COLLEGE OF INSURANCE
Driven by distinction

FOLLOW THE INSTRUCTIONS BELOW WHEN APPLYING FOR UNITS

1. Students should load fees **BEFORE** selection of units.
2. Retakes should be applied first. Go to Academic Report, Pending Classes and select any retake unit from there. Retakes are payable in **full**.
3. Students who have units in different modules should apply the prior module first i.e. Module 1, then Module 2, then Module 3 etc.
   NOTE, prior module is payable in full. The next module can be payable at Prescribed Rates (DIP & CCI 50%, Others 100%).
4. Any fee balance is payable after one month. Students should note clearance of arrears should be before CAT 1.
5. Dropping/Change of subjects and Deferment should be done within the first 2 weeks of registration after which the following refunds will apply, within 3 weeks – 70% of the fees, one month 50% of the fees and no refunds thereafter. **NOTE**, date of registration is the commencement of the Semester.
6. Company Sponsored students shall be required to input a **TOKEN** to be able to register. Contact your company to be issued with the Token.
7. Students should note, attendance of Classes is required, **at least 75%.** This will be a requirement to printing of permits for CATs and Exams.
8. Students should select units that are not colliding during classes and exams. Consult the timetable before selection of units.
9. The following are the Examinations Centres; Nairobi, Mombasa, Nyeri, Nakuru, Eldoret and Kisumu. COI will only administer exams when there is adequate quorum in any Centre (20 in number). In the event that a Centre does not have adequate quorum, students will be free to select any other Centre nearer to them.