

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 K3, 000.00.		8. Identity Card Number:	
5. Student union contribution K1, 500.00.	✓	9. Revised by (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. ACCOMMODATION

Boarding *Day Scholar*

F. HOW DID YOU HEAR ABOUT US?

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

G. COURSES AND MODULES

	COURSE	DURATION	TUITION FEE
1	IT Systems Support (City and Guilds)	1 year	
	✓ Diploma in IT systems support (1 core, 3 optional) <ul style="list-style-type: none"> • 401 Maintain ICT equipment and systems 2 (GOLA or Paper and PA) core unit • 402 Customer support provision 2 (PA) • 404 Install, configure and maintain software (PA) • 408 Install, configure and test ICT Networks (PA) 	1 st semester (weekend option available)	K150,000.00
	✓ 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)	K175,000.00
2	Community Development (ABMA)		
	✓ Diploma in Community Development Level 4 <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 120,000.00
	✓ Diploma in Community Development Level 5 <ul style="list-style-type: none"> • Unit 1 Business Planning and practice for community organisation • Unit 2 Conflict Resolution and Community Campaigning • Unit 3 Humanitarian Aid and Crisis Management • Unit 4 Marketing Principles and Methods for Community Organisations • Unit 5 Project Finance and Funding 	6 Months (weekend option available)	K 130,000.00
	✓ Diploma in Community Development Level 6 <ul style="list-style-type: none"> • Unit 1 Community and Inter – Agency Working • Unit 2 Social and Community Enterprise • Unit 3 Intercultural Dialogue and Community Engagement • Unit 4 Refractive Practice in Community Development • Unit 5 Comparative Policy and Social Movements in Community Development 	6 Months (weekend option available)	K 140,000.00
3	Computing & Information Systems (ABMA)		
	✓ Certificate in Computing & Information Systems Level 3 <ul style="list-style-type: none"> • Unit 1 Database Software • Unit 2 Introduction to Computer Programming • Unit 3 Small Business Systems • Unit 4 Optimise IT System Performance • Unit 5 Business Organisations 	6 Months (weekend option available)	K130, 000.00
	✓ 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	K152,000.00

	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 5 <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	K165,000.00
	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 6 <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	Computer Engineering (ABMA)		
	<ul style="list-style-type: none"> ✓ Certificate Level 3 <ul style="list-style-type: none"> • Unit 1: The Computer • Unit 2: Principles of ICT System and Data Security • Unit 3: Customer care • Unit 4: Introduction to Networking • Unit 5: Personal Computer Hardware Support 	6 Months (weekend option available)	K130,000.00
	<ul style="list-style-type: none"> ✓ Diploma Level 4 <ul style="list-style-type: none"> • Unit 1: Computer Systems • Unit 2: Computer Security • Unit 3: Management of Projects • Unit 4: Networking Technology • Unit 5: Personal Computer Software Support 	6 Months (weekend option available)	K152,000.00
	<ul style="list-style-type: none"> ✓ Diploma Level 5 <ul style="list-style-type: none"> • Unit 1: Human Computer Interaction • Unit 2: Internet Server Management • Unit 3: IT Security Management • Unit 4: Advanced Networking Technology • Unit 5: IT Virtualisation 	6 Months (weekend option available)	K165,000.00
5	Business Management (ABE)		
	<ul style="list-style-type: none"> ✓ Business Management – Level 4 Foundation Diploma Mandatory Units: Dynamic Business Environments, Enterprising Organisations, Employability and Self- development, Finance for Managers. 	6 Months	K120,000.00
	<ul style="list-style-type: none"> ✓ 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 	6 Months	K 140,000.00
6	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)	K160,000.00
7	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)	K180,000.00

8	Administrative Studies (TEVET)		
	✓ Level 1 (Foundation Certificate) Occupational Modules: Organising an Office, Performing Reception Duties, Handling Mail, Performing Computer Operations, Filing and Reproducing Documents.	6 Months	K120,000.00
	✓ Level 2 (Intermediate Certificate) Occupational Modules: Managing Office Supplies, Managing the Office, Organising Meetings	6 Months	K140,000.00
	✓ Level 3 (Advanced Certificate) Occupational Modules: Organising Events, Managing Human Resources	6 Months	K140,000.00
9	Solar Photovoltaic (PVC) TEVET		
	✓ Level 1 (Foundation Certificate) 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	Per/ Term	K120,000.00
	✓ Level 2 (Intermediate Certificate) Occupation Modules: Sizing Solar PV System, Constructing System Support for Solar PV Mini-Grid, Installing Solar Geyser, Conducting Electronic circuits Tests, Maintaining Solar PV Systems, Assembling Solar Battery	Per/ Term	K140,000.00
11	Information and Communication Technology (TEVET)		
	✓ Level 1 (Foundation Certificate) Occupational Modules: Using a Computer, Using Software, Using Computer Devices, managing a Computer, Servicing Computer Equipment, Managing Records Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship	6 Months	K120,000.00
	✓ 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	6 Months	K140,000.00
	✓ Level 3 (Advanced Certificate) Occupational Modules: Developing websites, Maintaining Systems, Managing Networks Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship	6 Months	K140,000.00
	✓ Level 4 (Diploma) Occupation Modules: Implementing a software, implementing a computer network, Providing ICT Training, Implementing an ICT policy, Auditing ICT Systems Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship	6 Months	K140,000.00

NOTE: For students unfamiliar with computers and with a Pass grade in both English & Maths at MSCE Level we strongly recommend 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 – MWK 160,000.00
 Boys Accommodation – MWK 140,000.00

In addition, students are required to pay a collateral fee of K20, 000.00 for the boarding facilities, it is refundable at the end of the semester after a thorough inspection by the boarding manager.

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: