



# THE CO-OPERATIVE UNIVERSITY OF KENYA

P.O BOX 24814-00502, Karen-Nairobi Tel: 020-/2679456  
 Website: [www.cuk.ac.ke](http://www.cuk.ac.ke) EMAIL: [admissions@cuk.ac.ke](mailto:admissions@cuk.ac.ke)/[registraraa@cuk.ac.ke](mailto:registraraa@cuk.ac.ke)

## OFFICE OF THE REGISTRAR (ACDRI)

### GENERAL INFORMATION

#### 1. LOCATION

The Co-operative University of Kenya is located at the end of Ushirika Road off Lang'ata South Road after Bomas of Kenya. Approximately 18 KM from the City Center. The University can be reached by taking a matatu route No. 24 from the Bus Station terminus, Nairobi city. Further directions can be obtained through the following telephone number; 0724 311606

#### 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

REGISTRAR (AA,  
 THE CO-OPERATIVE UNIVERSITY  
 OF KENYA  
 CUK is ISO 9001: 2015 Certified  
 P.O. Box 24814-00502, KAREN  
 NAIROBI

### 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. MEALS

The Co-operative University of Kenya runs cafeteria services which are operated, on a Pay-as-You-Eat basis at Main Campus. Meals are subsidized by the University. Students are advised to set aside about Kshs.15,000/= to cover the cost of meals per semester.

### 5. 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

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## 6. 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.

## 7. 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 availed 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

## 8. PERSONAL EXPENSES

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

## 9. 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.

## 10. 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)

### 11. DEFEREMENT 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.

### 12. ORIENTATION

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

### 13. 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.

### 14. CATERING AND ACCOMMODATION SERVICES

#### a) Catering

The University Catering Services operate on a Pay As You Eat (PAYE) arrangement. Under this arrangement, students have a variety of food items/dishes to choose from and each food item/dish is priced separately.

#### b) Accommodation

The University has limited accommodation opportunities; therefore, accommodation is not guaranteed within the University hostels for all students. The accommodation fee payable is at a flat rate of KSHS 12,000.00 per Semester, irrespective of the choice of room. There are limited accommodation facilities that will be offered on first come first served basis. Students who secure accommodation at the University hostels will be required to pay at least 50% of the prescribed semester fees and full accommodation fees before room allocation. Those who wish to stay outside the campus are advised to get more information on off-campus accommodation from our website: (<https://www.cuk.ac.ke/accomodation/>).



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NOTE: *Application for accommodation will be opened one (1) week to the actual reporting date.*

c) Application For Accommodation

- i) Students wishing to be considered for the available spaces for accommodation in the University hostels will be required to apply online through the Student's Portal;
- ii) After online hostel booking, the student should print room booking slip and present it to the Housekeeper on admission day for room allocation;
- iii) Accommodation fee is not refundable or transferrable to tuition fee two (2) weeks after booking of Room;
- iv) Booked rooms must be occupied within the first week of the semester; failure to which, the room shall be re-allocated to another student;
- v) Transfer of accommodation fee to tuition fee is done in writing to the Dean of students through the House Keeper, within the first two weeks after booking of hostel;
- vi) Other terms and Conditions of Occupancy are as stipulated rules and regulations governing the conduct and discipline of students of the university.

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