



KENYA SCHOOL OF LAW

INTERNAL MEMO

FROM: DIRECTOR/CEO

DATE: 22nd AUGUST 2025

TO: CONTINUING PTP STUDENTS

REF: KSL/6/19(94)

RE: REGISTRATION FOR TERM TWO, 2025

On behalf of the Kenya School of Law, I wish to welcome all the continuing Diploma in Law Paralegal Training Programme (PTP) students for **term two, 2025** after the short break. You are reminded of the following:

- a) Register for the Term for your names to appear in the respective class lists through the students' portal.
- b) All students are required to pay a deposit of at least 75% of the total fees payable by **29 August 2025**, failing which they will not be allowed in class.
- c) The balance due shall be payable not later than two weeks before commencement of the end of term examinations.
- d) A student who fails to register and/ or pay the deposit due within the stipulated time shall be considered to have deferred studies.
- e) Ensure you attend not less than two-thirds of the total Class Contact Hours of each of the course unit registered to be eligible to sit for Examinations.

Thank you.

Dr. Henry K. Mutai

DIRECTOR/CHIEF EXECUTIVE OFFICER

Copy to:

1. PTP Coordinator, Town Campus
2. Principal Accountant
3. Principal Officer, Academic Services
4. Senior ICT Officer