

Registration for Long 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 K2,000.00.		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

Self Sponsored Government Sponsored Full Bursary JP2 Scholarship

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. ACCOMODATION

Boarding Day Scholar

F. HOW DID YOU HEAR ABOUT US?

Newspaper Radio Television Friend Other (Specify)

G. COURSES (WEEKDAYS AND WEEKEND) AND SUBJECTS

	COURSE	DURATION	TUITION FEE
1	IT Systems Support (City and Guilds)	1 year	
	<ul style="list-style-type: none"> ✓ Diploma in IT systems support (1 core, 3 optional) <ul style="list-style-type: none"> • 402 Customer support provision 2 (PA) • 401 Maintain ICT equipment and systems 2 (GOLA or Paper and PA) core unit • 404 Install, configure and maintain software (PA) • 408 Install, configure and test ICT Networks (PA) 	1 st semester (weekend option available)	K139,000.00
	<ul style="list-style-type: none"> ✓ Advanced Diploma in IT Systems support <ul style="list-style-type: none"> • 502 Customer support provision 3 (PA) • 503 Install, configure and integrate networked hardware and software (GOLA or Paper and PA) core unit • 506 ICT Systems and network management (PA) • 510 Maintain ICT equipment and systems 3 (PA) • 511 Implementing an ICT systems security policy (PA) 	2 nd semester (weekend option available)	K152,000.00
2	Community Development (ABMA)		
	<ul style="list-style-type: none"> ✓ Diploma in Community Development Level 4 No formal requirements but students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D <ul style="list-style-type: none"> • Unit 1 Community Development Values • Unit 2 Community Health and Disease Management • Unit 3 Understanding Poverty in Communities • Unit 4 Supporting the Vulnerable in communities • Unit 5 Sociology and the community 	6 Months (weekend option available)	K 100,000.00
3	Computing & Information Systems (ABMA)		
	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 4 No formal requirements but students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D <ul style="list-style-type: none"> • Unit 1 Information Systems • Unit 2 Computer Programming • Unit 3 Information Systems Analysis & Design • Unit 4 Information Presentation & Analysis • Unit 5 Web Technologies 	6 Months (weekend option available)	K152, 000.00
	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 5 Level 4 Diploma & students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D <ul style="list-style-type: none"> • Unit 1 Database Systems • Unit 2 Software Development • Unit 3 Information Systems Analysis & Design • Unit 4 Web Applications Development • Unit 5 E-Commerce Strategy 	6 Months	K164,000.00
	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 6 Level 5 Diploma & students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D <ul style="list-style-type: none"> • Unit 1 Software engineering, Algorithm Design & Analysis • Unit 2 Enterprise Architecture • Unit 3 Organisational Security • Unit 4 IT Project Management • Unit 5 Scalable Web & E-Commerce 	6 Months	K175,000.00
4	Information and Communication Technology (TEVET)		
	<ul style="list-style-type: none"> ✓ Level 1 (Foundation Certificate) Occupational Modules: Using a Computer, Using Software, Using Computer Devices, managing a Computer, Servicing Computer Equipment, Managing Records 	6 Months	K101,000.00

