



**FINANCE OFFICE**  
**THIKA ROAD/TOWN CAMPUSES**  
**INTERNAL MEMO**

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**FROM:** FINANCE OFFICE

**REF:**

**TO:** ALL STUDENTS

**DATE:** 20th March, 2024

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**SUBJECT: CLEARANCE OF FEE BALANCE**

Greetings students,

As you are aware the end of the first semester of the academic year 2024 is coming to an end. Please ensure you clear your school fee arrears before the examination week as you know you will not be allowed to receive an exam card to sit for your examinations

**NOTE:** All first years are required to make arrangements on payment of household fees.

Yours Sincerely,  
BONFACE NGUNJIRI,  
HEAD OF FINANCE.