

Registration for Short term Course

DATE: _____

1. Complete all the required items.		Mark (✓) for YES and (x) for NO	
2. Print in BLOCK LETTERS and tick where appropriate.		6. New Student	
3. A non-refundable form fee of K2, 000.00.	✓	7. Continuing Student	
4. Identity card fee K3, 000.00.		8. Identity Card Number:	
5. Student union contribution K1, 500.00.	✓	9. Expiry Date: D M Y	

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: _____

A. ACCOMODATION

Boarding *Day Scholar*

E. HOW DID YOU HEAR ABOUT US

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

	COURSE	DURATION	EXAM BOARD	TUITION FEE
1	Fundamentals of Computing	1 week	LOCAL (JP2LITI)	K20,000.00
2	Microsoft Office	5 weeks	LOCAL (JP2LITI)	K115,000.00
	<ul style="list-style-type: none"> • Microsoft Office Word • Microsoft Office Excel • Microsoft Office Access • Microsoft Office PowerPoint • Microsoft Office Publisher 			<i>(23,000.00/module)</i>
3	Graphic Designing	3months	LOCAL (JP2LITI)	K130,000.00
	<ul style="list-style-type: none"> • Adobe Photoshop • Adobe InDesign • Adobe Illustrator 			<i>(K43,300.0 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 (weekend Only)	LOCAL (JP2LITI)	K115,000.00

F. SHORT TERM COURSES ON OFFER

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 through the Bank.)** The receipt or bank deposit slip must then be shown to the Registrar or the cashier 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 – MWK 160,000.00

Boys Accommodation – MWK 140,000.00

In addition, students are required to pay a collateral fee of K20, 000 for the boarding facilities it is 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 through the Bank.)

The receipt or bank deposit slip must then be shown to the Registrar or the cashier 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: FCB (FIRST CAPITAL 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: