

Registration for Short term Course

DATE: _____

1. Complete all the required items.
2. Print in **BLOCK LETTERS** and tick where appropriate.
3. A non-refundable form fee of K,2000.00 is required
4. Identity card fee K2,000.00
5. Student union contribution K1,500.00

A. PERSONAL INFORMATION

Surname _____ First Name _____ Other Names _____
 Gender _____ Date of Birth (DD/MM/YR) _____ Age _____
 Marital Status _____ Contact Cell No.: _____
 Email _____ Employer _____
 Current Res. Location _____ Contact Address _____

 Disability / Medical challenge if any: _____

B. GUARDIAN/SPONSOR DETAILS

Name of Guardian/Sponsor _____
 Current Res. Location _____ Tel _____
 Email Address _____ Relationship to Student _____
 Contact Address _____

C. COURSE APPLIED FOR

Course Name _____
 Mode of learning *Weekday* *Weekend* *Special Arrangement*

D. ACADEMIC ENTRY REQUIREMENT

Qualifications (From Highest): _____
 Last Secondary School Attended and Year: _____
 Prior IT knowledge: _____

E. HOW DID YOU HEAR ABOUT US

Newspaper *Radio* *Television* *Friend* *Other (Specify)* _____

F. SHORT COURSES ON OFFER

	COURSE	DURATION	EXAM BOARD	TUITION FEE
1	Fundamentals of Computing	1 week	LOCAL (JP2LITI)	K15, 000.00
2	Graphic Designing <ul style="list-style-type: none"> • Adobe Photoshop • Adobe InDesign • Corel Draw 	3months	LOCAL (JP2LITI)	K114,000.00 (K38,000.0 per module)
3	Microsoft Office <ul style="list-style-type: none"> • Microsoft Office Word • Microsoft Office Excel • Microsoft Office Access • Microsoft Office PowerPoint • Microsoft Office Publisher 	6 weeks	LOCAL (JP2LITI)	K100,000.00 (20,000.00/module)

NOTE: For students unfamiliar with computers and with a Pass grade in both English & Maths at MSCE Level we strongly recommend the Tevet National Certificate in Level 1 or a tailor-made Bridging Course designed to bring students up to the required level to begin a career in IT.

By signing this form I agree to follow all the rules and regulations of the Institution.

Signature:

Date:

PAYMENT POLICY

Tuition Fees:

100% of Course Fees must be paid at the beginning of the course. On payment a student will be issued with a payment card as proof of payment that will enable the student to enter the classroom. Fees must be paid either by Bank Transfer or direct to the Beehive Central Cashier (located at Reception of the John Paul II Leadership & IT Institute). The receipt or bank deposit slip must then be shown to the Registrar to complete the application.

100% of Tuition Fees must be paid at the beginning of the course

Boarding Fees:

100% of Boarding Fees must be paid at the beginning of the Course.

Girls Accommodation – K138, 000

Boys Accommodation – K120, 000

In addition, students are required to pay a collateral fee of K20, 000 for the boarding facilities; refundable at the end of the semester after a thorough inspection by the boarding master.

On payment a student will be issued with a payment card as proof of payment that will enable the student to enter the Boarding Facilities/Classrooms. Fees must be paid either by Bank Transfer or direct to the Beehive Central Cashier (located at the Reception of the John Paul II Leadership & IT Institute). The receipt or bank deposit slip must then be shown to the Registrar in order to complete the application.

The John Paul II Leadership & IT Institute Bank Account Details:

BANK/ AC NAME: JOHN PAUL II LITA

BANK NAME: FMB (FIRST MERCHANT BANK)

BRANCH: FIRST CORPORATE SERVICES

A/C NUMBER: 0230385124

PLEASE NOTE THAT ALL PAYMENTS SHOULD BE MADE TO THE CASHIER ONLY OR DEPOSITED INTO THE BANK ACCOUNT ABOVE