

**EAST AFRICA INSTITUTE OF PROFESSIONAL COUNSELING**

**P.O BOX 4770-00200 NAIROBI**

**TEL: 020-313104/0721-201564**

**E-mail:** **info@eaipc.ac.ke**

**SUMMIT HSE, 3rd FLR, MOI AVENUE**

**NAIROBI – KENYA**

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***FORM E.A. INST/3***

**CERTIFICATE IN INTERNATIONAL RELATIONS & DIPLOMACY**

**FEES STRUCTURE & GUIDELINES: 2019/2022 ACADEMIC YEAR**

0**1.0 GENERAL RULES**

1. Tuition fee and all other academic charges are normally required on or before registration at the beginning of the semester/course
2. The Institute shall have the right to preclude any student from attending classes, participating in any academic activity or enjoying other Institute facilities, unless such a student shall have paid to the Institute all fee and other dues, provided the Institute management shall at its discretion exempt any student from this requirement.
3. The Institute shall have the right to stop a student who is a debtor to the Institute from **registering** or **sitting for examinations**
4. The Institute shall have the right to withhold the award of any Certificate on any student until all outstanding fee and other dues are settled with the Institute.
5. The Institute shall have the right to withhold examination results from any student who is a debtor to the institute until such debt is paid.
6. Fee should be paid through the following institute bank accounts:

 **1. Equity Bank**

 Ac. Name : East Africa Institute of Professional Counseling

 Ac. No. : 0020195289292

 Branch : Fourways Towers, Nairobi

 Mpesa pay Bill No. 247247

**2. Family Bank**

Ac. Name : East Africa Institute of Professional Counseling

 Ac. No. : 068000000582

 Branch : Fourways Towers, Nairobi

 Mpesa pay Bill No. 222111

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| **ITEM** | **FEES(KSHs)** |
| 1. Tuition Fees
 | 43,500 |
| 1. Examination Fees
 |  1,000.00 |
| 1. Start off course materials
 | 1,000.00 |
| 1. Student ID (new students)
 | 500.00 |
| 1. Research Project
 | 1,000 |
| 1. Personal Psychotherapy
 | - |
| 1. Library Fees
 | 3,000.00 |
| 1. Caution Money (Refundable)
 | - |
| 1. Field/Academic Trips
 | - |
| 1. Practicum supervision
 | - |
| **Total** | **50,000** |

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman, BOD**