



# MACHAKOS UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC & STUDENT AFFAIRS)

### LETTER OF NON-ACCEPTANCE OF OFFER BY THE CANDIDATE

(To be completed by those NOT ACCEPTING the offer)

Dear Sir

Candidate's Name: \_\_\_\_\_

Admission/Ref No: \_\_\_\_\_

With reference to your letter offering me a place in the School of \_\_\_\_\_

For a programme leading to the award of \_\_\_\_\_

I wish to confirm that **I WILL NOT ACCEPT** the offer, because of the following reasons:

(Mark X against that which is applicable)

1.	Family Problems	
2.	Ill Health	
3.	I have been offered an Overseas Scholarship	
4.	The University has not offered me the course I applied for	
5.	I have taken on employment	
6.	Any other reasons (state the reasons here)	

Yours faithfully \_\_\_\_\_

(Surname)

(Other Names)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_