



**15 February 2024**

## **CIRCULAR TO STUDENTS ON THE CONDITIONS TO REGISTER AFTER LATE REGISTRATION**

Continuing students who will be late to register by Friday the 16<sup>th</sup> of February 2024 will have only until Wednesday the 21<sup>st</sup> of February 2024 to register. This will be the only grace period as an extension for very late registration. Students must:

- 1) Present evidence of the required fees to register been paid by the 16<sup>th</sup> of February 2024. Any student that has **NOT** paid the required fee to register by this date will be refused registration
- 2) Have evidence that an email was sent to the Office of the Registrar to communicate genuine reasons for registering late

New students who will be late to register by Friday the 16<sup>th</sup> of February 2024 will have only until Monday the 19<sup>th</sup> of February 2024 to register. This will be the only grace period as an extension for late registration. These students must:

- 1) Present evidence of the required fees to register been paid by the 16<sup>th</sup> of February 2024. Any student that has **NOT** paid the required fee to register by this date will be refused registration
- 2) Have evidence that an email was sent to the Office of the Registrar to communicate genuine reasons for registering late

Students registering will visit the Registration Team at our new office location (Former SRS Block) after the 16<sup>th</sup> of February 2024. The building is directly opposite the main road from the Chapel.

Guarantee letters from sponsors will **NOT** be accepted to register students. Students must pay the required fee to register and what is owed by the sponsors covered by the student can be refunded or remain as a credit on the student fee account.

You must be advised earlier that boarding and lodging resources is scarce following the large enrolment of students who have secured residential status on campus hence you must check with the Student Services for room availability. Students planning to seek room availability without payment is non-negotiable.

**Released by the Office of the Registrar**

**Endorsed by the President Fr Professor Philip Gibbs**