

Copy to: Vice-Chancellor
Deputy Vice-Chancellor (AFD)
Deputy Vice-Chancellor (ASA)
Registrar (ASA)
Director (SA)
Deputy Finance Officer
Webmaster

