



OFFICE OF THE REGISTRAR (ACADEMIC & STUDENTS AFFAIRS)

INTERNAL MEMO

FROM: REGISTRAR (ASA)

Date: 21st February 2022

TO: ALL Students currently in session.

SUBJECT: REGISTRATION FOR STUDIES.

It has been observed from records available in Students Finance and Admission that **NOT ALL STUDENTS HAVE FULLY PAID THEIR FEES OBLIGATIONS AND REGISTERED FOR THIS CURRENT SEMESTER STUDIES.**

To make it worse, some students have **NOT cleared last semester fees.**

All students are hereby informed that:

- **Students who have not cleared their last semester fees and are currently in session during this running semester are hereby automatically deferred from the Navision system and are therefore barred from accessing University services. These students are advised to formally defer their studies.**
- **Students who have not cleared the current semester fees are hereby put on notice that they risk being deferred from studies if they do not make the effort to clear their fees balances immediately.**

ALL students are required to treat this circular with all the seriousness it deserves.

Thank you


NICHOLAS C. MALAU
REGISTRAR (ASA)



CC

- Vice Chancellor
- ALL Deputy Vice Chancellors
- ALL Directors
- Finance Officer
- Students Finance
- Dean of Students