	<p>Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>		
	<p>✓ Level 2 (Intermediate Certificate) Occupational Modules: Managing Computer Networks, Providing ICT Computer Services, Installing Computer Systems, Providing Service to users Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>	6 Months	K 126,000.00
	<p>✓ Level 3 (Advanced Certificate) Occupational Modules: Developing websites, Maintaining Systems, Managing Networks Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>	6 Months	K126,000.00
	<p>✓ Level 4 (Diploma) Occupation Modules: Programming, Databases, Networking, User Training Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>	6 Months	K126,000.00
5	Business Management (ABE)		
	<p>✓ Business Management – Level 4 Foundation Diploma Mandatory Units: Dynamic Business Environments, Enterprising Organisations, Employability and Self- development, Finance for Managers.</p>	6 Months	K84,000.00
	<p>✓ Business Management – Level 4 Diploma Mandatory Units: Introduction to Entrepreneurship, Introduction to Quantitative Methods, Project Management, Dynamic & Collaborative Teams Optional Units (choose four): Principals of HR, Project Management, Principals of Marketing Practice, Introduction to Entrepreneurship, Introduction to Quantitative Methods</p>	6 Months	K21,000.00 (Per Module)
	<p>✓ Business Management – Level 5 Diploma Compulsory Units: Managing Agile Organisation, Innovation & Business Performance, Effective Financial Management, International Business Economics & Markets Optional Units (choose two): Operations Management, Analytical Decision-making, Managing Stakeholder Relationships, Human Resource Management, Employee Engagement, The HR Professional, Integrated Marketing Communications, Buyer & Consumer Behaviour, Societal & Social Marketing</p>	6 Months	
6	Certificate in Financial Accounting (ICAM) Modules: Business Knowledge, Practical Mathematics, Business Communication, Business Accounting	6 Months	K84,000.00
7	Accounting Technician Diploma (ICAM) ✓ Requirements: Minimum of MSCE & Certificate In Financial Accounting Modules: Accounting 1, Communication, Business Mathematics & Statistics, Information Systems, Economics, Accounting 2, Auditing, Business Law, Costing & Budgetary Control, Taxation, Management, Company Law	6 Months	K21,000.00 (Per Module)
8	CompTIA A+ Certification Course covers maintenance of PC's, laptops, Operating Systems & Printers. Jobs graduates can expect include IT Support Specialist & administrator.	6 Months (weekend only)	K139,000.00
9	CompTIA N+ Certification Course covers network technologies, installation and configuration, media & topologies management, and security. Jobs graduates can expect include network administrator, network technician, network installer, help desk technician and IT cable installer	6 Months (weekend only)	K152,000.00
10	Administrative Studies (TEVET)		
	<p>✓ Level 1 (Foundation Certificate) Occupational Modules: Organising an Office, Performing Reception Duties, Handling Mail, Performing Computer Operations, Filing and Reproducing Documents.</p>	6 Months	K100, 000.00
	<p>✓ Level 2 (Intermediate Certificate) Occupational Modules: Managing Office Supplies, Managing the Office, Organising Meetings</p>	6 Months	K125,000.00
	<p>✓ Level 3 (Advanced Certificate) Occupational Modules: Organising Events, Managing Human Resources</p>	6 Months	K125,000.00
11	Solar Photovoltaic (PVC) TEVET		

	✓ Level 1 (Foundation Certifiocate) Occupation Modules: Installing circuits, Installing Standalone Solar PV Home Systems, Maintaining Domestic Installation, Maintaining Domestic Appliances, Assembling Electronic Circuits and Lanterns, Constructing Power Lines Fundamentals: Communication through graphics(COG),Numeracy, Occupation Safety and Health	6 Months	K200,000.00
12	SURE, START Bridging Course SURE, START course seeks to prepare students for their college studies in IT and any other discipline. It will provide a student with a basic understanding of the concepts underlying the ICT revolution, introduce him/her to the vocabulary of the business world and improve their English and numeracy skills. Modules: College English and introduction to communication, Numeracy skill, Information Technology, Introduction to office procedures <i>Intake: September</i>	10 weeks	K60,000.00

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.

H. MODE OF DELIVERY

Weekend classes: 8hrs | Saturdays for 5 Months
 A+
 System Support Diploma
 N+
 System Support Advanced Diploma

} 8hrs x 4weeks = 32hrs/Month
 32hrs x 5months = 160hrs / Semester

Weekday classes are delivered Mondays – Fridays 8am-4:30pm

I. PAYMENT POLICY

Tuition Fees:

100% of Course Fees must be paid at the beginning of the Semester. 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.
 January-June Semester: 100% of Tuition Fees must be paid in January at the beginning of the semester. July-December Semester: 100% of Tuition Fees must be paid in July at the beginning of the semester.

Boarding Fees:

100% of Boarding Fees must be paid at the beginning of the Semester.
 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 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 mattress and 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.

J. BANK DETAILS

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: