

# KBF CENTER FOR INTERNATIONAL STUDIES - GHANA



**GLOBAL DISTANCE / E-LEARNING**

**AFFILIATED TO OVER 23 UNIVERSITIES  
ACROSS THE WORLD**

**visit our website**

**www.kbf.edu.gh**

## **ADDRESS**

**Plot 66, Rekeem Street, GS 0640-7624, Bortianor Seaview, Accra-Ghana**  
**Email: [info@kbf.edu.gh](mailto:info@kbf.edu.gh) Website: [www.kbf.edu.gh](http://www.kbf.edu.gh)**  
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*Education on Wings of Technology.....*

## TABLE OF CONTENT

COVER PAG.....	1
TABLE OF CONTENT.....	2
MESSAGE FROM THE PRESIDENT.....	3
MANAGEMENT AND ACADEMIC TEAM .....	4
ABOUT KBF CENTER FOR INTERNATIONAL STUDIES .....	6
OUR PROGRAMMES .....	8
DUAL DEGREE PROGRAMME .....	12
DURATION OF THE PROGRAMME.....	12
INDUSTRIAL ATTACHMENT.....	12
TRANSFER OF CREDIT.....	12
JOURNALS AND PUBLICATION .....	13
KBF STUDENT PORTAL.....	13
KBF MOBILE APP.....	14
ADMISSION REQUIREMENT .....	14
ACCREDITATION .....	15
TUITION AND ENROLLMENT FEES .....	18
EXAMINATION.....	19
REQUIREMENT FOR GRADUATION.....	19
CONVENIENT PAYMENT SYSTEM.....	20

## MESSAGE FROM THE PRESIDENT



Education in the 21st Century is taking a paradigm shift from traditional way of imparting knowledge and skill to students to more advance and technological era where new modules, methods and curriculum are designed to entice the average learner to appreciate and love to upgrade him/herself. As the world continues to advance in the direction of Information Communication Technology, we must also move in the same direction, therefore let us make education a priority to our lives and our nation.

Quality education must be accessible, affordable and easy to acquire. This is the underlying principle of KBF Center for International Studies. We strive to bring quality education to the door step of the average learner. This involves designing modern and advance systems, modules and curriculum that will suit the student's intellectual capabilities, his environment, financial strength, etc. Every citizen has the right to be educated and must be educated to enhance his standard of living and contribute his/her quota towards socio-economic development of his/her country.

We have designed a comprehensive platform to take care of all educational needs of the learner. We have engaged professionals and educational experts who have come on board with their rich expertise to raise the next generational leaders. No one should be denied of education because of cost, distance, sex, religion, tribalism, nepotism or favoritism. At KBF we believe that education should be accessible and affordable and our vision aligns with United Nations Article 26 principle on education. We have come out with simple educational solution to make education very simple and affordable.

Let me seize this opportunity to welcome you to be part of this educational revolution.

## ADVISORY BOARD AND MANAGEMENT TEAM

At KBF Center for International Studies, we are proud of our Advisory Board and Management Team. Their qualifications and expertise help us to prepare students to get the best form of education in order to pursue their career with excellence. The following are few of our board members and supporting staff:



Prof. Dr. Michael Kwateng  
Global Advisory Board Member  
(President, KBF Center for Int'l Studies)



Prof. Dr. Chhuon Chanthan  
Global Advisory Board Member  
(President, IIC University of Technology)



Prof. Dr. Peter Keo Horn  
Global Advisory Board Member  
(President, City University, Cambodia)



Dr. Isaac Nunoo  
International Relations  
(KBF Center for Int'l Studies)



Prof. Amuda Kanniek-Abiodun  
Global Advisory Borad Member  
( Poma Int'l University, Benin)



Mr. David Doe Fiergbor  
Academic Coordinator  
(KBF Center for Int'l Studies)



(Prof. Dr. Amb. Bishop Nathan Luga)  
Country Director, Nigeria  
KBF Center for Int'l Studies



Prof Dr. Lawrence Lowell  
Academic Advisor  
(KBF Center for Int'l Studies)



Mr. Bernard Boateng  
Director, Student Services  
(KBF Center for Int'l Studies)



Richmond Doodou  
Ashanti Regional Director  
(KBF Center for Int'l Studies)



Mr. Osei Hyeaman  
Academic Facilitator  
(KBF Center for Int'l Studies)



Jonathan Kwaku Sey  
Western Regional Rep  
(KBF Center for Int'l Studies)

## ABOUT KBF CENTER FOR INTERNATIONAL STUDIES

KBF Center for International Studies is an initiative that seeks to address the limited access to education as a result of lack of educational facilities, financial constraints, distance, etc through Distance Education. We have designed a comprehensive and flexible modules and curriculum for our students. We have also made available to our students, flexible time and resources to study.

### **Mission**

The mission of the Center is to provide accessible, affordable, quality tertiary education to students across the globe, irrespective of their religion, race, sex or social backgrounds through research and Information Communication Technology.

### **Vision**

To become one of the best Distance Education Centers in the world that is affordable and accessible.



## Mode of Delivery

KBF courses are delivered through both distance learning and campus base. Students will occasionally meet their programme Facilitators and Advisors for presentations, tutorials and discussions. Each student will be assigned course facilitator, academic counselor and a student portal that comes with modern online library, discussion board, notes, videos, course outline, assignment, exams section, payment platform, transcript, plagiarism checker, etc. This helps students to communicate with the University anytime, anywhere with their Advisors or Facilitators to ensure successful completion of the programme and easy execution of project work.

## The Uniqueness of KBF Center for International Studies

Earning your degree through Distance/E-Learning with KBF is extremely enticing.

- Dedicated student portal
- Access to both online and physical library
- Meet facilitators and advisors occasionally
- Work on assignments when convenient for you
- Study at home or office
- Save cost and time
- Access learning resources online any time you need them
- Determine the courses that are most relevant to you
- Earn credit for work experience gained through lifelong learning
- Etc



## **OUR PROGRAMMES**

For Professional study areas or programmes not listed under the Professional and Executive programmes, students are requested to contact the International Program Director in-charge of Admissions at [admissions@kbf.edu.gh](mailto:admissions@kbf.edu.gh) for available programme and alternative study areas.

The programme details below are subject to change, and are the latest example of the curriculum available on this course of study.

### **INSURANCE AND RISK MANAGEMENT**

- Risk Management
- General Insurance Business
- Principles of Life Insurance
- Life Insurance Business
- Motor Insurance
- Underwriting
- Claims Handling
- Marketing Insurance Business
- Marine Insurance
- Oil and Gas Insurance
- Agriculture Insurance
- Aviation Insurance

### **BANKING AND MICROFINANCE**

- General Banking Principles
- Money Market Instruments
- Banking Laws and Regulations
- Microfinance and Rural Banking
- Microfinance in Practice
- E-Banking
- Marketing Concepts in Banking
- Retail Banking
- Ghanaian Banking Industry
- International Banking
- Professionalism in Banking
- Risk Management in Banking

### **PROJECT MANAGEMENT**

- Project Business Value
- Project Management processes



- Organizational Influence and Project life cycle
- Project Time Management
- Project Quality Management
- Project Risk Management
- Project Stakeholders Management
- Project Contract and Procurement Management
- Project Cost Management
- Project Integration Management
- Project Human Resource Management
- Project Communication Management

## **INVESTMENT AND FINANCIAL PLANNING**

- Investment and Financial Analysis
- Portfolio Risk Management
- Financial Derivatives
- Fundamentals of Finance and Financial Markets
- Securities Trading and Investment Advisory Techniques Personal Financial Management
- Financial Risk Management
- Financial Management
- Investment Management
- Financial Accounting
- Corporate Finance
- Financial Economics

## **ACCOUNTING INFORMATION SYSTEMS**

- The concept of systems
- Foundations of information systems
- Introduction to Internet & E-business
- Information systems Ethics & crime
- Information systems Technology Vulnerability
- Principles of Accounting
- Transaction Processing Systems
- Information Technology Audit (I.T.Audit)
- Fraud Management System
- Introduction to Taxation
- Information systems Taxation
- Financial and Management Reporting systems

## **MANAGEMENT AND ADMINISTRATION**

- Introduction to Management and Administration

- Contemporary Management Issues
- Change Management
- Human Resource Management
- Organizational Behavior
- Principles and Practices of Management
- Principles of Economics
- Leadership
- Corporate Governance
- Business Communication
- Business Law
- Strategic Management

### **HUMAN RESOURCE MANAGEMENT**

- Principles and Practices of Management
- Introduction to Human Resource Management
- Business Policy and Strategic Management
- Training and Development
- Strategic Human Resource Management
- Leadership Skills and Change Management
- Human Resource Planning
- Business Law
- Labour Law
- Performance Management and Retention Strategies
- Business Ethics
- Team and Conflict Management

### **MARKETING AND SALES MANAGEMENT**

- Introduction to Marketing and Sales
- Business Ethics
- Quality Systems Management
- Business Analysis
- Managerial Economics
- Service Marketing
- Advertising Management
- Digital and Electronic Marketing
- Consumer Behavior and Market Research
- Sales and Distribution Management
- Product and Brand Management
- International Marketing

## **OIL AND GAS MANAGEMENT**

- Hydrocarbon Properties and Thermodynamics
- Petroleum Production Operations
- Petroleum Equipment Design and Drawing
- Drilling Fluids and Cements
- Drilling Technology
- Environmental Impact Assessment
- Value and Risk Management
- Geology for Petroleum Engineers
- Project Management
- Petroleum Geology
- Petroleum Field Instrumentation and Controls
- Natural Gas Engineering

## **LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

- Supply Chain Risk Assessment and Forecasting
- Supply Chain and Customer Relationship Management
- Safety Management
- Strategic Management
- Law of Contract and Procurement
- International Trade
- Business Law
- Principles of Economics
- Organizational Behavior
- Business Process Re-Engineering
- Logistics and Transport Management
- Global Business Environment

## **OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT**

- Occupational Hazards
- Fire Safety, Explosives and Process Safety
- Risk Assessment and Management
- Environmental Impact Assessment
- Forensic Analysis
- Accidents and Catastrophes
- Emergency Preparedness and Response
- Safety Health and Environmental Management
- Fire Protection Strategies

- Human Response to Fire
- First Aid Administration
- Fire and Combustion

## **ACCOUNTING AND FINANCE**

- Corporate Finance
- International Financial Management
- Investment Theory
- Financial Accounting
- Management Accounting and Control
- Financial Statement Analysis
- Portfolio Management
- Financial Markets
- Theories of Finance
- Advanced Financial Analysis
- Econometrics
- Financial Risk Management

## **ECONOMICS**

- Principles of Economics
- Economics Policy
- Industrial Economics
- Economics of Growth and Development
- International Trade and Finance
- Economics of Banking
- Econometrics
- Quantitative Methods
- Microeconomics
- Macroeconomics
- Financial Markets and Institutions
- Financial Mathematics

## **PROCUREMENT AND CONTRACT MANAGEMENT**

- Procurement Context & Environment
- Principles of Logistics
- Distribution & Warehouse Management
- Human Resource Management

- Project Management
- Procurement & Contract Management
- Inventory & Materials Management
- Lean Management
- Legal Aspects in Project Procurement
- Sourcing, Negotiating and Contracting
- Service Operation Management
- International Public Procurement –IPP

## **Banking and Finance**

- Anti-Money Laundering and Counter Financing of Terrorism
- Acquisitions and Mergers in Financial Services Management
- Business and the Financial Environment
- Introduction to Business Law
- Financial Risk Management
- Introduction to Accounting and Financial Analysis
- Introduction to Banking and Financial Management
- Introduction to Economics
- International Banking
- Investment Management
- Islamic Banking and Finance
- Managing the Provision of Loans to Businesses and Consumers
- Performance Measurement and Evaluation
- Working Capital Management

## **Marketing Management**

- Advertising and Promotion
- Business and the Marketing Environment
- Customer Service Management
- E-Marketing
- Ethical Marketing and Social Responsibility
- International Marketing
- Marketing and Business Strategy
- Marketing and Human Resource Management
- Marketing Research (Planning and Intelligence)
- Marketing Management
- Marketing Channels and Supply Chain Management
- Principles of Marketing
- Project Report

