



# THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O BOX 24814-00502, Karen-Nairobi Tel: 020-/2679456  
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## OFFICE OF THE REGISTRAR (ACDRI)

### GENERAL INFORMATION – The CUK Nairobi CBD Training Institute

#### 1. LOCATION

The CUK Nairobi CBD Training Institute is a Training Institute of The Co-operative University of Kenya. It is located at **Ufundi Plaza, 6<sup>th</sup> floor along Moi Avenue**, opposite Jee Van Jee Gardens. Further directions can be obtained through the following telephone number: **0702587959**

#### 2. NEW STUDENTS ADMISSION FORMS

- a) The following forms should be downloaded from the University website, filled and returned to the University on the day of registration:
- |  |                  |
|--|------------------|
| i) Admission letter                            |                  |
| ii) Student Registration Checklist/Form        | – CUK/ASR/FORM15 |
| iii) Student's Data Sheet                      | – CUK/ASR/FORM10 |
| iv) Acceptance of Offer of Admission           | – CUK/ASR/FORM08 |
| v) Student Regulations Declaration Form        | – CUK/DOS/SRG01  |
| vi) Media Use Consent Form                     | – CUK/PRO/FORM01 |
| vii) Student Entrance Medical Examination Form | – CUK/ASR/FORM12 |
| viii) Emergency Medical Operations Form        | – CUK/ASR/FORM13 |
- b) The following documents are for your information and are available for download from the University website:
- i) Requirements For Students Taking Courses In Catering & Hospitality Management And Housekeeping And Accommodation Management
  - ii) Request For Academic Leave/ Deferment
  - iii) Non-Acceptance of Offer of Admission
  - iv) Rules and Regulations Governing the Conduct and Discipline Of Students



CUK is ISO 9001: 2015 Certified

### 3. FEE PAYMENT METHODS

All payments to the institution are payable as follows:

- i) Deposit at any branch of **Co-operative Bank – Account No. 01129062663600** Karen branch or **Equity Bank – Account No. 1250277107862** (Karen Supreme branch)
- ii) M-Pesa Paybill Number. **728176**; Account number: **Admission/Registration number**
- iii) Bankers cheque-to be presented to the University cash-office
- iv) Cheques from CDF, County funds, other sponsors to be presented to the University Cash Office accompanied by the forwarding letter from the organisation.

**NOTE:** The University does not accept *Cash Payments* and *Personal Cheques*.

### 4. MEDICAL EXAMINATION

- i) **Admission to the University:** This is conditional upon satisfactory medical report being received. Students are therefore required to undergo a medical examination by a recognized medical practitioner before coming to the University. The forms should be completed and enclosed in a sealed envelope addressed to the **Medical Officer, The Co-operative University of Kenya P. O. Box 24814-00502, KAREN, NAIROBI**. The student is required to bring the report along with him/her on the day of registration. This form should not be sent by Post Office.
- ii) **Medical attention at the University:** The University provides outpatient medical treatment to registered students at the University Dispensary. However, parents, guardians and students are advised to be prepared to cater for expenses for medical treatment which is not covered by the University Dispensary including hospitalization.
- iii) **Dental and Optical Treatment:** The University does not provide dental or optical treatment. Students are required to make their own arrangements to meet the expenses for such treatment.
- iv) **Consent For Emergency Medical Operation:** Parents (or guardians) of all students are required to sign the consent form for emergency medical attention

### 5. BOOKS AND STATIONERY

It is estimated that a student needs **Kshs.9,000/=** to cater for books and stationery. The money is meant for students to purchase books and stationery for use during their stay at the University. Do not pay this money to the University account.



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## 6. LAPTOP

Some units shall be offered online and therefore every student is required to bring a laptop for accessing online lectures, library and teaching eLearning materials that are available on the digital platforms. The laptops must at least meet the following minimum technical specifications:

- a) Processor: Intel Core i5, i7 or equivalent
- b) Memory: 8GB or more
- c) Storage: 256GB SSD or more
- d) Operating system: Windows 10 or macOS 10.14 or later
- e) Screen size: 13 inches or larger with High resolution display
- f) Connectivity: USB, HDMI, Ethernet, WI-FI.
- g) Graphics card: NVIDIA GeForce , AMD Radeon or any dedicated graphics
- h) Battery life: at least 8 hours

## 7. PERSONAL EXPENSES

Students are required to carry personal effects and extra money for personal expenses.

## 8. FEE (TUITION) AND OTHER FINANCIAL REQUIREMENTS

Please note that **NO student** will be registered in the University without paying in full the required semester fees or at least 50% of the total fees. All payments should be made through the respective University accounts as stipulated in the fee structure. Fees can be paid per semester or per year. The University does not accept cash payments and personal cheques. Students are advised to familiarize themselves with information provided in **FEES STRUCTURES** regarding fees, loans and bursaries, and to make the necessary arrangements with financing institutions before reporting to the University in case one is in need of financial support.

## 9. LOAN AND BURSARY SCHEME

Students wishing to apply for the Government Scholarship and Higher Education Loan/Bursary are required to take note of the application period. Application for Government Scholarship is made at [www.hef.co.ke](http://www.hef.co.ke) while the application for HELB is made at [www.helb.co.ke](http://www.helb.co.ke)

## 10. DEFERMENT OF STUDIES

Those who for one reason or another wish to defer their studies to the next Academic Year, should visit the website and download deferment of studies form; unless absolutely necessary the University does not encourage deferment of studies.



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## 11. ORIENTATION

All students are required to attend the orientation sessions as scheduled.

## 12. RULES AND REGULATIONS

All students are required to read and understand the Rules and Regulations Governing the Conduct and Discipline of Students and are expected to adhere to the same as stipulated in the rules and regulations governing the conduct and discipline of students at The Co-operative University of Kenya. Every student must sign the Students Regulation declaration at the end of the document containing the rules and regulations governing the conduct and discipline of students signifying that they understand the contents and are ready to uphold discipline and conduct during his/her studentship. The signed declaration must be submitted during registration.



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