



MACHAKOS UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

NOTICE

FROM: REGISTRAR-ASA

REF:MksU/REG-ASA/OC/VOL.2

TO: ALL FIRST YEAR STUDENTS

DATE: 16TH APRIL 2024

SUBJECT: HELB OFFICIALS VISIT

The above mater refers.

The Higher Education Loans Board officials will be visiting Machakos University between 18th and 19th April 2024 as from 11.00 a.m. to 5.00 p.m. at Room 10 to accomplish the following objectives: -

1. Spur the HELB Loans update for 1st years cohort and 1st time applicants through on-ground activations and applications.
2. Identify any HELB loans award issues for the 1st time students and realign to the appropriate programmes pursued.
3. Target all 1st time students requiring financing; those with un submitted applications, those not yet paid, and/or other technical issues.
4. Attend to all emerging issues arising from the New Funding Model, the loan/scholarship review process from students who may need such interventions
5. Address any challenges emanating from the New Funding Model by the administration, taking note of the recommendations for consideration in the application cycle.

Kindly note that: -

- ✓ Any Student who is 18 years and above to bring National Identity Card
- ✓ Any Student under 18 years to bring KCSE certificate
- ✓ For the students whose parents are deceased to bring death certificate and birth certificate of the students.



- ✓ If sponsored, have a copy of sponsorship letter
- ✓ Payment details Bank card or ATM or a safaricom number registered under student's ID No
- ✓ For minors, they can open an account at post bank.

Kindly comply.



PROF. EZRA ONDARI OKEMWA, Ph.D.
REGISTRAR (ACADEMIC AND STUDENT AFFAIRS)

Cc.

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|-----------------------------------|---------------------------------------|
| 1.Vice Chancellor-to note on file | 7.Deputy Registrar (ASA) |
| 2.Deputy Vice Chancellor (ASA) | 8.Snr. Assistant Registrar-Admissions |
| 3.Deputy Vice Chancellor (APF) | 9.Deans of Schools |
| 4.Deputy Vice Chancellor (RIL) | 10.CODs |
| 5.Chief Finance Officer | 11.Student Leaders |
| 6.Dean of Students | 12.ICT Directorate |
| | 13.Director, Security Services |

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