



**KENYA SCHOOL OF LAW
INTERNAL MEMO**

From: Director/Chief Executive Officer

To: Continuing PTP Students

Ref: KSL/3/26/ Vol. 1 (09)

Date: 16th January, 2026

EXTENSION OF DEADLINE FOR TERM 3, 2026 UNIT REGISTRATION

Following numerous requests from students, the Director/CEO has approved an extension of the registration deadline by **one additional week**.

All students are therefore required to:

- a) Pay a **deposit of at least 50% of the total fees payable by 23rd January 2026**, failure to which they will not be allowed in class from 26th January 2026.
- b) Register for the Term units through the students 'portal. Students who experience any technical difficulties during the registration process may contact the ICT department for assistance via Mr. Salesio Kinyua at skinyua@ksl.ac.ke or Ms. Macrine Saru at msaru@ksl.ac.ke.
- c) The balance due shall be payable not later than two weeks before commencement of the end of term examination.
- d) 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.

Please note that any student who fails to meet the above requirements by the stated deadline (**23rd January 2026**) will be required to **defer their studies**.

Thank you.

Dr. Henry K. Mutai
DIRECTOR/CHIEF EXECUTIVE OFFICER

cc.

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