



MOI UNIVERSITY

ISO 9001:2015 CERTIFIED INSTITUTION

OFFICE OF THE DEPUTY VICE CHANCELLOR
STUDENTS' AFFAIRS

INTERNAL MEMO

FROM	: Registrar (SA)	DATE	: 4 th January, 2019
TO	: All Students	REF	: MU/RSA/C&H/08

SUBJECT: BOOKING OF ROOMS FOR PERIOD JANUARY TO APRIL 2019

The above subject matter refers.

This memo is in furtherance to our earlier memo Ref. MU/RSA/C&H/08 dated 17th December 2018. In addition, we wish to advise our esteemed students as follows:

1. That payment of fees (Tuition and Accommodation) should be cleared before booking of rooms.
2. That students in Y4S2, Y3S1 and Y1S2 wishing to rebook or retain their rooms should do so as from today *Friday 4th January 2019 at 2:00 pm*. This exercise ends on Saturday 5th January 2019 at 3:00 pm.
3. That students in Y2S1 making new room bookings should do so as from Saturday 5th January 2019 beginning at 3:00pm to Sunday 6th January 2019 ending at 6:00pm.
4. That students should note the deadline for checking into rooms is *Friday 11th January 2019 at 5:00pm*. All rooms booked shall become vacant after this time.

Note :

School of Engineering students should rebook rooms as earlier instructed.

S. K. KOTTUTT

Ag. REGISTRAR, STUDENT AFFAIRS

Cc Vice Chancellor
Deputy Vice Chancellor (F)
Deputy Vice Chancellor (AR &E)
Deputy Vice Chancellor (SA)
Deputy Vice Chancellor (A, P &D)
Dean of Students
Director ICT

SKK/st