

UNIVERSITY OF NAIROBI
FINANCE DEPARTMENT



Ladies and Gentlemen

The University of Nairobi community and particularly the University management take this opportunity to welcome as well as congratulate you on your exceptional achievement of joining the University of Nairobi. As you well know University of Nairobi is the University of choice in this part of the world and hence by joining it you have proved that you are really the best of the rest.

As the Finance Officer, University of Nairobi, I have the following sentiments to share with you:

During your stint at the University you will inevitably have to deal with the Finance Officer and his staff who are stationed at various offices within the University. Specifically you will have substantial financial transactions to process at the College Bursars and Students Finance Offices. Some of the transactions which may necessitate your visiting the Finance Offices include:

- A. Updating of your fees records when you encounter discrepancies which require clarification
- B. Following up and confirming payment of your Loans and Bursaries from H.E.L.B. and your other sponsors like Constituency Development Funds amongst others
- C. Applying for Fees Refunds where you have made overpayment of fees
- D. Making payments for Accommodation and Catering services and arranging for allocation of the relevant facilities to yourselves
- E. Clearing from the University at the end of your degree programme
- F. The management of SONU funds is also under Finance Department on behalf of the students organization. I am sure you are all members of this student body having paid the prescribed subscriptions fees.

G. I.C.T Role

It is my firm conviction that we will endeavour to assist you in a student friendly fashion and hope to tackle your problems amicably so as to enhance the enjoyment of your stay at the University. On your part we expect mutual co-operation without which our operations would be totally derailed.

Specifically we request you to carefully preserve all accounting documents in your custody particularly receipts to facilitate your refund applications and clearance from the University at the end of your Degree programme.

As a parting shot I wish you all a happy and successful University career and may God bless you all.

THANK YOU

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M. KARUE
FINANCE OFFICER