- Products; Services and Branding
- Quality Management
- Introduction to Business Law
- Financial Management

### **Human Resource Management**

- Managing Change and Transition
- Employee Motivation and Retention
- Human Resource Management in Practice
- Leadership and Change in Organization
- Project Report
- Quality Management
- Employee Relations and Employment law
- Strategic HRM and Organizational Effectiveness
- Strategic Problem Solving in Business and Management
- Business and its External Environment
- Strategic Management
- Corporate Strategy

### **Business Administration and Management related**

- Analysis of Strategic Issues in Business and Management
- Business and its External Environment
- Business Management and Administration
- Corporate Strategy
- Customer Service Management
- Fundamentals of Administrative Management
- Financial Management
- Logistics and Supply Chain Management
- Organizing and Directing Administrative Resources
- Production and Operations Management
- Project Report
- Quality Management
- (Strategic) Human Resource Management
- Strategic Leadership; Entrepreneurship and Intrapreneurship
- Strategic Problem Solving in Business and Management
- Strategic Risk Management in Business Projects
- Strategic Management
- Marketing Management

## Security Management related

- Security and Risk Management in Practice
- Strategic Knowledge Areas in Security and Risk Management
- Conflict Management
- Health and Safety Management
- Strategic Problem Solving

## iPED-UK PROGRAMMES

Programme	Code		Module
Level 4 Diploma in Banking and Finance	BF 100	Introduction to Banking and Financial Management	IBkF 100
		Introduction to Accounting and Financial Analysis	IAF 100
Level 5 Advanced Diploma in Banking and Finance	BF 200	Introduction to Economics	IEC 100
		Investment Management	INV 100
		Business and the Financial Environment	BaFE 100
		Working Capital Management	WkCM 200
Level 6 Graduate Diploma in Banking and Finance	BF 300	Performance Measurement and Evaluation	PfME 200
		Financial Risk Management	FRM 200
		Managing the Provision of Loans to Businesses and Consumers	LBC 200
		Introduction to Business Law	BUS 200
		Islamic Banking and Finance	ISF 300
		Acquisitions and Mergers in Financial Services Management	AQM 300
International Banking	INTb 300		
		Anti-Money Laundering and Counter Financing of Terrorism	AML 300

Programme	Code		Module
Level 4 Diploma in Human Resource Management (Professional Pathway)	HM 100	Business and its External Environment	BEE 100
		Strategic Management	STM 100
		Strategic HRM and Organizational Effectiveness	SHR 100
		Human Resource Management in Practice	HRP 100
Level 5 Advanced Diploma in Human Resource Management (Professional Pathway)	HM 200	Leadership and Change in Organization	LCO 200
		Employee Relations and Employment Law	REL 200
		Employee Motivation and Retention	EMR 200
		Corporate Strategy	COS 200
Level 6 Graduate Diploma in Human Resource Management (Professional Pathway)	HM 300	Managing Change and Transition	CAT 300
		Strategic Problem Solving in Business and Management	SPS 300
		Quality Management	QMPH 300
		Project Report	PROh 300

Level 4 Diploma in Human Resource Management (Academic Pathway)	HM 100	Introduction to Accounting and Financial Analysis Introduction to Economics Human Resource Management in Practice Strategic HRM and Organizational Effectiveness Business and its External Environment	IAF 100 IEC 100 HRP 100 SHR 100 BEE 100
Level 5 Advanced Diploma in Human Resource Management (Academic Pathway)	HM 200	Leadership and Change in Organization Employee Relations and Employment Law Employee Motivation and Retention Introduction to Business Law Corporate Strategy	LCO 200 REL 200 EMR 200 BUS 200 COS 200
Level 6 Graduate Diploma in Human Resource Management (Academic Pathway)	HM 300	Managing Change and Transition Strategic Problem Solving in Business and Management Quality Management Project Report	CAT 300 SPS 300 QMPH 300 PROh 300
Level 4 Diploma in Project Management	PM 100	Principles of Project Management Introduction to Business Law Procurement Management Business Environment of Projects Quality Management	PoPM 100 BUS 100 PRcM 100 BEoP 100 QMPp 100
Level 5 Advanced Diploma in Project Management	PM 200	Planning and Scheduling Managing Progress and Change Project Cost Management Project Risk Analysis and Management Health and Safety Management	PSD 200 MgPC 200 PCoM 200 PjRA 200 HSfM 200
Level 4 Diploma in Marketing Management	MS 100	Principles of Marketing E-Marketing Marketing and Business Strategy Business and the Marketing Environment Customer Service Management	PRM 100 EMaK 100 MBS 100 BMkE 100 CSM 100
Level 5 Advanced Diploma in Marketing Management	MS 200	Marketing Research (Planning and Intelligence) Ethical Marketing and Social Responsibility Advertising and Promotion International Marketing Introduction to Business Law	MKR 200 ESR 200 ADP 200 IMK 200 BUS 200
Level 6 Graduate Diploma in Marketing Management	MS 300	Products, Services and Branding Financial Management Marketing and Human Resource Management Marketing Channels and Supply Chain Management Quality Management Project Report	PSaB 300 FMM 300 MHR 300 MSC 300 QMPm 300 PROm 300



Level 4 Diploma in Business Administration and Strategic Management (Academic Pathway)	BA 100	Introduction to Accounting and Financial Analysis Introduction to Economics Project Management Business and its External Environment Strategic Management Introduction to Business Law	IAF 100 IEC 100 PJM 100 BEE 100 STM 100 BUS 200
Level 5 Advanced Diploma in Business Administration and Strategic Management (Academic Pathway)	BA 200	Corporate Strategy Strategic Human Resource Management Organizing and Directing Administrative Resources Strategic Problem Solving in Business and Management	COS 200 HRM 200 ODR 200 SPS 200
Level 6 Graduate Diploma in Business Administration and Strategic Management (Academic Pathway)	BA 300	Production and Operations Management Strategic Risk Management in Business Projects Marketing Management Quality Management Project Report	POM 300 SRsM 300 MMG 300 QMPb 300 PROb 300
Level 4 Diploma in Business Administration and Strategic Management (Professional Pathway)	BA 100	Fundamentals of Administrative Management Business and its External Environment Analysis of Strategic Issues in Business and Management Quality Management Customer Service Management	FAdM 100 BEE 100 ASB 100  QMPb 100 CSM 100
Level 5 Advanced Diploma in Business Administration and Strategic Management (Professional Pathway)	BA 200	Corporate Strategy Strategic Human Resource Management Strategic Problem Solving in Business and Management Organizing and Directing Administrative Resources Strategic Leadership, Entrepreneurship and Intrapreneurship	COS 200 HRM 200 SPS 200  ODR 200 SLE 200
Level 6 Graduate Diploma in Business Administration and Strategic Management (Professional Pathway)	BA 300	Production and Operations Management Strategic Risk Management in Business Projects Marketing Management Financial Management Project Report	POM 300 SRsM 300 MMG 300 FMM 300 PROb 300

Level 4 Diploma in Oil and Gas Management	ES 100	Introduction to Petroleum Geology Petroleum Exploration and Production Project Start-Up and Analysis Risk Analysis and Management	IPG 100 PEP 100 PSA 100 RAM 100
Level 5 Advanced Diploma in Oil and Gas Management	ES 200	Drilling (Mechanical and Non-Mechanical Aspects) Well Testing Well Completion Management of Occupational Health, Safety and Environmental Risks in the Oil and Gas Industry	DRL 200 TES 200 WCL 200 MHS 200
Level 6 Graduate Diploma in Oil and Gas Management	ES 300	Surface Treatment and Storage Introduction to Reservoir Engineering Quality Management Project report	STaS 300 IREg 300 QMPe 300 PROe 300
Level 7 Post Graduate Diploma in Oil and Gas Management	ES 400	Global Oil and Gas Industry Analysis; Past, Present and Future Oil and Gas Project Development Oil and Gas Sales and Marketing Logistics and Supply Chain Management	GOGi 400 OGPd 400 OGSm 400 LSCe 400
Level 4 Diploma in Security and Risk Management	SR 100	Strategic Knowledge Areas in Security and Risk Management Security and Risk Management in Practice Conflict Management Health and Safety Management Strategic Problem Solving	KASr 100 SECp 100 CONf 100 HSfM 100 SPS 100
Level 4 Diploma in Logistics and Supply Chain Management	LS 100	Logistics and Supply Chain Management Business and Its External Environment Procurement Management Strategic Management Customer Service Management	LSCg SSD BEE 100 PRcM 100 STM 100 CSM 100

