



ACTEA FEE NOTICE, 2021/2022

INSTITUTION: _____

As an Affiliate, Candidate for accreditation, or an Accredited Institution under ACTEA at post-secondary or post-graduate level, your institution is responsible for an annual participant fee. *Please follow the instructions carefully in order to calculate your institution's annual fee correctly.*

A. Kindly calculate your **2021/22 fees** by first *calculating the number of FTE students currently enrolled in each of your ACTEA-related programmes.*

The number of students enrolled is expressed in "Full-Time Equivalent" (FTE) for schools. Count two Part-Time students as one Full-Time student. Show calculations for the number of FTE students at each academic level.

	(1) # Full-Time Students	(2) # Part-Time Students	(3) ½ # Part-Time Students	FTE =(1) FT + (3) ½ PT
Post-graduate				
Post-secondary				

Multiply the number of "Full-Time Equivalent" [FTE] students currently enrolled in each ACTEA-related programme times the fee per student given below.

1. Post-graduate level: *Full-Time Equivalent" [FTE]* _____ x \$ 10.80 = \$ _____
2. Post-secondary level: *Full-Time Equivalent" [FTE]* _____ x \$ 7.20 = \$ _____
3. Secondary Level: *Full-Time Equivalent" [FTE]* _____ x \$ 3.60 = \$ _____

Subtotal A \$ _____

B. Add the base fee for the ACTEA-related programme which has the highest academic level: either Post-graduate level (\$600) or Post-secondary level (\$500) or Secondary level (\$300).

Subtotal B \$ _____

C. A discount of 10% may be deducted if payment is sent within thirty days. (less) \$ _____

D. Payment of the Annual Fee is due *within sixty days* of the date at the head of this letter; otherwise a surcharge of 50% must be added.

Surcharge (50% of subtotals A plus B) \$ _____

Total Annual Fee (Add *subtotals A, B and C* or *Surcharge* [when applicable]) \$ _____

Kindly return this form with your fee to ACTEA, PO Box 49332-00100, Nairobi, Kenya or scan and email it to adm.ass.actea@gmail.com. Payment must be made in US dollars through the bank wire transfers using the Bank wire information provided by ACTEA Office. **Please do note the new ACTEA Account**

Note: Institutions are reminded to submit their Annual Report covering the previous academic year *within sixty days* of receiving the request unless the institution's academic year does not begin in January.

Amount sent:

Mode of payment:

Date sent:

Title:

Name (printed):

Signature: