

UNIVERSITY OF NAIROBI

INTERNAL MEMO

FROM: ACADEMIC REGISTRAR

DATE: 8/11/2020

TO: ALL DEANS AND DIRECTORS

REF: AR/COM/1/11/20

COMMENCEMENT OF FACE TO FACE LEARNING FOR 2020/21/ 22 ACADEMIC YEAR

The University of Nairobi wishes to inform the following groups of students that the date for commencement of face to face learning for the 2020/21/22 Academic Year is as follows:

MONDAY, 9TH NOVEMBER 2020

- a) **1ST YEAR** students, undertaking science-based courses with practicals, from the following Colleges:
- (i) College of Agriculture and Veterinary Sciences
 - (ii) College of Architecture and Engineering
 - (iii) College of Biological and Physical Sciences
 - (iv) College of Education and External Studies – Kenya Science Campus
 - (v) College of Health Sciences
- b) Postgraduate students undertaking practical research projects
- c) Learners-with special needs and disability.

The students should report to their respective Colleges at 8.00 am for further instructions. All students will be required to continue with the theory classes **ONLINE**.

DAY ONE: MONDAY NOVEMBER 9, 2020

**8.00 AM-2.00 PM ARRIVAL AND BIOMETRIC
REGISTRATION AT RESPECTIVE
COLLEGES**

On arrival, students will be expected to register with their respective Faculties/Schools/Institutes. Registration will commence at 8.00 a.m as follows;-

Schedule for registration Centers and Halls of residence:

COLLEGE	REGISTRTION CENTRES	HALLS OF RESIDENCE
CAVS	Upper Kabete Campus 8:4:4 Building	Upper Kabete Campus Male: Tana C Hall Female: Wakulima
		Vets, Wildlife and Fisheries Male: Hall 1 – Lower State House Unit Female: Hall 4 – Upper State House Unit
CAE	ADD Building off State House Road Civil Engineering Block Man Campus	Male: Upper State House Unit Female: Hall 6 Upper State House Unit Box – Women’s Hall Unit
CBPS	Chiromo Campus (Physical Science Block)	Male: Hall 2 and 3: Lower State House Unit Female: Hall 5 – Upper State House Unit
CEES	Kenya Science Campus	Kenya Science Campus Hostels
CHS	Chiromo Campus (Vet. Physiology/ Biochemistry Block)	Male: Houses – Mamlaka Unit Hall 1 – Lower State House Unit Female: Hall 4 – Upper

		State House Unit
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Note:

- SWA will not send any students to Lower Kabete from Main campus
- SWA will not accommodate any CHS first year students in KNH
- SWA will accommodate all CPBS, CAE and Veterinary and Fisheries students in Upper State House, Mamlaka, Women's Hall and Lower State House Unit in main campus units

DAY ONE: MONDAY NOVEMBER 9, 2020

7.00 am - 8.00 am Arrival

8.00 am – 1.00 pm - Biometric Registration at Respective Colleges

- Allocation to Halls of Residence

2.00 pm – 4.00 mm Address By Principals, Deans/Directors & Chair of Departments, Director SWA and Chief Medical Officer

4.00 pm – 6.00 pm Orientation & Allocation to Laboratories

DAY TWO: TUESDAY, NOVEMBER 10, 2020

8.00 am – 1.00 pm - Continue Biometric Registration at Respective Colleges

- Commence Laboratory Practicals in allocated groups

2.00 pm – 5.00 pm Classes & Laboratory Sessions continue

DAY THREE: WEDNESDAY, NOVEMBER 10, 2020

ONWARDS

8.00 am – 5.00 pm Laboratory Sessions & Online Theory Classes

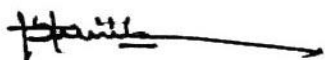
Continue

SPECIAL ATTENTION:

All students are required to submit the hard copy of the signed medical form.

All students and staff shall be required to have faces masks at all times and strictly adhere to the Ministry of Health COVID-19 prevention guidelines and protocols at all times.

Information on Fees payment is attached.



WEBUYE,H.O.D
ACADEMIC REGISTRAR Ag.

Cc.

Vice Chancellor
Deputy Vice-Chancellors
All Principals
All College Registrars
Director ICT
Director Corporate Affairs
Customer Care

UNIVERSITY OF NAIROBI
FINANCE DEPARTMENT

FEE PAYMENTS FOR GOVERNMENT SPONSORED STUDENTS

1. All fees and other charges are payable before the commencement of the academic year as per the respective fees structure.
2. No student shall be allowed into lectures, examinations rooms or participate any activities where fees for the year is not fully paid.
3. Channels for fees payments;
 - i. Electronic transfer/direct cash deposit at any ABSA bank branch countrywide **or Kenya Commercial Bank for Kenya Science Campus Students ONLY**
 - ii. Credit/debit card payments

BANK DETAILS FOR GOVERNMENT SPONSORED STUDENTS

S n	College	Ban k	Account Name	Account Number	Bank Branch	Contact for Queries
1	College of Health Sciences	Absa	UON/CHS	03-045-1039385	Hurlingham	Email: bursar-chs@uonbi.ac.ke voip: 020-491-5004
2	College of Agriculture and	Absa	UON/CAV S	03-077-5053984	Absa plaza	Email: bursar-cavs@uonbi.ac.ke

	Veterinary Sciences					Voip: 020-491-6005
3	College of Architecture and Engineering	Absa	UON/CAE	03-077-5053941	Absa plaza	Email: bursar-cae@uonbi.ac.ke Voip: 020-491-3507
4	College of Humanities and Social Sciences	Absa	UON/CHS	03-073-1100217	Westland	Email: bursar-chss@uonbi.ac.ke Voip: 020-491-3204
5	College of Education and External Studies	Absa	UON/CEE	03-077-5053917	Absa plaza	Email: bursar-cees@uonbi.ac.ke Voip: 020-491-6506
6	Kenya Science Campus	KCB	UON/KSC	1107229030	Moi Avenue	Email: kscfinance@uonbi.ac.ke Voip: 020-491-6707 020-491-6722
7	College of Biological and Physical Sciences	Absa	UON/CBP	03-073-1100187	Westlands	Email: bursar-cbps@uonbi.ac.ke Voip: 020-491-4111

When paying fees at the bank new and continuing students **MUST** quote the **Student Registration Number**.

4. **We do not accept personal cheques or cash payments in the University.**
5. All cash deposits to our bank account will reflect on the students' fees statements after 48 hours of deposit done. The updated students' fees statement will be viewed by the students on the students' portal online portal (<http://smis.uonbi.ac.ke/>).
6. Any payment that does not reflect within 48hrs, Kindly scan the banking slip/transfer details and send to the Bursar of the respective college above by email for reconciliation and receipting.
7. Payments by electronic transfers should be supported by credit advice from the remitting bank. The credit advice should be emailed to the emails as above for verification and receipting.
8. Funds from Sponsors such as Higher Education Loans Board (HELB), National Constituencies Development Fund (NGCDF), and County Governments Bursaries etc. shall updated on the Students accounts upon receipt of funds and beneficiaries schedules.

9. **GOVERNMENT SPONSORED STUDENTS FEES STRUCTURE**

SN	ITEMS	FIRST YEAR (Year. I)	CONTINUING STUDENTS Years (2,3,4,5,6)
1	TUITION FEES	16,000.00	16,000.00
2	COMPUTER FEES	3,000.00	3,000.00
3	CAUTION MONEY	2,000.00	0
4	EXAMINATION FEES	3,000.00	3,000.00
5	MEDICAL FEES	2,000.00	2,000.00
6	ACTIVITY FEES	1,000.00	1,000.00
7	REGISTRATION FEES	500.00	0
8	IDENTITY CARD	500.00	500.00
9	STUDENT UNION	500.00	500.00
	TOTALS	28,500.00	26,000.00

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DILIGENCE
UNIVERSITY OF NAIROBI
STUDENT FINANCE***

UNIVERSITY OF NAIROBI
FINANCE DEPARTMENT

FEES PAYMENTS FOR SELF-SPONSORED STUDENTS
(UNDER GRADUATE & POST GRADUATE)

1. All fees and other charges are payable before the commencement of the semester/year as per respective fees structure.
2. No student shall be allowed into lectures, examinations rooms or participate any activities where fees for the semester/ year is not fully paid.
3. Fee Payment Channel;
 - iii. Electronic transfer/direct cash deposit at any ABSA bank branch countrywide into:
 - **Bank; ABSA bank**
 - **Bank Name; UON/CESSP Collection Account**
 - **Account Number; 2032771362**
 - **Bank branch; ABSA PLAZA.**
 - iv. Mpesa payments:
 - M-Pesa Pay Bill;
 - ✓ The Business Number is 300059
 - ✓ The Account Number is your "Student Registration Number" (or "Admission Ref Number" for new student)
 - v. Credit/debit card payments

When paying fees at the bank new students **MUST** quote “Our Ref. number” on the offer letter and continuing students **MUST** quote the registration number.

4. **We do not accept personal cheques or cash payments in the University Offices.**

5. **International students** paying in United States Dollars(USD) shall make payment in the following account details electronically or direct deposit:
 - **Bank; ABSA bank**
 - **Bank Name; UON/CESSP USD ACCOUNT**
 - **Account Number; 2032770625**
 - **Bank branch; ABSA PLAZA**
 - **Bank code; 03**
 - **Branch code; 20**
 - **Swift code; BARCKENX**

6. All cash deposits to our bank account will reflect on the students’ fees statements after 48 hours of deposit done. The updated students’ fees statement will be viewed by the students on the students’ portal online portal (<http://smis.uonbi.ac.ke/>).

7. For any payment that shall not reflect within 48hrs, scan the banking slip or the Mpesa message and send to studentfinance@uonbi.ac.ke or cessp-g3@uonbi.ac.ke, fo@uonbi.ac.ke, helpdeskmain@uonbi.ac.ke for further action.

8. Payments by electronic transfers should be supported by credit advice from the remitting bank. The credit advice should be emailed to studentfinance@uonbi.ac.ke or cessp-g3@uonbi.ac.ke, fo@uonbi.ac.ke, helpdeskmain@uonbi.ac.ke for verification and facilitate receipting.
9. New students shall get their Students Registration number allocated upon payment of Semester fees as per the respective fee structure by logging into the students' online portal (<http://smis.uonbi.ac.ke/>) and entering the Application Ref. number as it appears in the offer letter on the bottom of the portal home page as advised.
10. Ensure that the correct amount is paid for the courses/units you intend to register during the semester. No student shall be able to confirm courses/units not paid for. Any credit balance accruing during the semester/year of study shall be carried forward.
11. Funds from sponsors such as Higher Education loans Board (HELB, National Government constituencies Development Fund (NGCDF), County Government Bursaries and others, shall be updated to the student account upon the receipt of the payment and beneficiaries schedules.

12. For any further information or queries regarding fees payments contact the Students Finance Office on **020-491-3180**, **020-491-3174**, **020-491-3134**, or by email through studentfinance@uonbi.ac.ke or helpdeskmain@uonbi.ac.ke, cessp-g3@uonbi.ac.ke, fo@uonbi.ac.ke .

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