

#### 4. Methods of payment of fees

##### 4.1 Payment through e-kasneb

Students are advised to download the e-kasneb APP on Google Play Store and pay through the e-kasneb wallet. Students may also access the e-kasneb on the student's portal through the kasneb website www.kasneb.or.ke. A detailed guide regarding this mode of payment may be obtained from the kasneb website www.kasneb.or.ke.

##### 4.2 Payment through various kasneb Student Fee Collection Accounts with banks

- 4.1.1 Kenya Commercial Bank of Kenya Limited - kasneb Fee Collection Account No. 1203681194.
- 4.1.2 National Bank of Kenya Limited - kasneb Fee Collection Account No. 01001031572601.
- 4.1.3 Equity Bank Ltd. - kasneb Fee Collection Account No. 0170299238025.
- 4.1.4 Kenya Post Office Savings Bank (Postbank) - kasneb Fee Collection Account No. 0744130009246.
- 4.1.5 Co-operative Bank of Kenya Limited - kasneb Fee Collection Account No. 01129128535900.

Payment of fees by students in Kenya should be made to the above **kasneb Student Fee Collection Accounts** in any branch of the above listed banks countrywide using the appropriate fee deposit slips. Students are required to complete the appropriate **kasneb** forms and the relevant fee deposit slips (except for Postbank which does not use deposit slips). Upon payment of the requisite fees to the banks, a cash deposit receipt will be issued to the payee. The completed **kasneb** forms should be left with the banks for onward transmission to **kasneb**.

##### 4.3 Payment at selected Huduma Centres

Students in Kenya may also make payment at the **kasneb** counters in the following Huduma Centres: GPO, Kibera and Makadara in Nairobi, Mombasa, Eldoret, Kisumu, Meru, Nyeri, Kisii and Nakuru.

##### 4.4 Payment by banker's cheque/draft

Payment can also be made by Bankers Cheque/Draft. Bankers Cheques/Drafts should be sent to **kasneb** together with the relevant covering letters to avoid delays in processing such fee. Cheques are accepted only on condition that they will be honoured on first presentation. Any cheque which is dishonoured for whatever reason or which has to be returned to a student because it is post-dated or is incomplete or has some technical defect may result in the student not being registered or entered for the examinations. Besides, the student will be required to pay an administrative charge thereof.

**Students are advised that payment by cash at kasneb Towers was phased out with effect from 1st July 2017 and therefore students are advised to utilise the above payment channels.**

##### 4.5 Students residing in foreign countries

Students based in foreign countries may pay fees in US dollars to **kasneb KCB collection account No. 1123096465 domiciled at Capital Hill Branch, Nairobi** or by bankers cheques/drafts which should be drawn payable to **kasneb**.

#### 5. Closing dates for the November 2017 examinations

The closing dates for late registration, normal examination entry and late examination entry for the November 2017 examinations are as shown below:

- (a) **Late registration - Tuesday, 15th August 2017**
- (b) **Normal examination entry - Tuesday, 15th August 2017**
- (c) **Late examination entry - Saturday, 30th September 2017**

##### 6. Withdrawal from the examination

For all cases of withdrawal, students must submit a letter quoting their registration number, preferred examination centre and reason(s) for withdrawal. Students who withdraw from the examination before the closing date specified for late entry will be refunded 50% of the examination entry fee. Students who are prevented from sitting the examination by illness may be refunded 75% of the examination entry fee subject to production of an authentic medical certificate covering the examination dates.

##### 7. Deferment of examination fees

A student shall be allowed to defer examination fees to the subsequent examination sitting only once in any particular level or section upon application and providing sufficient reason(s) for deferment. The specific grounds for deferment are specified on the **kasneb** website www.kasneb.or.ke. The successful applicants shall be required to pay an administrative charge equivalent to 15% of the applicable examination fees on or before **Thursday, 15th February 2018** failure to which the opportunity granted for deferment will lapse.

**All applications for deferment of November 2017 examination fees must reach kasneb on or before Friday, 27th October 2017.**

##### 8. Examination centres for ATD, DCM, CPA, CS, CIFA and CCP examinations

The following are the proposed examination centres for ATD, DCM, CPA, CS, CIFA and CCP examinations:

CODE NAME	TOWN
111 - Starehe Boys' Centre and School	Nairobi
117 - Carile College, Jogoo Road	Nairobi
118 - St. Philips Church, Jericho	Nairobi
120 - AHITI, Kabete	Nairobi
121 - Kabete National Polytechnic, Kabete	Nairobi
127 - Nairobi Technical Training Institute	Nairobi
129 - DIMA College	Nairobi
130 - Multimedia University of Kenya	Nairobi
131 - PC Kinyanjui Technical Training Institute, Satellite	Nairobi
139 - KCA University - Hall, Thika Road	Nairobi
140 - Kenya Technical Trainers College (KTTC), Gigiri	Nairobi
142 - Co-operative University, Karen	Nairobi
151 - UON - Lower Kabete Campus	Nairobi
156 - Buruburu Institute of Fine Arts (BIFA), Buruburu	Nairobi
158 - Kiambu Institute of Science and Technology (KIST)	Kiambu
159 - KCA University - Classes, Thika Road	Nairobi
164 - YMCA Shauri Moyo	Nairobi
167 - St. James ACK Church, Buruburu	Nairobi
168 - Star College of Management Studies	Nairobi
169 - Nairobi Milimani Secondary School	Nairobi
170 - NYS, Ruaraka	Nairobi
181 - Pinnacle School of Business	Nairobi
185 - St. Joseph's Vocational Training Centre	Mlolongo
189 - Liit College	Limuru

CODE NAME	Town
190 - Kenyatta University - Hall, Ruiru Campus	Ruiru
191 - Kenyatta University - Classes, Ruiru Campus	Ruiru
199 - Kenya Methodist University - 3 <sup>rd</sup> floor	Nairobi
201 - Technical University of Mombasa	Mombasa
202 - Kenya School of Government, Mombasa	Mombasa
203 - Coast Institute of Technology	Voi
204 - Kenya Coast Polytechnic, Chandaria Hall	Mombasa
208 - Coast Girls High School	Mombasa
211 - Barani Secondary School	Malindi
213 - Vision Institute, Mombasa Campus	Mombasa
215 - JKUAT, Taita Taveta Campus	Voi
217 - Times Training Centre	Mombasa
224 - Kilifi DICECE Centre	Kilifi
225 - Shanzu Teachers College	Mombasa
303 - Rift Valley Institute of Science and Technology	Nakuru
304 - Kisii National Polytechnic	Kisii
306 - Friends College, Kaimosi	Kaimosi
312 - Masai Technical Training Institute	Kajiado
314 - Rift Valley Technical Training Institute	Eldoret
315 - Kaiboi Technical Training Institute	Kabiyet
319 - Kitale National Polytechnic	Kitale
320 - Kisumu National Polytechnic	Kisumu
321 - Sigalagala National Polytechnic	Kakamega
322 - Rongo University	Rongo
324 - Eldoret National Polytechnic	Eldoret
331 - Alphax College	Eldoret
335 - Egerton University	Njoro
336 - Elgon View Commercial College	Eldoret
337 - Siaya Institute of Technology	Siaya
338 - Sang'alo Institute of Technology	Bungoma
339 - Mwangaza College	Nakuru
340 - Moi University, Main Campus	Eldoret
345 - Naivasha Boarding Primary School	Naivasha
346 - Kisii University	Kisii
348 - KCA University, Kisumu Campus	Kisumu
349 - YMCA, Busia	Busia
350 - Kenya School of Government, Baringo	Kabarnet
352 - Kisumu Day Secondary School	Kisumu
353 - Bartek Institute	Eldama Ravine
356 - Valley College	Litein
358 - Comboni Polytechnic	Gilgil
364 - PCEA Molo College of Professional Studies	Molo
365 - Dominion Training Institute	Bungoma
366 - Ol'lessos Technical Training Institute	Lessos
367 - Kericho County College of Accountancy	Kericho
368 - Kisii College of Accountancy	Kisii
371 - Nishkam Saint Puran Singh Institute (NSPSI)	Kericho
374 - University of Eldoret	Eldoret
375 - University of Eastern Africa, Baraton	Kapsabet
376 - Excel Institute	Kitale
383 - Masai Mara University	Narok
384 - Kabarak University, Town Campus	Nakuru
387 - St. Judes Technical College	Mumias
391 - Bomet Teachers' Training College	Bomet
397 - AIC Eldoret Training Centre	Eldoret

CODE NAME	Town
398 - Nakuru Counselling and Training Institute	Nakuru
401 - Temple Road Secondary School	Nyeri
402 - Dedan Kimathi University	Nyeri
406 - Nkabune Technical Training Institute	Meru
408 - Murang'a University	Murang'a
410 - Thika Technical Training Institute	Thika
411 - Machakos University	Machakos
412 - Meru National Polytechnic	Meru
414 - North Eastern National Polytechnic	Garissa
425 - Jeremiah Nyagah Technical Training Institute	Embu
426 - Kenya School of Government, Embu	Embu
427 - Kirinyaga University	Kutus
428 - Michuki Technical Training Institute	Kangema
430 - Meru University of Science and Technology	Meru
431 - St. Anne's Catholic Institute	Nyahururu
434 - Rware College of Accounts	Nyeri
438 - Meru School	Meru
439 - Embu College of Professional Studies	Embu
441 - Mount Kenya University - Main Campus	Thika
443 - Century Park College	Machakos
444 - St. Mary's Secretarial College	Isiolo
445 - Hosannah Institute of Professional Studies	Kerugoya
447 - Chuka University	Chuka
450 - Nyambene School of Professional Studies	Maua
451 - Meru Institute of Professional Studies	Nkubu
453 - Wote Technical Training Institute	Makueni
454 - Excel Institute of Professionals	Thika
455 - Nyandarua Institute of Science and Technology	Nyahururu
456 - Nanyuki Inst. of Comm. and Advanced Technology	Nanyuki
458 - Laikipia University, Nyahururu Town Campus	Nyahururu
460 - Holy Rosary College	Kangundo
461 - Mardera Youth Polytechnic	Mardera
463 - Thika Institute of Business Studies	Thika
464 - Reward Institute of Professional Studies	Thika
466 - Shaloom Business School	Maralal
469 - Karatina University - Town Campus	Karatina
471 - Achievers College of Professionals Ltd.	Embu
472 - Kitui Multi-purpose Hall	Kitui
474 - Northern Institute of Professional Studies	Wajir
475 - Brade Gate International College	Nyeri
476 - Grets University	Thika
477 - Machakos Institute of Technology	Machakos
478 - Nyeri National Polytechnic	Nyeri
480 - Holy Family Catholic Church Hall	Githunguri
504 - JKUAT, Nakuru CBD Campus	Nakuru
505 - JOUST	Bondo
507 - Tecqskills Professional Institute	Naivasha
508 - Kenya Institute of Management	Kakamega
509 - KCA University, Amagoro Campus	Amagoro
510 - JOUST	Kisii
511 - Kings College of Accountancy	Eldoret
512 - Kibabii University	Bungoma
513 - University of Kabianga	Litein
514 - Kenya Institute of Management, Naivasha	Naivasha
515 - Catholic University of Eastern Africa, Gaba Campus	Eldoret

