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JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

SCHOOL OF OPEN, DISTANCE AND eLEARNING

STUDENT APPLICATION/REGISTRATION FORM

(CERTIFICATE/DIPLOMA COURSES)

(To be filled in duplicate)

Surname: Gender: (M/F)

Other names:

Company:

Address:

Telephone: Fax:

E-Mail:

Date of birth: Nationality: ID/Passport No:

Indicate the course applied for:

- Diploma in Information Technology
- Diploma in Purchasing and Supplies Management
- Diploma in Business Administration
- Diploma in Business Information Technology
- Diploma in Community Development
- Diploma in Human Resource Management
- Diploma in Public Relations
- Diploma in Microfinance
- Diploma in Marketing
- Diploma in Mass Communication
- Diploma in HIV/AIDS Management
- Bridging Certificate course in Information Technology
- Certificate in Information Technology
- Certificate in HIV/AIDS Management
- Certificate in Purchasing and Supplies Management
- Bridging in English

Intake Date:

Centre of Study:



EDUCATION

Schools Attended	Dates-From (year) to (year)	Qualification

NB: (Attach to each form Certified Copies of the Relevant Certificates, Resultslips, National Identity Card, Birth Certificate and two Recent Passport Size Photographs)

Sponsorship

Self:

Others (parent, Organization): _____ Address: _____

Telephone: _____ Contact Person: _____

Name and address of nearest relative, person or agency to be contacted in case of emergency;

Name: _____ Relationship: _____

Address: _____

Telephone: _____

TERMS AND CONDITIONS

1. Course fees must be paid in advance at the time of booking, unless prior credit arrangements are made and approved by an authorized officer of the University.
2. Where credit is granted, the account must be settled within the agreed period otherwise a monthly penalty charge of 3% will be levied on a cumulative basis.
3. A 20% fee will be charged on any bookings cancelled or abandon of classes.
4. There will be no refund of any bookings cancelled or abandonment of classes once they have commenced.
5. A Ksh. 1,000 service fee will be charged on all returned cheques.
6. The center accepts no liability for loss or damage to any property brought or left on the premises by students.
7. Students will be charged for any damages caused to equipment by their negligence.
8. Certificates will only be awarded after the fulfillment of all the particular course's requirements.

DECLARATION

I certify that the information/statements made by me on this form are correct and complete. I further certify that I have read, understood and agreed to comply with the terms stipulated herein.

Signature: _____ Date: _____

SPONSOR'S UNDERTAKING

We, the undersigned, hereby confirm that the applicant will be sponsored by ourselves for the listed courses.

Please bill us. Payment will be made within _____ days.

Name of Sponsor: _____ Authorised Signature: _____

Date: _____

All correspondences should be addressed to:-The Head of the Institution where the Application forms are obtained.

FOR OFFICIAL USE ONLY

Serial No.	Receipt No.	Sponsor	Date Received	Selected	Not Selected

Sign: _____ Date: _____

