



## TAITA TAVETA UNIVERSITY

### OFFICE OF THE REGISTRAR (ACADEMIC, RESEARCH & OUTREACH)

P. O. Box 635 (80300) Voi, Kenya; Tel: 020-2437267/077422064; Email: registrar-aro@ttu.ac.ke Website: www.ttu.ac.ke

#### INTERNAL MEMO

**FROM:** REGISTRAR (ARO) **REF:** TTU/02/04/042  
**TO:** ALL STUDENTS **DATE:** 11<sup>TH</sup> JANUARY 2023

-----  
**SUBJECT: REMINDER ON 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 **10<sup>th</sup> 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 **11<sup>th</sup> January 2023** and register for the semester. Thereafter the balance **MUST** be cleared on or before **7<sup>th</sup> February 2023**.
  - b) Signing of nominal roll on the *Student Portal* **MUST** be done by **10<sup>th</sup> January 2023**.
4. Course unit's registration must be done by **7<sup>th</sup> February 2023** upon payment of all fees.
5. Class attendance lists will be generated from the ERP system. For the **1<sup>st</sup> 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 **8<sup>th</sup> 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