



The Polytechnic  
Registrar's Office

Ext No : 111

Ref : R2/15

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## MEMORANDUM

**To: All Students**  
**Date: 13<sup>th</sup> November 2017**  
**Subject: END OF ACADEMIC YEAR 2016/17**

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This is to inform you that 2016/17 academic year ends on **Friday, 17<sup>th</sup> November 2017**. As usual, let me take this opportunity to remind you of the following:

### **EXAMINATIONS**

End of Year examinations end on 17<sup>th</sup> November 2017.

### **CLEARANCE FORMS**

All students are required to formally clear with the college by completing clearance forms. These can be collected from the Central Registry and once the clearance formalities are completed, return the completed form to the Central Registry. As advised, please ensure that you attach a passport size photo.

### **OUTSTANDING DEBTS**

All outstanding debts should be settled before students leave campus. Please verify with the Accounts Office on the details of the debts. Students with outstanding debts will not be able to access examinations results.

## **VERIFICATION OF NAMES**

Final year students should verify the names that are on record with the Academic Records Office. Change of name is not acceptable except with legally accepted documents. This verification exercise ensures that full names are documented and no initials. It also ensures correct spellings of the names. Please note that these are the names that will be on your certificate hence need for verification now.

## **LIBRARY BOOKS**

Return all Library books before departure. Unreturned or lost books will be charged.

## **SPORTS UNIFORMS**

Those students in possession of sports uniform are requested to return the same to the Acting Sports Administrator.

## **OTHER COLLEGE PROPERTY**

Students in possession of College property are requested to return the same to the relevant offices.

## **VACATIONAL RESIDENCE**

The college shall not provide vocational residence to students during the vacation period. Students are therefore requested to return hostel keys to the Hostel Supervisor before departure and ensure that you have signed for the same. Students who will not return the keys will be charged and the cost will accumulate on daily basis.

## **FEES FOR 2017/18 ACADEMIC YEAR**

Students are reminded that fees for next academic year for the continuing students shall be as follows:

<b>Generic students:</b>	<b>Years 1 and 2</b>	<b>- K400, 000.00</b>
	<b>Years 3 to 5</b>	<b>- K350, 000.00</b>
<b>Mature students</b>		<b>- K900, 000.00</b>

Students are required to pay their fees through National Bank of Malawi using individual bank account numbers that appear in SMIS.


### **DEFERRED EXAMINATIONS**

Students sitting for deferred examinations should contact the Assistant Registrar-Academic for details. These examinations shall be administered from **27<sup>th</sup> to 29<sup>th</sup> November 2017**. Time table for the same shall be posted a week before and students are required to confirm their exam schedules.

### **NEXT ACADEMIC YEAR**

Opening dates for next academic year shall be communicated to you later through the press.

Wishing you all the best. Have a blessed holiday. To the finalists, Management is wishing you every success as you join the industry.



**Moses Mwenye**

**Registrar**

cc: Principal  
Vice Principal  
College Finance Officer  
Heads and Deans  
Dean of Students  
Hostel Supervisor  
PSU President  
Registry

MM/ac