



**MASENO UNIVERSITY
OFFICE OF THE FINANCE OFFICER**

INTERNAL MEMO

FROM: Finance Officer

DATE: 21st March, 2025

TO: All Students

REF: MSU/FIN/82/vol.2 (58)

SUBJECT: PAYMENT OF FEES BALANCES

This is to remind you that as we approach the end of 2nd Semester of 2024/2025 Academic Year, you are required to pay your school fees balances by **Tuesday 1st April, 2025** midnight. This will enable you to download your Exam Card on time to avoid inconveniences during the exam period.

This is in line with section 8.14.7 of the students Information Handbook which stipulates that "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.**

Joseph Orifondi
FINANCE OFFICER

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

