



## Fee structure for Certificate Courses (KNEC)

### Certificate Courses

- Certificate in Human Resource Management-CHRM (KNEC)
- Certificate in Business Management-CBM(KNEC)
- Certificate in Supply Chain Management-CSCM(KNEC)
- Certificate in Banking and Finance-CBF (KNEC)
- Certificate in Information Communication Technology-CICT(KNEC)

### Minimum Entry Requirements

- Holders of a KCSE D plain (KNEC),
- Holders of a Related Artisan qualification, or any other Equivalent qualification acceptable by KNQA

### Duration and Pattern

The Certificate is divided into 2 Modules and each module is divided into 2 terms each of 3 months. Business Plan is done in module 1 and Research Project in module 2.

No.	ITEM	FEE PAYABLE		
1	Tuition Fees	43,000/- (modules 1&2)		
2	Registration Fee	2,000/-		
3	Library Fees	3,000/-		
4	Student Welfare	1,500/-		
5	ICT	2,000/-		
6	Orientation Fee	1,500/-		
7	Project Administration Fee	2,000/-		
8	Internal Exams Fee	2,000/-		
9	Student ID	500/-		
10	Activity fee	1000/-		
11	Caution Fees	2,000/-	Once & Refundable	
12	KNEC Examination Fees	Module I - 7,650/-		
		Module II - 5,650/-		
13	<b>TOTAL FEE</b>	<b>73,800/-</b>	<b>Module 1</b>	<b>42,650</b>
			<b>Module 2</b>	<b>31,150</b>

**NB: Students using the instalment plan will pay an additional 1,200/- per semester.**

### Attendance Modes

- Evening - 5.30 pm – 8.30 pm - Evening Daily
- Saturday - 8.30 am – 5.00 pm - Saturday
- Full time - 8.30am – 4.30 pm - Weekday Daily
- Sunrise - 6.30 am – 8.30 am - Weekday Daily

### Mode of Application

Applications forms are available at CHRM Ufundi Plaza Offices, 3<sup>rd</sup> & 4<sup>th</sup> Floor on payment of a non-refundable fee of Ksh. 500/=.

The application fee can be deposited into the following bank account:- **Kenya Commercial Bank – Biashara street Branch, Account No. 1180194667 in favor of College of Human Resource Management (CHRM)**. Duly completed forms should be submitted to the Admissions Office on Ufundi Plaza Offices, 3<sup>rd</sup> & 4<sup>th</sup> Floors, or sent to CHRM College, P.O. Box 4322-00200, Nairobi, Kenya.

The application package should include the completed application form, copies of relevant certificates, KCSE Certificate, Copy of National ID, Birth Certificate, Affidavit or Marriage certificate (*for those using different names*), passport size photographs (each three copies), to [college@chrm.or.ke](mailto:college@chrm.or.ke) or deliver to our offices. The application fee receipt/banking slip must be attached.

### Enquiries

College of Human Resource Management, Ufundi Plaza, 4<sup>th</sup> floor, Moi Avenue/Moktar Daddah Street, P.O. Box 4322-00200 Nairobi, Kenya.

Tel: +254 (0) 20 221 7490/221 7979/224 8095 or Mobile Nos. 0727 792122/0718 781513

Email: [College@chrm.or.ke](mailto:College@chrm.or.ke); Website: [www.chrm.or.ke](http://www.chrm.or.ke)