

JOINING INSTRUCTIONS /NOTES TO THE APPLICANTS

1. Application fees

All applicants will be required to pay **Kshs2, 000** (Kenyans) or **USD 25** (Non-Kenyans) being non refundable application fee as per the bank details below.

2. Mode of study (Day, Evening or Saturday)

All courses will be conducted in our **Mombasa** and **Nairobi** Campuses and *please note its non residential.*

3. Deadline for registration

The deadline for registration for the Diploma and PGD is **16th December 2016.**

4. Fees

The fees payable for certificate and diploma courses are as below:-

Activity	Diploma	PGD
Student ID	1,000.00	1,000.00
Examination Fees	5,000.00	5,000.00
Library fees	1,500.00	1,500.00
Computer fees	1,000.00	1,000.00
Tuition Fees	41,500.00	52,000.00
Total fees payable Semester I	50,000.00	60,500.00
Total fees Semester II	50,000.00	55,000.00
Total Fees Semester III	50,000.00	55,000.00
Total fees payable	150,000.00	170,500.00

5. Duration of Study

The course duration for the **Diploma course is One (1) year** (3 semesters) and the **PGD course is one (1) year** (3 semesters)

6. Attendance

Students must attend a minimum of 75% of all lectures, seminars and tutorials, failure to which he/she will not be allowed to register for examinations.

7. Bank Details (Kenya Shillings)

ACCOUNT (\$) The National Bank of Kenya of Kenya
A/C 01023015000900

Branch Times Tower Branch

A/c Name Kenya school of Revenue Administration
Administration.

Bank Details USD

The National Bank

A/C 02020015000900

Branch Times Tower Branch

A/C Name Kenya school of Revenue