

# LAIKIPIA



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**OFFICE OF THE REGISTRAR  
(ACADEMIC AFFAIRS)**

**REF : LU/ACA/R (AA)/CIRCS/071/VOL.II/197**  
**DATE : 8<sup>TH</sup> MAY, 2026**  
**TO : ALL STUDENTS**  
**FROM : REGISTRAR (ACADEMIC AFFAIRS)**  
**RE: END OF SEMESTER EXAMINATIONS, FEE BALANCES, UNIT REGISTRATION, AND SPECIAL EXAMINATIONS**

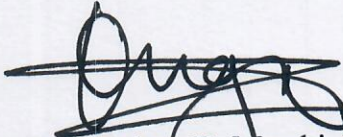
As you may all be aware, the End of Semester II examinations for the 2025/2026 Academic Year will commence on **15<sup>th</sup> May 2026 and will run through 22<sup>nd</sup> May 2026**. As we prepare for this important academic activity, I wish to communicate the following:

1. All students are reminded that clearance of tuition fees (the household component) is a mandatory requirement for examination eligibility.
2. Students with outstanding fee balances will not be allowed to sit for the end-of-semester examinations. Any student who proceeds to sit for examinations without the required fee clearance will have the examination cancelled and will be subjected to disciplinary action in accordance with the University's Examination Regulations and the Students' Handbook.
3. This Office has noted that one of the major causes of missing marks is students sitting for examinations without properly registering their units due to outstanding fee balances. Where unit registration is incomplete, examination records cannot be processed appropriately, resulting in missing marks and delayed release of results.
4. For a student to be allowed into the examination room, he or she **MUST** present:
  - a) A printed examination card generated from the student portal.
  - b) A valid student identification card/national ID.
5. Students who fail to produce both the examination card and student ID/national ID will not be allowed into the examination room.
6. Students are therefore advised to ensure that:
  - a) All outstanding fee balances are cleared.
  - b) All units are properly registered before the examination period.
  - c) Examination cards and any other required clearance documents are obtained in advance.

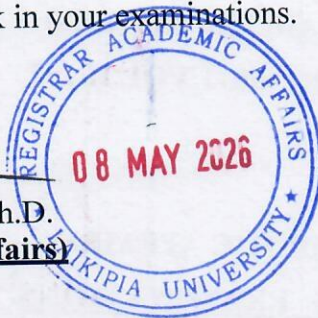
- d) Student identification cards are available and valid before the examination period.
7. Students who are unable to clear their balances before the scheduled examinations will be given additional time to regularize their accounts.
  8. Any student who clears all outstanding fee balances and completes unit registration on or before **30<sup>th</sup> June 2026** will be eligible to apply for special examinations.

Students are advised to treat this matter with urgency to avoid unnecessary inconvenience, cancellation of examinations, disciplinary action, loss of marks, and delayed academic progression.

I wish you the best of luck in your examinations.



Prof. Robert B. Mwebi, Ph.D.  
**Registrar (Academic Affairs)**



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School Deans }  
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