INOORERO UNIVERSITY
Refining to Distinction

10 April 2012

Dear Student

TRIMESTER BREAK

Following your completion of your course in National Certificate in Archives and Records Management (NCARM), we are pleased to inform you that you can proceed to the National Diploma in Archives and Records Management (NDARM). **The trimester commences on 7th May 2012.**

Continuing students are expected to register for the trimester on line by 15th April 2012. This can be done by logging in to the IU website (http://iu.ac.ke) in the home page, under Popular Places, click online registration, and click register now **User name:** Use IU Student Number e.g. KSPS/10/0222 as the user name.**Password**: Use your ID No,Your guardian's ID Number or Passport No,(The one that you gave during enrollment/Previous registration).

ALL STUDENTS WHO WILL NOT HAVE REGISTERED BY THEN WILL BE EXPECTED TO APPLY TO THE REGISTRAR FOR READMISSION. ONLINE REGISTRATION STARTS ON 15TH MARCH 2012. PLEASE DO NOT REGISTER BEFORE THEN AS IT WILL RESULT IN DOUBLE REGISTRATION

Fees

The following fees is payable on registration as a student:

- Library fee of **Ksh. 1,500 (per trimester)**
- Registration fee of **Ksh. 500 (per trimester)**
- Medical fee of **Ksh.300 (per trimester)**
- Activity fee of **Ksh.1,000 (per trimester)**
- Graduation fee of **Ksh.4000(1st Instalment Ksh. 1,400)**
- Project supervision fee of **Ksh.4,000 (per trimester)**
- Technology Fee of **Ksh. 3,000 (per trimester)**
- Tuition fees inclusive of exams is **Ksh.30,000 (per trimester)**

Total fees for this trimester is Ksh. 41,700 paid in full on the first day of the trimester ie. 7th May 2012. However, it can be paid by instalments as follows:

1st Instalment -	25,620	payable on the 1st day of the term ie. 7th May 2012
2nd Instalment -	17,080	payable by the 5th of the second month ie. 5th June 2012
	42,700	

Please note that fees paid by instalment will attract Ksh.1,000 surcharge. Further, if fees is not paid in full by close of registration period ie. 2 weeks after opening, it will automatically attract the relevant surcharge of Ksh.1,000 even if it is paid in lumpsum afterwards.

Fees can **ONLY** be paid by cash deposit, through the University's account at Family Bank, Ngara Branch (and not any other Family bank branch), Account Number **069000007729 using the IU bank deposit slips or** by Bankers cheques to the University's cashier. **Personal cheques**, **Company cheques** and **Direct cheque** deposits into the bank are not acceptable and will be regarded as fees not paid.

NB: LATE TRIMESTER REGISTRATION WILL ATTRACT A KSH.1, 000 PENALTY.

Yours faithfully
INOORERO UNIVERSITY

MUTHONI GATHECHA
REGISTRAR
ACADEMIC, RESEARCH AND STUDENT AFFAIRS

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