CODE NAME	Town
517 - Windle Trust Kenya	Kakuma
518 - Adept College	Nakuru
804 - Namirembe Resource Centre	Kampala, Uganda
805 - Kigali Institute of Management	Kigali, Rwanda
806 - Maaron Business School	Douala, Cameroon
807 - Kampala International University	Kampala, Uganda
808 - University of Rwanda, College of Business and Economics	Kigali, Rwanda
813 - Fomic Business School	Buea, Cameroon
814 - University of Kigali, Kacyiru Campus	Kigali, Rwanda
815 - Kigali Independent University (ULK)	Kigali, Rwanda
816 - South Sudan Institute of Professional Studies	Juba, South Sudan
901 - AIC Nairobi Training Centre, Kibera	Nairobi
907 - Hekima Education Centre	Ngong
910 - KIFE School of Business Studies	Kawangware
911 - Annex Computer College	Rongai
912 - East Africa School of Management	Nairobi
913 - Summit School of Professionals Ltd.	Nairobi
914 - Nairobi Inst. of Bus. Studies (NIBS), Thika Road Campus	Ruiru
916 - Path Institute of Technology	Kitengela
923 - KCA Univesity - Kitengela Campus	Kitengela
925 - Kenya Methodist University - 5 <sup>th</sup> floor	Nairobi
926 - Management University of Africa, South C	Nairobi
927 - Catholic University of Eastern Africa	Langata
928 - ACK St. Lukes, Umoja I	Nairobi
929 - Vision Institute of Professionals, City Centre Campus	Nairobi
930 - KCA University - CBD Campus, Monrovia Street	Nairobi
931 - Kenya Methodist University - 4 <sup>th</sup> floor	Nairobi
932 - Pan African Christian University	Nairobi
933 - Kikuyu Township Primary School	Kikuyu
936 - College of Human Resources Management, Caxton Hse	Nairobi
937 - Kenya Methodist University - Ground floor	Nairobi
938 - Graffins College	Nairobi
942 - Riar University	Nairobi
943 - Oshwal College	Nairobi
944 - Masinde Muliro University - Nairobi Campus	Nairobi
945 - Kenya Methodist University - 6 <sup>th</sup> floor	Nairobi
1001 - Kenya High Commission, Abuja	Nigeria
1002 - Kenya High Commission (Consulate) Lagos	Nigeria
1003 - Kenya High Commission, Addis Ababa	Ethiopia
1004 - Kenya Embassy, Bujumbura	Burundi
1005 - Kenya High Commission, Dar-es-Salaam	Tanzania
1007 - Kenya High Commission, Lusaka	Zambia
1008 - Kenya High Commission, Khartoum	Sudan
1010 - Kenya High Commission, Widhoek	Namibia
1011 - Kenya High Commission, Gaborone	Botswana
1012 - Kenya High Commission, Harare	Zimbabwe
1013 - Kenya Embassy, Kinshasa	Congo
1014 - Kenya Embassy, Juba	South Sudan
1015 - Kenya Embassy, Cairo	Egypt
1017 - Kenya High Commission, Pretoria	South Africa
1018 - Kenya Embassy, Abu Dhabi	U. A. E.
1022 - Kenya Embassy, Riyadh	Saudi Arabia
1023 - Kenya Embassy, Muscat	Oman
1024 - Kenya High Commission, Canberra	Australia

##### 9. Examination centres for DICT and CICT examinations

The following are the proposed examination centres for DICT and CICT examinations. Other examination centres November be arranged depending on the number of students.

CODE NAME	TOWN
111 - Starehe Boys' Centre and School	Nairobi
139 - KCA University, Thika Road	Nairobi
158 - Kiambu Institute of Science and Technology	Kiambu
171 - Cornerstone Training Institute	Nairobi
201 - Technical University of Mombasa	Mombasa
203 - Coast Institute of Technology	Voi
204 - Kenya Coast Polytechnic, Chandaria Hall	Mombasa
312 - Masai Technical Training Institute	Kajiado
314 - Rift Valley Technical Training Institute	Eldoret
315 - Kaiboi Technical Training Institute	Kabiyet
321 - Sigalagala National Polytechnic	Kakamega
324 - Eldoret National Polytechnic	Eldoret
331 - Alphax College	Eldoret
337 - Siaya Institute of Technology	Siaya
338 - Sang'alo Institute of Technology	Bungoma
339 - Mwangaza College	Nakuru
340 - Moi University, Main Campus	Eldoret
346 - Kisii University	Kisii
348 - KCA University, Kisumu Campus	Kisumu
353 - Bartek Institute	Eldama Ravine
356 - Valley College	Litein
358 - Comboni Polytechnic	Gilgil
360 - Bartek Institute	Kabarnet
365 - Dominion Training Institute	Bungoma
366 - Ol'lessos Technical Training Institute	Lessos
367 - Kericho County College of Accountancy	Kericho
371 - Nishkam Saint Puran Singh Institute (NSPSI)	Kericho



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GUIDE TO THE NOVEMBER 2017 EXAMINATIONS

1. Examination dates

The November 2017 diploma and professional examinations will be held on the following dates:

1.1 Diploma examinations: ATD, DICT and DCM Levels I, II and III

Monday 27th November 2017 and Tuesday 28th November 2017

1.2 Professional examinations:

CPA, CS, CICT, CIFA and CCP Parts I, II and III

Monday, 27th November 2017, Tuesday 28th November 2017, Wednesday, 29th November 2017, Thursday, 30th November 2017 and Friday, 1st December 2017

