



OFFICE OF THE REGISTRAR
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- 1 Optional Fees
- 2 Library Caution Fee (Refundable at the end of the course): KShs 2,000 (Optional)

Mode of Study

Full-Time Course: 8.00 A.M. to 6.00 P.M.
Part-Time Course: 6.00 P.M. to 8.30 P.M.

Note: *Installment payments carry an extra charge of ksh.1,000*

| SINGLE APPLICATION PACKAGES | | |
|--|----------|-------|
| LINUX - Local | 2 Months | 3150 |
| - LPI | | 3600 |
| CISCO - Current KCAU Students | 4 Months | 4500 |
| - New students | | 9000 |
| CCNA Security | | 18000 |
| Single Packages i.e. Windows, Microsoft Excel, Microsoft Word, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint | 2 Weeks | 4500 |
| SPSS Statistical Analysis Software | 2 Months | 9000 |
| Microsoft NAVISION ERP | 2 Months | 18000 |
| ACCOUNTING PACKAGES | 2 Weeks | 5400 |
| Sage Financial Controller | Each | 5400 |
| Quick Books Pro. | | 5400 |
| Pastel Accounting System | | 5400 |

GROUP APPLICATION PACKAGES

| | Lumpsum | Other Charges | Duration | 1st Instalment On Admission | 2nd Instalment(One Month Later) |
|---|-----------------|---------------|----------|-----------------------------|---------------------------------|
| Certificate in Computer Application - (MICROSOFT OFFICE BASED) Windows, Microsoft Windows, Microsoft Word, Microsoft Excel & Microsoft Access | 22,500 | 250 | 3 Months | 13,650 | 10,100 |
| ICDL - (INTERNATIONAL COMPUTER DRIVING LICENSE) - LEVEL 1 Exam per module | 17,775 2,500 | 250 | 2 Months | 10,815 | 8,210 |
| ICDL - (INTERNATIONAL COMPUTER DRIVING LICENSE) - LEVEL 2 Exam per Module | 17,775 3,000 | 250 | 2 Months | 10,815 | 8,210 |
| CERTIFICATE IN COMPUTER PROGRAMMING (CCP) This is a 3 Month course equipping students with sound programming skills using Microsoft Visual Basic | 18,000 | 250 | 3 Months | 10,950 | 8,300 |
| WEB DEVELOPMENT | 18,000 | 250 | 3 Months | 10,950 | 8,300 |
| COMPUTERISED ACCOUNTANT Introduction to Computers, Microsoft Word, Microsoft Excel, Quick Books & either Sage or Pastel | 15,300 | 250 | 3 Months | 9,330 | 7,220 |
| ACCA Tailor-made CBE Computer Applications (Microsoft Excel) | 13,500 | 250 | 2 Months | 8,250 | 6,500 |

Fees is payable either in full or by prescribed instalments, direct to KCA Bank Accounts No.010-2001171100, Standard Chartered, Ruaraka Branch; 073-135 2178, Barclays Bank, Westlands Branch, or No. 075-176 6319 Barclays Bank, Moi Avenue Branch. The original deposit slip should be presented to the Cashier for receipting within 5 days. The student name and course being paid for should be written on the bank slip

Fees can also be paid directly to KCA Accounts No. 643-22 800 15, Commercial Bank of Africa, Wabera street, or any of their 2 other six branches in International House - Mama Ngina Street, AON Minet House - Mamlaka Road, TimSales Complex - Enterprise Road

M-PESA Pay Bill No. 3000/8 - Barclays Bank of Kenya (Westlands Branch)

Fees paid by cheques should be presented to the university cashier for receipting. **DO NOT DEPOSIT CHEQUES DIRECTLY INTO OUR BANK ACCOUNTS.** Only Bankers Cheques, Limited Company Cheques will be accepted. **NO PERSONAL CHEQUES PLEASE.**

Fees cover tuition and study material, but do not include text books, stationery, nor registration/examination fees with relevant examining bodies.

Refunds: **No refunds of fees will be made.** However fees may be transferred to the next one semester for those who wish to drop out or to change a course provided a change of course form is filled and submitted to the Accounts office before 15th March in the 1st semester and 15th September in the 2nd semester. Administration charge of 10% shall be levied on such credits granted.

Please ensure that you seek admission first before you deposit your fees in the bank account
NB: Fee is quoted at present rate and is subject to change