



## KWAME NKRUMAH UNIVERSITY

### OFFICE OF THE REGISTRAR

#### MEMORANDUM

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**TO :** GRADUATED STUDENTS

**FROM :** REGISTRAR

**DATE :** 10<sup>TH</sup> AUGUST, 2020

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**SUBJECT :** NOTICE TO GRADUATED STUDENTS WITH OUTSTANDING FEES

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The University has noted that some students who were pursuing various courses and graduated did not settle the fees in full. These fees have been outstanding for some time now.

The University is in the process of engaging the Credit Reference Bureau (CRB) with a view of enlisting their names.

Therefore, all former students with outstanding balances are required to:

- a) Pay at least 50% of the outstanding fees by 31<sup>st</sup> August, 2020;
- b) After paying 50% of the outstanding fees, sign a Direct Debt Account Clearing (DDACC) form to settle the fees in less than six (06) monthly instalments with a minimum of K1,000 per month. Note that only account holders are required to sign off the DDACC forms.

**Any former students who shall not fulfil the above conditions shall have their names listed with the Credit Reference Bureau (CRB) without further communication and shall not be allowed to access services such as transcripts and certificates until the outstanding fees are paid in full.**

Former students are advised to check the status on their indebtedness via the student portal <https://www.nkrumah.edu.zm/edurole/> and may contact our Revenue Office on **0977 380289** should you need any clarification on the status of your account.

  
**CHILOMBE POLITY**  
**REGISTRAR**  
**KWAME NKRUMAH UNIVERSITY**

