KSPC/AC/FIN01

STUDENT APPLICATION FORM

REGISTRATION/EXEMPTION/EXAMINATION BOOKING

(APPLICANTS CAN ALSO USE THE STUDENT PORTAL AND PAY USING MPESA)

Mwalimu Towers, Hill Lane, Off - Mara Road, Upperhill, P.O BOX 104785-00101, Nairobi Kenya.
Tel: 0757 688 856, Email: info@csk.or.ke, Website:www.csk.or.ke

PASTE YOUR COLOUR PASSPORT SIZE PHOTOGRAPH HERE

(FOR REGISTRATION ONLY)

PART A: PERSONAL DETAILS (MANDATORY)

(a) Name (CAPITAL LETTERS)

Write your name as it appears on the National Identity card/Passport/Birth certificate

(KSPC qualification) (KSPC Registration number)

GENDER

Attach a copy of National Identity card/Passport/Birth certificate if applying for registration as a new student. In case of change of name, attach the relevant documents.

(c) Nationality _____ (d) ID/Passport/Birth certificate No. _____ (e) Date of birth

Day	Month	Year

(f) County of Birth _____ County of Residence _____

(g) Contacts: Email _____ Cellphone _____

P.O. Box _____ Code _____ Town/City _____ Country _____

PART B: REGISTRATION (FOR NEW STUDENTS ONLY)

(a) Indicate the qualification you wish to register for

(b) Have you been a registered student of K.S.P.C before?
Yes ☐ No ☐ If yes, please indicate previous Registration No(s) _____

(c) Highest level of education (High school/Degree/Masters/PhD/ Professional) _____
(Attach certified copies of certificates including for high school)

(d) How did you learn about K.S.P.C? Career Talks ☐ Media ☐
Student ☐ Parent ☐ Others _____ (Specify)

PART D: EXAMINATION BOOKING

Examination sitting

Level	Month	Year	Preferred examination centre

PART E: ANNUAL REGISTRATION RENEWAL/REACTIVATION

For period from 1 July _____ to 30 June _____

(Reactivation fee is payable by students who have not paid their annual registration renewal fee for more than three years)

PART F: PAYMENT DETAILS SUMMARY

	Fee (Ksh)	INDICATE CODES OF PAPERS TO SIT
Registration		
Exemption		
Examination booking		
Annual registration renewal		
Reactivation		
Total		

I enclose cheque/money order/bank deposit slip No. _____ for Ksh. _____ Please note that if payment is made at the bank, this application form (duly completed) together with copies of identification documents and certificates shall be retained by the bank.

PART C: EXEMPTION

(a) I wish to apply for exemption in the following paper(s):

Level	Paper Code	Title of Paper	Fee (Ksh)
Total			

(b) State specific reasons in support of your application for K.S.P.C exemption: _____

(Attach certified copies of transcripts and certificates. Exemptions will be subject to approval by kasneb)

PART G: Name of training institution that you are attending or plan to attend _____

PART H: Indicate the nature of any disability which should be aware of _____

NCPWD Registration No. _____

PART I: Declaration by the applicant

I hereby declare that to the best of my knowledge all the information I have provided on this form and all supporting documents are true and correct and I agree to abide by the Examination Rules and Regulations and Code of Conduct and Ethics for K.S.P.C students.

Signature _____ Date _____

(Notes on certification of documents, guide to examinations and the code of conduct and ethics for K.S.P.C students are available on the K.S.P.C website)

PTO for the fee structure

KENYA SOCIETY OF PROFESSIONAL CO-OPERATORS

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EXAMINATION FEE STRUCTURE: EFFECTIVE FROM 1st JANUARY 2021

1.0 REGISTRATION FEES	Ksh.
Registration fees	4,000
Annual Registration Renewal Fee	1,000
Registration Re-activation Fee	2,000
Student card re-placement fee	500
2.0 PROFESSIONAL EXAMINATION FEE (CCOP)	
MODULE I: Section 1	5,500
Section 2	5,500
Total	11,000
Single Paper	3,000
MODULE II: Section 3	7,500
Section 4	7,500
Total	15,000
Single Paper	4,200
MODULE III: Section 5	9,500
Section 6	9,500
Total	19,000
Single Paper	5,400
3.0 EXEMPTIONS	
Module 1 Per Paper	3,900
Module II Per Paper	5,200
Module III Per Paper	6,600
4.0 SALE OF PUBLICATIONS	
4.1 SYLLABUS	
Cost Per Copy	500
4.2 PAST QUESTION PAPERS	
A set of each section	200

NOTE:
REGISTRATION AND EXAMINATION BOOKING DEADLINES
May examinations - 31 March
November examinations - 30 September

STUDENT FEE COLLECTION ACCOUNTS
Co-operative Bank of Kenya Ltd.
Account Number: 01134122971900