## DURATION OF THE PROGRAMME

The duration of the programme will largely depend on the ability of the students to finish the prescribe courses and his/her thesis on time. KBF Distance Learning programmes are all year round, therefore there is no semester-break. Generally, students should be able to complete their programme within the periods stipulated below;

	<b>Programme</b>		<b>Duration</b>
ii.	Diploma	-	6-12 Months
iii.	Bachelor	-	2-3 Years
iv.	Master	-	1-2 Year
v.	Doctorate/PhD	-	3-4 Years

## DUAL DEGREE PROGRAMME

KBF Center for International Studies offers dual degree programmes through its affiliate Universities. Dual degree or double degree involves a student working for two different university degrees in parallel-either at the same institution or at different institutions (sometimes in different countries) and completing them in less time than it would have taken to earn them separately. The two degrees might be in the same subject area (especially when the course is split between countries), or in two different subjects.



## **INDUSTRIAL ATTACHMENT**

Students will be given opportunity to do industrial attachment with organizations of their choice. We are negotiating with some companies in and around the world, such as Airlines, Oil and Gas and other manufacturing industries to allow our students have a practical industrial training with them.

## **TRANSFER OF CREDITS**

Transfer of credit differs from University to University. At KBF, we accept transfer of credits from accredited recognized institutions. The students will have to mail us his certified transcript and transfer letter to our admission department through [admissions@kbf.edu.gh](mailto:admissions@kbf.edu.gh) for investigation and processing.

## **JOURNALS AND PUBLICATION**

We have in-house publications and journals called “KBF Times” which will be uploaded in the students portal every quarter. Students will also have opportunity to publish their work in our journals. KBF Times will feature currents developments and emerging trends in education, technology, health, etc.

## **KBF STUDENT PORTAL**

Students get access to an exclusive online Portal after enrollment where they get full details of their courses, including study materials, online library, discussion board, notes, videos, course outline, assignment, exams section, payment platform, transcript, plagiarism checker, archive, etc.

The image shows a screenshot of the KBF Center for International Studies dashboard. The top navigation bar includes 'Dashboard' and 'Modules'. The main dashboard area features several widgets: 'Students' (7), 'Teachers or Admin Staff' (4), 'Events' (0), 'New Applications' (0), 'SMS Credit' (0), 'Learning Management System', 'General Settings', and 'Social Learning'. Below these is an 'Online Notice Board' and a calendar for 'September 2018'. The bottom section displays a list of students and a detailed profile for 'MAVIS ASIEDU', a Bachelor of Business Administration - Human Resource student. The profile includes a photo, contact information, and a list of subjects.

### KBF MOBILE APP

Students can download KBF Mobile App from Android/ iPhone Market from their Play Store or App Store and enjoy all the KBF services from their portal including e-library.



## ADMISSION REQUIREMENT

KBF courses can be registered any time of the year. The institution schedules the registration processes for interested students in the various areas of their specialization. The following are the requirement to enroll in our programmes:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Diploma       | - | Certificate or equivalent                        |
| <input type="checkbox"/> First Degree  | - | Diploma or equivalent                            |
| <input type="checkbox"/> Master Degree | - | First Degree/Recognized Professional Certificate |
| <input type="checkbox"/> Doctorate/PhD | - | Master Degree                                    |

**Note:** Working professionals, church administrators, heads of institutions with rich experience who do not meet the above requirements may also apply for consideration.

### Exemptions

Exemptions may be given to students who have recognized accredited certificates that relate to their chosen courses and have been admitted.

To receive exemptions for a particular course, please send your resume and scanned copies of your certified transcript and certificate to the Admission Counselor at [admissions@kbf.edu.gh](mailto:admissions@kbf.edu.gh).

