



**MASENO UNIVERSITY  
OFFICE OF THE FINANCE OFFICER**

**INTERNAL MEMO**

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**FROM:** Finance Officer

**DATE:** 8<sup>th</sup> November, 2023

**TO:** All Students

**REF:** MSU/FIN/82vol.2 (32)

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**SUBJECT: PAYMENT OF FEES BALANCES**

As we come to the end of the Semester, ensure you have cleared all your school fees arrears and registered units by **Friday 10<sup>th</sup> November, 2023** midnight. This will enable you to download your Exam Card on time.

Be advised, that, as per Section 8.14.7 of the Students Information Handbook; 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.

Joseph Ormondi  
**FINANCE OFFICER**

**Copy to:** Deputy Vice-Chancellor (AFD)  
Deputy Vice-Chancellor (ASA)  
Registrar (ASA)  
Director (SA)