1.3 Foreign Accountancy Qualifications (FAQ)

Wednesday, 29th November and Thursday, 30th November 2017

1.4 Foreign Secretaries Qualifications (FSQ)

Wednesday, 29th November 2017

1.5 Kenya Institute of Supplies Management examinations

(a) Associate in Procurement and Supply of Kenya (APS-K) Levels I and II

Monday, 27th November 2017, Tuesday 28th November 2017 and Wednesday, 29th November 2017

(b) Certified Procurement and Supply Professional of Kenya (CPSP-K)-Parts I, III and IV

Monday, 27th November 2017, Tuesday 28th November 2017, Wednesday, 29th November 2017, Thursday, 30th November 2017 and Friday, 1st December 2017

2. Registration and Examination entry

Students are advised NOT to enter the next examination while still awaiting the results of a preceding examination. The closing date for late registration for the November 2017 examination will be Tuesday, 15th August 2017.

Late examination entry will be allowed up to Saturday, 30th September 2017 upon payment of an additional examination fee of 50% of the normal examination entry fee.

3. Timetable

Students will be able to access examination timetable approximately 21 days before the examination date. If the timetable is not accessed by Friday, 3rd November 2017, inquiries should be made by letter, email or telephone quoting the student's registration number, examination, level/section and preferred examination centre. Students are advised to download individual timetables from the kasneb website www.kasneb.or.ke.



(ii) Exemptions in CS

- Business Communication
• Economics
• Principles of Accounting
• Public Finance and Taxation
• Financial Management
• Principles and Practice of Management
• Management Information Systems
• Financial Markets Law

(iii) Exemptions in CICT

- Introduction to Computing
• Entrepreneurship and Communication
• Principles of Accounting
• Strategy, Governance and Ethics

(iv) Exemptions in CCP

- Entrepreneurship and Communication
• Economics
• Principles of Accounting
• Public Finance and Taxation
• Financial Management
• Management Information Systems
• Quantitative Analysis
• Strategy, Governance and Ethics

(e) CCP GRADUATES

(i) Exemptions in CPA

- Financial Accounting
• Commercial Law
• Entrepreneurship and Communication
• Economics
• Public Finance and Taxation
• Company Law
• Financial Management
• Management Information Systems
• Quantitative Analysis
• Strategy, Governance and Ethics

(ii) Exemptions in CS

- Commercial Law
• Business Communication
• Economics
• Principles of Accounting
• Public Finance and Taxation
• Company Law
• Financial Management
• Principles and Practice of Management
• Management Information Systems

(iii) Exemptions in CICT

- Introduction to Computing
• Entrepreneurship and Communication
• Principles of Accounting
• Strategy, Governance and Ethics

(iv) Exemptions in CIFA

- Financial Accounting
• Entrepreneurship and Communication
• Economics
• Public Finance and Taxation
• Corporate Finance
• Quantitative Analysis
• Strategy, Governance and Ethics

(ii) Exemptions in CICT

- Introduction to Computing
• Entrepreneurship and Communication
• Principles of Accounting
• Strategy, Governance and Ethics

(iii) Exemptions in CIFA

- Financial Accounting
• Entrepreneurship and Communication
• Economics
• Public Finance and Taxation
• Regulation of Financial Markets
• Corporate Finance
• Strategy, Governance and Ethics

(iv) Exemptions in CCP

- Commercial Law
• Entrepreneurship and Communication
• Economics
• Principles of Accounting
• Public Finance and Taxation
• Company Law
• Financial Management
• Management Information Systems
• Strategy, Governance and Ethics

(c) CICT GRADUATES

(i) Exemptions in CPA

- Financial Accounting
• Entrepreneurship and Communication
• Management Information Systems
• Strategy, Governance and Ethics

(ii) Exemptions in CS

- Business Communication
• Principles of Accounting
• Principles and Practice of Management
• Management Information Systems

(iii) Exemptions in CIFA

- Financial Accounting
• Entrepreneurship and Communication
• Strategy, Governance and Ethics

(iv) Exemptions in CCP

- Entrepreneurship and Communication
• Principles of Accounting
• Management Information Systems
• Strategy, Governance and Ethics

(d) CIFA GRADUATES

(i) Exemptions in CPA

- Financial Accounting
• Entrepreneurship and Communication
• Economics
• Public Finance and Taxation
• Financial Management
• Management Information Systems
• Quantitative Analysis
• Strategy, Governance and Ethics
• Advanced Financial Management

You are advised to register and enter for the examination immediately upon confirmation of your results and/or receipt of the result notification for the May 2017 examinations.

