



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR (ASA)

REF: MKSU/REG-ASA/NOT/VOL 1

TO : ALL STUDENTS

DATE: 13TH APRIL 2017

SUBJECT: DEFERMENT OF STUDIES

This is to inform all students that deferment of studies cannot be applied for at any time of the semester.

Please note that a student may be allowed to defer his/her studies before closure of registration for the semester or not later than one week from the date of closure of registration so as not to be charged fees for that semester. One has to apply for deferment by completing prescribed forms in triplicate. One copy for the department, another for the school and another for records in the Registrar's Office (ASA). A letter approving deferment should be written by the Registrar and a student is given a copy for his/her records.

Please comply.



PROF. E ONDARI-OKEMWA, PhD
REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

EEO/jmg

cc

1. Ag. Vice Chancellor
2. Deputy Vice Chancellor (ASA)
3. Deputy Vice Chancellor (APF)
4. Deputy Vice Chancellor (RIL)
5. Chief Finance Officer
6. Dean of Students
7. Deans of schools
8. COD's
9. ICT Directorate