### Mode of Application and Payment

Prospective applicant can apply directly on our website by completing the application forms and uploading necessary documents and submit to us. Or you can also download application forms, complete fill it and mail it to [admissions@kbf.edu.gh](mailto:admissions@kbf.edu.gh).

## ACCREDITATION AND AFFILIATIONS

### □ Ghana Government Recognition

KBF Center for International Studies has registered with the Government of Ghana, Ministry of Education through Ghana Education Service to provide Executive and Professional Certificates and Diploma programmes to the general public.



### □ iPED-UK

KBF Center for International Studies is affiliated to iPED-UK to run all iPED programmes in Ghana. iPED certification is accepted globally and is accredited by National Accreditation Board, Ghana.



### Affiliations and International Partnership

KBF Center for International Studies is a member of network of Universities across the world, by partnership agreement KBF will provide tuition through distance learning on behalf of the following universities at a very affordable fees, below are the partner universities that award our degrees base on student's own choice:

No.	University	Country	Accreditation	Int'l Accreditation
1	City University , www.cityuniversit y.education	Cambodia + Benin + Nigeria	Ministry of Education	ASIC, WES, NACES , (Accredit by CHEA), Distance Education Accrediting Commission (DEAC),
2	Sastra Angkor 6 .com	Cambodia + Benin + Nigeria	Ministry of Interior / Ministry of Vocational Training / Department of Education	ASIC, WES, NACES, ( Accredited by CHEA), Distance Education Accrediting Commission (DEAC),
3	Asia Euro University, www.aeu.edu.k h	Cambodia	Ministry of Education, Youths and Sports	Government Accreditation, IAU, UNESCO

4	Royal University of Law and Economics, www.rule.edu.kh	Cambodia	Ministry of Education, Youths and Sports	Government Accreditation, IAU, UNESCO
5	National Univeristy of Management , www.num.edu.kh	Cambodia	Ministry of Education, Youths and Sports	Government Accreditation, IAU, UNESCO
6	PREAH SIHAMONI RAJA BUDDHIST UNIVERSITY,	Cambodia	Ministry of Education, Youths and Sports	Government Accreditation, IAU, UNESCO
7	University of Tourism and Management, Europ	Mecedonia, Europe	Minsitry of Education	Government Accreditation, IAU, UNESCO
8	Azeteca University	Mexico	Minsitry of Education	Government Accreditation, IAU, UNESCO
9	University of Central of Nicaracuar	Nicaracaur	Minsitry of Education	Government Accreditation, IAU, UNESCO
10	Saint Juan De La cruz University , www.sjdlc-university.ac	Costa Rica	Minsitry of Education	ASIC, WES, NACES , (Accredit by CHEA), Distance Education Accrediting Commission (DEAC),
11	Universidad Empresarial De Costa Rica , www.unem.international/es/ www.unem.international/en/	Costa Rica	Minsitry of Education	Government Accreditation, IAU, UNESCO
12	University of London; www.london.ac.uk	UK	Minsitry of Education	Government Accreditation, IAU, UNESCO



13	University of California , www.ucsb.edu	USA	Minsitry of Education	Government Accreditation, IAU, UNESCO
14	Chhatrapati Shahu Ji Maharaj University (CSJMU), formerly <i>Kanpur University</i> ; www.kanpuruniversity.org	India	University Grant Commission , NAAC A+	Government Accreditation, IAU, UNESCO
15	University of Madras, www.unom.ac.in	India	University Grant Commission , NAAC A+	Government Accreditation, IAU, UNESCO
16	Jiwaji University, www.jiwaji.edu/	India	University Grant Commission , NAAC A+	Government Accreditation, IAU, UNESCO
17	Tarlac State University, www.tsu.edu.ph	Phillipine	Ministry of Education	Government Accreditation, IAU, UNESCO
18	Saint Monica University , www.smuedu.org	Cameroon	Ministry of Education	Government Accreditation, IAU, UNESCO
19	Victory University , www.vu.edu.au	Australia	Ministry of Education	Government Accreditation, IAU, UNESCO
20	IIC Univertsity of Technology	Cambodia	Ministry of Education, Youths and Sports	Government Accreditation, IAU, UNESCO
21	University of Wolverhampton	UK	Ministry of Education	Government Accreditation, IAU, UNESCO

