

CHARTERED INSTITUTE OF ADMINISTRATION

(Established in 1987, Chartered by Act No.103 of 1992)

Website: www.cia-ng.org, E-mail: info@cia-ng.org

LIST OF FEES WITH EFFECT FROM FEBRUARY 2010

1.0	Student Registration Documents		₦
1.1	Diploma in Business Studies (DBS)	-	4,000
1.2	ACIA Professional Course	-	5,000
2.0	Student Annual Subscription		
2.1	DBS @ N1,000 x 3 years in advance	-	3,000
2.2	Affiliates @ N2,000 x 3 years in advance	-	6,000
2.3	ACIA @ N2,000 x 3 years in advance	-	6,000
3.0	Student ID Card/Sticker	-	1,000
4.0	Examinations		
4.1	DBS Entry fee per subject	-	1,500
4.2	ACIA Entry fee per subject	-	2,000
4.3	Penalty for Late Entry (irrespective of number of subjects and in addition to normal entry fees)		
	a) DBS	-	5,000
	b) ACIA	-	5,000
5.0	Exemptions (Per Subject)		
5.1	DBS	-	1,500
5.2	ACIA	-	2,000
6.0	Research Supervision		
6.1	DBS	-	10,000
6.2	ACIA	-	10,000
6.3	Penalty for writing on unapproved project topic (in addition to normal fee)	-	10,000
7.0	Mandatory Workshop		
7.1	DBS	-	10,000
7.2	ACIA	-	15,000
8.0	Mandatory Development Levy		
8.1	DBS/Affiliates/ACIA Students	-	5,000
8.2	Graduates/Associates	-	10,000
8.3	Full Members	-	20,000

8.4	Fellows	-	50,000
Annual Membership Subscription			
9.1	Graduates	-	3,000
9.2	Associates	-	3,000
9.3	Full Members	-	5,000
9.4	Fellows	-	10,000
6.0 Registration of Affiliates			
10.1	Application Form	-	3,000
10.2	3 Years Annual Subscription	-	6,000
10.3	Induction	-	15,000
10.4	Development Levy	-	5,000
7.0 Registration of Graduates/Associates			
11.1	Application Form	-	8,000
11.2	3 Years Annual Subscription	-	9,000
11.3	Induction	-	33,000
11.4	Development Levy	-	10,000
8.0 Membership Upgrading			
8.1 Full Members			
	a) Application Form	-	8,000
	b) 3 Years Annual Subscription	-	15,000
	c) Induction	-	33,000
8.2 Fellows			
	a) Application Form	-	8,000
	b) 3 Years Annual Subscription	-	30,000
	c) Induction	-	33,000
9.0 Membership Recertification			
13.1	Associates	-	10,000
13.2	Full Members	-	10,000
13.3	Fellow	-	10,000
13.4	Former IESA Members	-	10,000
10.0 Revalidation			
14.1	Student Registration	-	5,000
14.2	IESA Certificate/Results	-	10,000
11.0 Transcripts/Confirmations			
11.1	Within Nigeria		
	a) Lagos	-	5,000
	b) Other States	-	10,000
15.2	Outside Nigeria	-	20,000

Method of Payment

- 1.0 Please ensure that you **do not** make your payments either in **cash** or **bank draft/cheque** to any Study Centre, no matter the circumstance.
- 2.0 You should personally (**not through any Study Centre**) make your payments through one of the following methods.
 - 2.1 Bank draft drawn in favour of the Institute
 - 2.2 Direct cash lodgment into the Institute's bank account at any branch of the following banks:
 - a) Zenith Bank (**Account No: 6011606309**)
 - b) Intercontinental Bank (**Account No: 020000 10000 17338**)
 - c) First Bank (**Account No: 1052030005197**)

Your name, student/membership number (if known), contact address, phone number and purpose of payment should be clearly written on the reverse side of your bank draft or bank deposit slip before sending it either direct to the Institute or through any Study Centre or Institute's Liaison Offices. The Institute will not accept photocopy.

- 3.0 You must obtain our official receipt from any of the Liaison Officers through whom you make payments.
- 4.0 Study Centres are not allowed to issue any form of receipt whatsoever on our behalf. However, they are allowed to collect all bank drafts/deposit slips and forward them to us immediately with a summary/analysis of the collections.
Receipts will be issued direct at our National Secretariat.
- 5.0 The Institute will not accept any liability for any payment not made strictly in accordance with the above instruction.

Chief (Dr.) J.A.Okoronkwo, FCIA

REGISTRAR/CHIEF EXECUTIVE