

UNITED STATES INTERNATIONAL UNIVERSITY-AFRICA

ACADEMIC CALENDAR & FEE SCHEDULE

EAST AFRICA

2018-2019



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Fall Semester 2018

September 3, 2018 - December 8, 2018 (14 Weeks)

August 24	Friday	Graduate Orientation and Registration
August 27	Monday	Hostels Open for New Student Check In
August 27	Monday	Summer 2018 Grades Due in the Registrar's Office
August 27 – September 1	Monday-Saturday	Undergraduate Student Orientation [Placement Tests, Parents' Orientation, Registration]
September 2	Sunday	Hostels Open for Continuing Students Check In
September 3	Monday	INSTRUCTION BEGINS FOR FALL SEMESTER
September 10	Monday	Last Day to Drop a Course and Receive a 90% Refund. Last Day to Register for Classes without Being Charged late fee Add/Drop fee of KES.500 begins
September 11	Tuesday	Late Registration Fee of KES. 2000 Assessed
September 14	Friday	Last Day for Late Registration and Course Addition. Last Day to Drop a Course and Receive a 75% Refund(no more partial refund on dropped courses after this date) Last Day for Payment of Fees Last Day to get Financial Clearance to Attend Fall Semester 2018
September 21	Friday	Freida Brown Day
September 28	Friday	Undergraduate and Graduate (MBA) Admission Application Deadline for Spring 2019
September 29	Saturday	Commencement Day
October 13–19	Saturday- Friday	MID-TERM EXAM WEEK
October 20	Saturday	Mashujaa Day (Holiday). USIU-Africa Offices are closed. No Classes
October 22	Monday	Last Day to WITHDRAW from Classes
November 2	Friday	English and Math Placement Tests
November 12-16	Monday-Friday	(Undergraduate) Pre-Registration for Spring Semester 2019
November 19	Monday	(Doctoral & Graduate) Pre-Registration for Spring Semester 2019 Web Registration continues through January 18, 2019
November 23	Friday	Second sitting of the IST Placement Exam
December 1	Saturday	INSTRUCTION FOR FALL SEMESTER 2018 ENDS
December 3 – December 8	Monday - Saturday	Final Exam Week
December 9	Sunday	Academic Recess begins, Check out of Hostels
December 12	Wednesday	Jamhuri Day (Holiday). USIU-Africa Offices are Closed
December 14	Friday	Graduate & Doctoral Student Orientation and Registration for Spring 2019
December 19	Wednesday	University Proceeds on Recess

Fall Semester 2018 Academic Recess: December 9 – January 7, 2019 (4 Weeks)

Spring Semester 2019

January 7, 2019 - April 13, 2019 (14 Weeks)

January 2	Wednesday	Fall 2018 Grades due in the Registrar's office
January 2	Wednesday	Hostels Open for New Student Check In
January 2 -4	Wednesday - Friday	Undergraduate Student Orientation [Placement Tests, Parents' Orientation, Registration
January 6	Sunday	Hostels Open for Continuing Students Check In
January 7	Monday	INSTRUCTION BEGINS FOR SPRING SEMESTER 2019
January 14	Monday	Last Day to Drop a Course and Receive a 90% Refund. Last Day to Register for Classes without Being Charged late fee. Add/Drop fee of KES.500 begins.
January 15	Tuesday	Late Registration Fee of KES. 2000 Assessed
January 18	Friday	Last Day for Late Registration and Course Addition Last Day to Drop a Course and Receive a 75% Refund (no more partial refund on dropped courses after this date) Last Day for Payment of Fees Last Day to get Financial Clearance to attend Spring Semester 2019
February 18–23	Monday - Saturday	MID-TERM EXAM WEEK
February 25	Monday	Last day to WITHDRAW from classes.
March 1	Friday.	Math and English Placement Tests
March 8	Friday.	IST Placement Test (2 nd Sitting)
March 18 – 22	Monday- Friday	(Undergraduates) Pre-registration for Summer Semester 2019
March 25	Monday	(Doctoral & Graduates) Pre-registration for Summer Semester 2019 Web Registration continues to Friday May 18, 2019 for all students
March 29	Friday	All Undergraduate and Graduate (MBA only) Admission Application Deadline for Summer Semester 2019.
April 6	Saturday	INSTRUCTION FOR SPRING SEMESTER 2019 ENDS
April 8 - 13	Monday - Saturday	FINAL EXAM WEEK
April 14	Sunday	Check out of Hostels
April 15- May 3	Monday - Saturday	Spring/Summer Intersession period (Community Service only)
April 16-18	Tuesday - Thursday	Student Leadership Training (Leadership Retreat)
April 19	Friday	Good Friday (Holiday) USIU-Africa Offices Closed
April 22	Monday	Easter Monday (Holiday) USIU-Africa offices Closed
April 26	Friday	Summer Graduate orientation

