

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* *Evening*

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	week	LOCAL (JP2LITI)	K15, 000.00
2	Microsoft Office	weeks	LOCAL (JP2LITI)	K100,000.00
	<ul style="list-style-type: none"> • Microsoft Office Word • Microsoft Office Excel • Microsoft Office Access • Microsoft Office PowerPoint • Microsoft Office Publisher 			<i>(20,000.00/module)</i>
3	Graphic Designing	3months	LOCAL (JP2LITI)	K114,000.00
	<ul style="list-style-type: none"> • Adobe Photoshop • Adobe InDesign • Adobe Illustrator 			<i>(K38,000.0 per module)</i>
4	Computer Hardware and Software			
	<ul style="list-style-type: none"> • Install, configure, optimize and upgrade personal computers (desktops) • Install, configure, optimize and upgrade the portable computers (laptops) • Install, configure, optimize and upgrade the operating system (software) <p>To be able to perform diagnostic procedures and troubleshooting techniques to personal computers, portable devices, operating systems and computer peripherals</p>	3moths	LOCAL (JP2LITI)	K100,000.00

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.

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, 000.00

Boys Accommodation – K120, 000.00

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 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 DEPOSITED INTO THE BANK ACCOUNT ABOVE

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

Signature:

Date: