



TAITA TAVETA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC, RESEARCH & OUTREACH)

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INTERNAL MEMO

FROM: REGISTRAR (ARO) **REF:** TTU/02/04/042
TO: ALL STUDENTS **DATE:** 21ST DECEMBER 2022

SUBJECT: CUT OFF DATES FOR FEES PAYMENT, SIGNING OF NOMINAL ROLL AND REGISTRATION OF UNITS

The above subject refers.

ALL students are hereby notified of the following cut off dates in the ERP system:

1. All students are expected to clear **ALL FEES** on opening day.
2. The opening date shall be **10th January 2023** for all students who will be in session.
3. Cut off dates shall apply as follows in accordance with the **TTU Students Fees Policy** (Section 6.2.1 and 6.2.2 (a) & (b)):
 - a) Every student **SHALL** be required to pay at least 75% of the TUITION fees and 100% of ALL other charges by **11th January 2023** and register for the semester. Thereafter the balance **MUST** be cleared on or before **7th February 2023**.
 - b) Signing of nominal roll on the *Student Portal* **MUST** be done by **10th January 2023**.
4. Course unit's registration **must** be done by **7th February 2023** upon payment of all fees.
5. Class attendance lists will be generated from the ERP system. For the 1st four weeks, class attendance lists will be printed from the ERP system and will include only those who will have signed the nominal roll on the portal.
6. From **8th February 2023**, class attendance lists will be printed from the ERP System, will be generated by course units registered and will contain only names of those who will have registered for that particular course unit.
7. No **blank class attendance lists** will be used and no **hand written names** will be allowed or recognized.

Note: There will be no adjustments to these dates. Anyone not complying with these dates will be automatically excluded and advised to apply for academic leave.

DR. MESHACK M. PONGAH

AG. REGISTRAR (ACADEMIC, RESEARCH AND OUTREACH)

Copy to: Vice Chancellor
Director (APD)
Dean of Students

Deputy Vice Chancellor (AFP)
Director of Finance, ICT
All Deans of Schools