Spring 2019 Academic Recess: April 16 – May 6, 2019 (3 Weeks)

Summer Semester 2019

May 6 - August 4, 2019 (14 Weeks)

April 29	Monday	Hostels Open for New Student Check In
April 29 - 30	Monday - Tuesday	Summer Undergraduate Student Orientation
May 1	Tuesday	Labor Day. USIU-Africa Offices are closed
May 2	Thursday	Spring 2019 Grades due in the Registrar's Office
May 2 - 3	Thursday - Friday	Placement Tests, Parent Orientation, Registration
May 5	Sunday	Hostels Open for Continuing Students Check In
May 6	Monday	INSTRUCTION BEGINS FOR SUMMER SEMESTER 2019
May 13	Monday	Last Day to Drop a Course and receive a 90% Refund. Last Day to Register for classes without paying late fee. Add/Drop fee of KES 500 Begins. September 2019 Graduation applications begin
May 17	Friday	Last Day for Late Registration and Course Addition. Last Day to Drop a Course and Receive a 75% Refund (no more partial refund on dropped courses after this date). Last Day for Payment of Fees Last Day to get Financial Clearance to attend SUMMER SEMESTER 2019.
June 1	Saturday	MADARAKA DAY. Holiday observed. USIU-Africa Offices are Closed. No Classes
June 17- 22	Monday - Saturday	MID-TERM EXAM WEEK
June 25	Monday	Last Day to WITHDRAW from Classe
June 28	Friday	Undergraduate and Graduate(All Majors) Application Deadline for Fall 2019 Semester. September 2019 Graduation applications Deadline
July 4	Wednesday	U.S. Independence Day (Holiday). Offices Are Closed. No Classes
July 5	Friday	Math and English Placement tests
July 12	Friday	IST Placement test (2 nd Sitting)
July 15- July 19	Monday –Friday	Undergraduate Pre-Registration for FALL SEMESTER 2019
July 22	Monday	Doctoral & Graduate Pre-Registration For FALL SEMESTER 2019 Web registration for all continues through Friday, September 14, 2019
August 3	Saturday	INSTRUCTION FOR SUMMER SEMESTER 2019 ENDS
August 5 - 10	Monday - Saturday	FINAL EXAMS
August 11	Sunday	Check out of Hostels
August 23	Friday	Graduate Orientation and Registration
August 26	Monday	Hostels Open for New Student Check In
August 26	Monday	Summer 2019 Grades Due in the Registrar's Office

Summer Semester 2019 Academic Recess: August 12 – September 8, 2019 (3 Weeks)

Fall Semester 2019

September 2 - December 7, 2019 (14 Weeks)

August 26 – 31	Monday- Friday	Undergraduate Student Orientation [Placement Tests, Parents' Orientation, Registration]
September 1	Sunday	Hostels Open for Continuing Students Check In
September 2	Monday	INSTRUCTION BEGINS FOR FALL SEMESTER 2019
September 9	Monday	Last day to Drop a Course And Receive a 90% Refund. Last day to register for classes without Being charged late fee. Add/Drop fee of KES.500 begins
September 10	Tuesday	Late Registration Fee of KES 2000 Assessed
September 13	Friday	Last Day for Late Registration and Course Addition. Last Day to Drop a Course and Receive a 75% Refund(no more partial refund on dropped courses after this date). Last Day for Payment of Fees Last Day to get Financial Clearance to Attend Fall Semester 2019.
September 20	Friday	Freida Brown Day
September 23- 27	Monday - Friday	Commencement Preparation Week
September 28	Saturday	Commencement Day
October 14 - 19	Saturday- Friday	MID-TERM EXAM WEEK
October 20	Sunday	Mashujaa Day (Holiday).
October 21	Monday	Mashujaa Day (Holiday) observed. USIU-AFRICA Offices are Closed. No Classes
October 22	Tuesday	Last Day to WITHDRAW from Classes
November 1	Friday	English and Math Placement Tests
November 11-15	Monday-Friday	Pre-Registration for Spring Semester 2019 (Undergraduate)
November 18	Monday	Pre-Registration for Spring Semester 2019. Doctoral & Graduate web registration continues through January 18, 2020
November 22	Friday	Second sitting of the IST placement exam
November 30	Saturday	INSTRUCTION FOR FALL SEMESTER 2019 ENDS
December 2-7	Monday - Saturday	Final Exam Week
December 8	Sunday	Academic Recess begins Check out of Hostels
December 12	Thursday	Jamhuri Day (Holiday) USIU-Africa Offices are closed
December 13	Friday	Graduate & Doctoral Student Orientation and Registration for Spring 2020
December 18	Wednesday	University Proceeds on Recess

NB: Project/Thesis: Masters students are required to be continuously enrolled every semester while their thesis/project remains incomplete. In the first and second semester the thesis is charged as a full 3 unit graduate course, while the two subsequent terms are charged at 50% of the tuition. Other charges remain the same. If the project/thesis extends beyond the fourth semester, then tuition reverts to full charge.

Fall Semester 2019 Academic Recess: December 9 – January 7, 2020 (4 Weeks)

Fee Structure for the 2018 - 2019 Academic Year

NB: All fees are subject to review every academic year

UNDERGRADUATE PER SEMESTER	*KES
Tuition (12 units @ 8,137.50)	97,650.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
IT Fee	5,000.00
TOTAL	110,450.00

ANIMATION FILM PRODUCTION & DIRECTING	*KES
Tuition (12 units @ 11,500)	138,000.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
Animation and Film Lab Fee	10,000.00
TOTAL	155,800.00

APPLIED COMPUTER TECHNOLOGY	*KES
Tuition (15 units @ 6,699)	100,485.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
IT Fee	5,000.00
TOTAL	113,285.00

INFORMATION SYSTEMS & TECHNOLOGY	*KES
Tuition (15 units @ 6,699)	100,485.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
IT Fee	5,000.00
TOTAL	113,285.00

PHARMACY PER SEMESTER	*KES
Tuition (23 units @ 6,543.50)	150,500.50
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
Pharmacy Lab Fee	10,150.00
TOTAL	168,450.50

EPIDEMIOLOGY & BIOSTATISTICS	*KES
Tuition (18 units @ 6,543.50)	117,783.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
IT Fee	5,000.00
TOTAL	130,583.00

MASTER OF SCIENCE IN MANAGEMENT & ORGANIZATIONAL DEVELOPMENT (MOD)	*KES
Tuition (9 units @ 12,075)	108,675.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
IT Fee	5,000.00
TOTAL	121,475.00

MASTER OF ARTS IN MARRIAGE & FAMILY THERAPY	*KES
Tuition (9 units @ 14,000)	126,000.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	133,800.00

MASTER OF ARTS IN COUNSELING PSYCHOLOGY	*KES
Tuition (9 units @ 12,075)	108,675.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	116,475.00

MASTER OF ARTS IN INTERNATIONAL RELATIONS (MIR) PER SEMESTER	*KES
Tuition (9 units @ 12,075)	108,675.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	116,475.00

Fee Structure for the 2018 - 2019 Academic Year

NB: All fees are subject to review every academic year

MASTER OF BUSINESS ADMINISTRATION (MBA) PER SEMESTER	*KES
Tuition (9 units @ 12,075)	108,675.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	116,475.00

MBA - GLOBAL BUSINESS MANAGEMENT	*KES
Tuition (45 units @ 17,291.10)	
Semester I Cost (Tuition:12 Units) Incl. Library, Medical, Student Activities Fee & Caution Money which is Refundable and payable once	222,293.20
Semester II Cost (Tuition:15 Units) Incl. Library, Medical, Student Activities Fee & Commission for University Education Fee payable once a year in Spring Semester	273,666.50
Semester III Cost (Tuition:18 Units) Incl. Library, Medical, Student Activities Fee & Graduation Fee which is Payable once	329,039.80
TOTAL FEE (45 units)	824,999.50
Global Study Tour	250,000.00

MBA - HEALTH, LEADERSHIP & MANAGEMENT	*KES
Tuition (45 units @ 17,291.10)	
Semester I Cost (Tuition:12 Units) Incl. Library, Medical, Student Activities Fee & Caution Money which is Refundable and payable once	222,293.20
Semester II Cost (Tuition:15 Units) Incl. Library, Medical, Student Activities Fee & Commission for University Education Fee payable once a year in Spring Semester	273,666.50
Semester III Cost (Tuition:18 Units) Incl. Library, Medical, Student Activities Fee & Graduation Fee which is Payable once	329,039.80
TOTAL FEE (45 units)	824,999.50
Global Study Tour	250,000.00

MASTER OF ARTS IN CLINICAL PSYCHOLOGY	*KES
Tuition (9 units @ 14,000)	126,000.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	133,800.00

MASTER OF SCIENCE IN INFORMATION SYSTEMS AND TECHNOLOGY & MASTER OF ARTS IN COMMUNICATION STUDIES	*KES
Tuition (9 units @ 12,075)	108,675.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	116,475.00

DOCTOR OF BUSINESS ADMINISTRATION	KES
Tuition (9 units @ 16,000)	144,000.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
IT Fee	5,000.00
TOTAL	156,800.00

DOCTOR OF PSYCHOLOGY (PsyD), CLINICAL PSYCHOLOGY	KES
Tuition (9 units @ 16,000)	144,000.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	151,800.00

DOCTOR OF PHILOSOPHY IN INTERNATIONAL RELATIONS	*KES
Tuition (9 units @ 10,000.00)	90,000.00
Library Fee	5,000.00
Medical Fee	2,000.00
Student Activities Fee	800.00
TOTAL	97,800.00

NOTE: THE FOLLOWING CHARGES SHALL APPLY FOR ALL THE PROGRAMS	*KES
Health Insurance: USIU-Africa Hostel Residents & Non Kenyan Students	8,000.00
Caution Money (Refundable & payable once)	
• USIU-Africa Hostel Residents	4,550.00
• Non-Resident student	2,000.00

OTHER FEES	*KES
Room & Board per Semester	
Room Only (Double)	30,000.00
7-Day Meal Plan @ 470 per day	46,060.00

Commission for University Education (CUE) fee once a year in Spring Semester:	
• Undergraduate	1,000.00
• Graduate	1,500.00
• Doctoral	2,000.00

OTHERS	*KES
Add/ Drop Fee per course	500.00
Admission Application Fee (Non-Refundable)	3,000.00
Re-admission Application Fee	3,000.00
Late Registration Fee	2,000.00
Alumni Association Fee (Annual)	1,000.00
Audit Fee (per course)	50% of Tuition
IT Fee	5,000.00
Graduation Fee	5,000.00
Gown Deposit Fee	5,000.00
Pharmacy Lab Fee	10,150.00
Hotel & Restaurant Management Lab Fee	4,500.00
ID Card Replacement	1,500.00
Journalism Lab Fee	4,500.00
Animation and Film Lab Fee	10,000.00
Student Pass Fee (Non-East Africans Only)	5,050.00
Re-Entry Visa Fee	1,000.00
Alien Registration Fee	2,000.00
Transcript Fees: Official	500.00
Transcript Fees: Unofficial	250.00
Transcript Postage Fees: Africa	400.00
Transcript Postage Fees: Outside Africa	800.00
Credit Transfer Fee per course	2,000.00

If you are paying in US\$ note that: US\$ Exchange Rates are fixed every semester for non-East Africans, while the rate varies daily for East Africans.

- International students pay 30% above East African students on tuition and all mandatory fees i.e. library, medical and student activity fees
- Fees are due on the first day of the semester, and any pending balances are subject to a 1.5% interest charge per month.
- Fees are subject to an annual review
- Project/Thesis: Graduate students are required to be continuously enrolled every semester while their thesis/project remains incomplete. In the first and second semester the thesis is charged as a full 3 unit graduate course, while the two subsequent terms are charged at 50% of the tuition. Other charges remain the same. If the project/thesis extends beyond the fourth semester, then tuition reverts to full charge

Payment information

*Note: No Cash Payments are accepted in the Finance Office. All payments should be made by cheque issued to United States International University - Africa (USIU-Africa), or deposited into the accounts indicated; (then forward the deposit slip to the Finance Office at USIU-Africa).

WIRE TRANSFER & BANK DEPOSIT

Bank: Commercial Bank Of Africa
 Branch: Upper Hill
 Address: P.O. BOX 30437-00100
 Swift code: CBAFKENX
 Intermediary Bank: JP Morgan Chase Bank, New York
 SWIFT Code: CHASUS33
 Routing Number: 021000021
 KES Account Number: 6438840014
 US Dollar Account Number: 6462210014
 Account Name: United States International University - Africa

Bank: Co-Operative Bank Of Kenya
 Branch: CO-OP House, Haile Selassie Avenue,
 KES Account Number: 01120002134100
 Account Name: United States International University - Africa

Bank: Standard Chartered Bank Kenya
 Branch: Kenyatta Avenue
 KES Account Number: 0104023439700
 Account Name: United States International University - Africa

Bank: Kenya Commercial Bank
 Branch: Thika Road Mall
 Bank Code: 01
 Branch Code: 308
 Bank Swift Code: KCBLENX
 KES Account Number: 1179516710
 Account Name: United States International University - Africa

- Note: Always include your full names and USIU-Africa ID number
- All cash deposits made at the bank shall be receipted into the student accounts on the next working day

CARD PAYMENTS

You can also pay at the USIU-Africa Finance Office using your Credit and/or Visa Card. We accept: JCB Card, Master Card, Visa Card and Visa Electron (Debit Card).

You will be required to give the following information:

1. Card Number
2. Names of the Card holder, and
3. Expiry Date

MOBILE MONEY PAYMENTS (MPESA)

- Go to SAFARICOM menu and select 'M-PESA'
- Choose 'Lipa na M-Pesa' and select 'Pay Bill'
- Enter USIU-Africa's Business Number: 516900
- Enter Account Number: Student ID Number and/or Names
- Enter 'Exact Amount to pay'
- Enter 'PIN Number' and Press 'OK'

Kindly note that payments made via M-Pesa will reflect in your account after 24 hours.

For more information, use the contacts below

P.O. Box 14634-00800, Nairobi- Kenya • Tel: +254 730 116 509/221/538/403/224
 Finance Email: finance@usiu.ac.ke • Financial Aid Email: finaid@usiu.ac.ke

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