You are further advised to decide whether you wish to register and sit for the CPA, CS, CICT, CIFA or CCP examination. You will, on application, be granted exemptions where applicable as follows:

(a) CPA GRADUATES

(i) Exemptions in CS

- Commercial Law
• Business Communication
• Economics
• Principles of Accounting
• Public Finance and Taxation
• Company Law
• Financial Management
• Principles and Practice of Management
• Management Information Systems

(ii) Exemptions in CICT

- Introduction to Computing
• Entrepreneurship and Communication
• Principles of Accounting
• Strategy, Governance and Ethics

(iii) Exemptions in CIFA

- Financial Accounting
• Financial Mathematics
• Entrepreneurship and Communication
• Economics
• Public Finance and Taxation
• Corporate Finance
• Financial Statements Analysis
• Quantitative Analysis
• Strategy, Governance and Ethics

(iv) Exemptions in CCP

- Commercial Law
• Entrepreneurship and Communication
• Economics
• Principles of Accounting
• Public Finance and Taxation
• Company Law
• Financial Management
• Management Information Systems
• Quantitative Analysis
• Strategy, Governance and Ethics

(b) CS GRADUATES

(i) Exemptions in CPA

- Financial Accounting
• Commercial Law
• Entrepreneurship and Communication
• Economics
• Public Finance and Taxation
• Company Law
• Financial Management
• Management Information Systems
• Strategy, Governance and Ethics

Table with 4 columns: Exam Part, Section, Exam Name, and Topics. Includes CIFA Part I, CCP Part I, and CPA Part I.

10.2 DICT GRADUATES

Examination Exemptions

Table with 4 columns: Exam Part, Section, Exam Name, and Topics. Includes CICT Part I, CPA Part I, CS Part I, CIFA Part I, and CCP Part I.

10.3 DCM GRADUATES

Examination Exemptions

Table with 4 columns: Exam Part, Section, Exam Name, and Topics. Includes CCP Part I, CPA Part I, CS Part I, CICT Part I, and CIFA Part I.

Please note that you will not be allowed to enter the examination until and unless you have applied for exemptions in the relevant papers and paid the prescribed fees. You are further strongly advised to read and understand the contents of the papers which you shall be exempted from as you will be deemed to possess sufficient knowledge in the respective papers.

11. Special concession for registration and entry to other Professional examinations for the May 2017 Professional examinations graduates

Congratulations on your successful completion of the professional examination in May 2017. Please note that you are eligible to immediately register as a student for the CPA, CS, CICT, CIFA or CCP examination and enter to sit the November 2017 examinations on or before Tuesday, 15th August 2017.

Table with 2 columns: CODE NAME and Town. Lists various institutions and their locations.

Students who are attending courses at certain institutions should ascertain if a centre has been arranged at that institution. Whether a centre will be arranged at a particular place will depend on the number of students at the various levels or sections of the examination. A centre which has very few students may be closed for a particular sitting and students transferred to another centre. Similarly, in a centre where many students have chosen to sit for the examinations, some students may be transferred to another centre. kasneb reserves the right to reject any entry or to transfer a student from one centre to another.

10. Special concession for registration and entry to the Professional examinations for the May 2017 Diploma examination graduates

Congratulations on your successful completion of the diploma examination in May 2017. You are eligible to immediately register as a student for any of the professional examinations, namely: CPA, CS, CICT, CIFA or CCP and enter to sit for the November 2017 examinations on or before Tuesday, 15th August 2017.

You are advised to register and enter for the examination immediately upon confirmation of your results and/or receipt of the result notification for the May 2017 examinations.

You are further advised to decide whether you wish to register and sit for CPA, CS, CICT, CIFA or CCP examination. You will, on application, be granted exemptions in Part I of the relevant professional examination, where applicable, as follows:

10.1 ATD GRADUATES

Table with 4 columns: Examination Exemptions, Exam Part, Section, and Topics. Includes CPA Part I and CS Part I.