

OFFICE OF THE PUSA SECRETARY GENERAL



INTERNAL MEMO

FROM: SECRETARY GENERAL

P.O BOX 195, KILIFI

TO: ALL STUDENTS

pusa@pu.ac.ke (www.pusa.pu.ac.ke)

DATE: 4th DECEMBER, 2023

REF: PUSA/SG/005/04/12/23

SUBJECT: FEE CLEARANCE AND EXAM CARD ISSUANCE

I trust this message finds you in good health and that your preparations for the upcoming exams are progressing well. I am reaching out to provide details regarding the process for fee clearance and the issuance of exam cards.


It is imperative for every student to settle their fees before being eligible to participate in the exams. Recognizing the challenges some of us may be facing we have established a special arrangement to assist those who have yet to clear their fees to sit for their exams.

Should you find yourself in such a situation, please visit the Register ASA office to discuss your circumstances. The office will review your case and, if necessary, grant you a grace period to fulfill your financial obligations. Following this, you are required to draft a commitment letter which must be signed by both you and the Register ASA officer.

Upon obtaining the commitment letter, it will be submitted to the ICT department for verification of your details and the subsequent issuance of your exam card. It is imperative to carry this card with you to the exam hall, as entry will not be permitted without it.

It's important to note that this provision is exclusively for students facing genuine difficulties in fee clearance. If you are capable of settling your fees promptly, it is strongly recommended to do so to avoid any inconveniences or confusion during the exam period.

Warm regards,


MUGAMBI KIBWI – PUSA SECRETARY GENERAL

CC: All PUSA officials

Dean of Students

Registrar ASA

ICT Department

