



**MASENO UNIVERSITY  
OFFICE OF THE FINANCE OFFICER**

**INTERNAL MEMO**

---

---

**FROM:** Finance Officer

**DATE:** 15<sup>th</sup> December, 2022

**TO:** All Students

**REF:** MSU/FIN/82vol.2 (07)

---

---

**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 for units. This will enable you to **download your Exam Card** in January 2023.

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 Omondi  
FINANCE OFFICER

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

***Keep Safe: Wear your mask properly, Wash your hands with water and soap or  
Sanitize and Keep Social Distance.***

**MASENO UNIVERSITY**

**ISO 9001:2015 CERTIFIED**