22	University of Northwestern		Ministry of Education	Government Accreditation, IAU, UNESCO
23	University of Southwestern		Ministry of Education	Government Accreditation, IAU, UNESCO

### TUITION AND ENROLLMENT FEES

KBF programmes are very affordable with good flexible terms of payment. There is a non-refundable enrollment fees for each programme. Tuition fees are based on selected university and the programme of study. Below are the enrollment fees for each programme of study:

Enrollment Fees		
<i>Programme</i>	<i>Local (GH¢)</i>	<i>International (\$)</i>
Diploma	300.00	100.00
Degree	450.00	150.00
MBA/Masters	600.00	200.00
Doctorate/PhD	800.00	300.00

### Tuition Fees Payment Schedule

Students are to contact the Finance Department to agree on the terms of Payment through [finance@kbf.edu.gh](mailto:finance@kbf.edu.gh) or +233 501209195.

#### Note:

\* Enrollment fee must be paid before the commencement of the programme and is different from tuition fees.

\*\* Payment1, 50% Payment of the fees must be paid 15 Days after Enrollment.

\*\*\* Payment 2, First Monthly Tuition Due 30 Days after Enrollment.

### Refund Policy

(a) Enrolled Students may request a full refund within 3 days of Enrollment. A full refund will also be given in an event that the school discontinues a course during the period of time within which a student could have reasonably completed it.

(b) An Enrolled Student may request withdrawal in writing after the initial three day period, but before beginning studies and prior to the Fifteenth day post-enrollment. Such student shall receive a refund of all monies paid, less the Enrollment Fee and 10% of the total Tuition Fee.

(c) No refunds are available on/or after the Fifteenth day post-enrollment.

## **SCHOLARSHIPS**

Scholarships may be given to needy but brilliant students to enable them complete their programme. To apply for Scholarship, please contact Students Services Department at [studentservices@kbf.edu.gh](mailto:studentservices@kbf.edu.gh) for application.

## **EXAMINATION**

KBF Center for International Studies will organize exams on all our programmes through our regional and international centers.

## **GRADUATION**

KBF Center for International Studies will organize graduation each year on behalf of the affiliate universities. There will be representatives of these affiliate universities during the graduation. After fulfilling all the academic work students will present their project to the academic board and defend it.

### **Graduation Requirement**

Again, as part of the graduation requirements students will be assisted by their academic Advisors/Counselors to publish their approved project work/thesis in the KBF online Journal or any Journal from our partner universities around the world after their defense. This is to encourage and inculcate into our students the habit of writing and publication.

Students should also make sure to fulfil all their financial obligations with the University. And upon graduation the students will receive their graduation documents which include the following:

1. The certificate
2. Transcript
3. Authentication Letter
4. Graduation Gown for Doctorate/PhD students



## CONVENIENT PAYMENT SYSTEM

At KBF we strive to ensure that our students go through their courses without frustrations.. We try to bring quality and affordable education to the door step of our students. Students can pay their tuition fees right at their portal without going to the bank. Less than 30 seconds after payment the student gets confirmation prompt or text message on their mobile phone both from their bank and the school.

### Online Payment

Payment of enrollment and tuition fees can be made through online on our website using Visa Card, Debit/Credit Card, Mobile Money, etc



### Inter Bank Transfer

Payment can also be made through interbank transfer using the following Account Details:

ACCOUNT NAME : **KBF CENTER FOR INTERNATIONAL STUDIES**  
BANK : **CONSOLIDATED BANK (GH) LTD**  
BRANCH : **KORLE DUDOR**  
ACCOUNT NUMBER : **1430546100001**

### OR

ACCOUNT NAME : **KBF CENTER FOR INTERNATIONAL STUDIES**  
BANK : **GCB BANK LTD**  
BRANCH : **KADJEBI**  
ACCOUNT NUMBER : **50611130000576**

*AT KBF YOU CAN ALWAYS COUNT ON US*