



MAT ABACUS
Business School

CPA Rwanda (ICPAR) Student & Sponsor Information Guide

MAT ABACUS Business School, Kigali

SECTION 1: ICPAR Registration & Official Institute Fees

Q1: How do I register as a CPA student with ICPAR, and what are the mandatory institute fees?

- **Registration:** Every student must register directly with the Institute of Certified Public Accountants of Rwanda (ICPAR) to obtain student status and register for examinations.
- **General ICPAR Fees:**
 - **Registration Fee:** RWF 100,000 (\$100)
 - **Renewable Annual Membership Fee:** RWF 50,000 (\$50)
 - **Student ID Card:** RWF 5,000 (\$5)
- **ICPAR Examination & Exemption Fees (Per Paper):**
 - **Foundation Level:** RWF 65,000 (\$65)
 - **Intermediate Level:** RWF 75,000 (\$75)
 - **Advanced Level:** RWF 85,000 (\$85)
 - **Test of Professional Competence (TPC):** RWF 120,000 (\$120)

SECTION 2: Enrollment & Tuition Fees at MAT ABACUS

Q2: What are the tuition fees per paper at MAT ABACUS?

Tuition fees cover class lectures, revision sessions, and official Learning Texts:

- **Foundation Level 1 & 2:** RWF 127,000 per paper
- **Intermediate Level:** RWF 127,000 per paper
- **Advanced Level 1 & 2:** RWF 150,000 per paper

*Note: MAT ABACUS fees cover **tuition only**. Examination fees must be paid directly to ICPAR.*

Q3: What are the requirements and payment schedules for enrollment?

- **Enrollment Requirements:** Complete the MAT ABACUS enrollment form, provide a national ID/passport copy, and pay either full tuition or a minimum deposit of **RWF 80,000 per paper**.

- **Payment Terms:**
 - **Deposit Deadline:** The minimum deposit of RWF 80,000 per paper must be paid by the **third class**. Unpaid students will be denied entry.
 - **Installment Schedule:** Students must pay **70%** of total fees at the start of the course and the remaining **30%** by the first week of the following month of study.
- **Outstanding Balances:** Students with unpaid balances will be denied entry to classes, exams, and facility access. No new course enrollment is permitted until all prior balances are cleared.

SECTION 3: Guidance for Sponsored Students & Employers

Q4: How does MAT ABACUS handle sponsored students?

- **Sponsorship Proof:** Sponsored students are enrolled upon presenting an **accepted official letter of sponsorship** or upon paying the minimum deposit of RWF 80,000 per paper.
- **Self-Payment Refunds:** If a student initially pays out-of-pocket and is subsequently cleared for corporate sponsorship, MAT ABACUS issues a **full refund** of the student's personal payment once sponsorship funds are received.

SECTION 4: Learning Formats, Delivery, & Course Materials

Q5: What study schedules and learning formats are available?

- **Schedules:** MAT ABACUS offers flexible **Weekday** and **Weekend** programs tailored for full-time students and working professionals.
- **Delivery Formats:** Courses are delivered **Face-to-Face**, **Online**, or in a **Blended** format.
- **Online Platform Features:** Includes live interactive classes, HD-recorded video lectures, tutor notes, and case studies (backed by a Pass 1st Time Guarantee™).
- **Course Materials:** Learning Texts are included in tuition fees but are only released upon full fee payment. Materials must be collected promptly upon enrollment.

SECTION 5: Examination Responsibilities, Policies, & Student Incentives

Q6: Who is responsible for ICPAR examination registration?

- Every student is individually responsible for registering and paying examination fees directly to ICPAR before ICPAR deadlines. MAT ABACUS has no control over exam deadlines or registrations.

Q7: What are the policies on refunds, deferments, and transfers?

- **Refunds/Transfers:** Strictly no refunds or transfers are allowed once a course commences or course materials are issued.
- **Deferments:** Requests must be made in writing within **2 weeks** of course commencement (or **4 working days** before a revision course starts). A course may only be deferred **once**, moving to the immediately following semester.

Q8: Does MAT ABACUS offer academic awards or incentives?

- **Award Winning Scheme:** MAT ABACUS operates an internal prize scheme for top-performing students. Winners receive a refund of a percentage of their tuition/revision fees. To qualify, students must consent to MAT ABACUS receiving their official ICPAR examination results for performance verification.