

19 December 2024

Dear student,

RENEWAL OF STUDENTSHIP – CERTIFICATE IN FINANCIAL ACCOUNTING PROGRAMME

This is to remind you that your studentship with the Institute ends on **31 December 2024** and will be renewed on payment of the annual subscription fee of **K18, 000.00** which falls due on **1 January 2025**. Failure to renew your studentship within the specified period will result into your removal from the students' register.

A student who has been removed from the register for non-payment of the annual subscription fee and wishes to re-register will be required to pay the re-registration fee applicable at the time. The re-registration fee is currently **K33, 000.00**. Previous examination history will be re-assessed on the date of processing the re-registration.

Please return this letter together with your subscription fee to the above address. The closing date for receiving the annual subscription fee is **31 January 2025**. All payments should be made direct into the Institute's bank account. A cheque that is returned by the bank for whatever reason will attract a cash penalty of 50% on redemption. Payment will only be recognized as annual subscription fees upon ICAM receiving your annual subscription form and a copy of a stamped bank deposit slip. The account details are as follows:

- (a) Account Name: ICAM Special, Account Number: **632481**, National Bank of Malawi, Victoria Avenue Service Centre.
- (b) ICAM, Account Number **0970362417**, First Capital Bank (FCB), Blantyre Branch.

We look forward to receiving your subscription fee.

Yours faithfully,



CHRISSIE JERE (MRS)
For: **CHIEF EXECUTIVE OFFICER**

To be completed by the student

K..... Cash deposit / Bank transfer / Cheque No:.....

Student Name:Registration No.:

Address:.....Phone No.....

FOR OFFICIAL USE ONLY

RECEIPT NO.: DATE:

ENTERED BY: VERIFIED BY.....

NB: Permanent change of address should be communicated to the Institute in writing.