

APPLICATION FORM**TO COMPLETE THIS FORM****ALL QUESTIONS MUST BE ANSWERED. INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED**

● Please read the sections 1 to 9 carefully in order for you to apply. Also attached on this application form is **terms of enrolment condition**. Make sure you understand the **entry requirement** for the course (s) you intend to apply, or if you are below the minimum requirement, check with our course information officer for **special admission**. All forms must be **signed** by the student and the parent/guardian/sponsor. Unsigned forms will **not be processed** unless the forms are signed.

**ID
PHOTO****PART 1. PERSONAL DETAILS**

Please note: The name given/written on this application form **WILL** be printed on your Certificate and Transcript. If you decide to change the name, a **penalty fee of K200** will be charged to reprint the Certificate and Transcripts.

First Name: _____ Surname: _____ Date of Birth: ____/____/____ Sex: [] Male [] Female
 Prov. of Origin: _____ Religion: _____ Place of Living: _____ Section: _____
 Which LLG ward you represent? _____ Postal Address if any: _____

PART 2. CONTACT DETAILS

[ITJTC suggest You **MUST** provide alternative contact numbers. It is very important for the institution. **One number is not reliable.**

Mobile #1: _____ Mobile #2: _____ Email: _____
 Name: _____ Name: _____ Name: _____
 Your name & number if any Your parents (father/mother if any) Your guardian (uncle/aunty/etc..)
 Emergency contact person: (parent/guardian): _____ Mobile# or Telephone # _____
 Person whom you are living with and relationship to student (e.g parent, friend, spouse, guardian etc..)

PART 3. EDUCATION QUALIFICATION

Recommended that you attached **copies** of school certificate/transcript and other support documents when applying. This will enable you to qualify for the course you intend to study. Without the proper documentation's ITJTC will refuse/denied your entry unless and otherwise approval is sought from the management.

Name of School last attended:	Grade	Year
1.		
2.		

Part 4. COURSE TITLE PREFERENCE SELECTION: Please select/tick the appropriate course you wish to undertake and the commencement dates

<input type="checkbox"/> Office IT	Certificate	3 months	<input type="checkbox"/> Diploma in Information Technology	<input type="checkbox"/> 1 year
<input type="checkbox"/> Sales & Marketing	Certificate	3 months	<input type="checkbox"/> Diploma in Business Management	<input type="checkbox"/> 1 year
<input type="checkbox"/> Business Management	Certificate	6 months	<input type="checkbox"/> Diploma in Business Accounting	<input type="checkbox"/> 1 year
<input type="checkbox"/> Business Accounting	Certificate	6 months	<input type="checkbox"/> Diploma in Office Administration	<input type="checkbox"/> 1 year
<input type="checkbox"/> Office Administration	Certificate	6 months	<input type="checkbox"/> Diploma in HR Management	<input type="checkbox"/> 1 year
<input type="checkbox"/> HR Management	Certificate	6 months	<input type="checkbox"/> Diploma in Sales & Marketing	<input type="checkbox"/> 1 year
<input type="checkbox"/> Information Technology	Certificate	6 months	<input type="checkbox"/> Certificate in Automotive Mechanic (Certificate Level I & II)	4 months
<input type="checkbox"/> Inventory Management	Certificate	4 months		
<input type="checkbox"/> Project Management	Certificate	4 months		
<input type="checkbox"/> Event & Conference Management	Certificate	4 months		

Course Commencement date: _____

STUDY MODE: tick [] Full time in Class [] Home Base study (distance learning) [] Online Training
 box [] Professional Short Course. Name of Course Unit _____

PART 5. PREFERENCE SEMESTER INTAKE (State which intake you prefer to enrol? **Tick One Box ONLY**)

Semester One: [] 3 months course Semester Two: [] 6 months course Tri-Semester: [] 12 months

PART 6. SPONSORSHIP (ITJTC would like to know **WHO** will financially pay your course Fees) **Tick appropriate box**

Individual sponsored (self) Employed or Unemployed, if unemployed, how will you financially support your course fee?

Please specify _____

- Parents/Guardian sponsor, Name of your parents/guardian that is financially paying your course fees. _____
 Employer Sponsor, Name of your employer _____
 Member Sponsor, Name of sponsorship scheme: _____
 Government Sponsor, Name of sponsorship scheme: _____

PART 7. WHERE DID YOU HEAR ABOUT IT JOB TRAINING CENTER (ITJTC)? Newspaper Former student of ITJTC From a friend

Marketing material in Town Signboard Radio Orientation. Others please tell us? _____

PART 8. APPLICATION CHECK LIST - CHECK BY ITJTC OFFICER

Check that you have completed the application properly prior to your submission. Tick each boxes to confirm

- Completed all the sections of the application form
 Submitted copies of my certificate and other necessary documents
 I have signed my application form
 My sponsor and I have signed the Enrolment Policy Form
 Other supported documents, guarantee letter or sponsorship letters

PART 9. ENROLMENT AGREEMENT (Tick each boxes to confirm)

- I Agree to abide by the Enrolment Terms and Conditions
 I am fully aware that my course duration is valid for six (6) months from the date of my enrolment
 I agree that ITJTC has the right to refuse my application for the next semester if my attitude/behaviour is unsatisfactory.
 I agree that as a sponsored student my fees are NOT to be used for refund, transfer or exchange whatsoever, unless prior arrangement is notified by the sponsor in writing to ITJTC management.

All information provided on this application form is True. I accept the enrolment agreement stipulated on part 9. Please sign below to confirm.

Name: _____ Signature: _____ Date: ____/____/____

POLICY OF ENROLMENT CONDITION

This document forms part of the Student Agreement and must be signed by the student and sponsor (parent/guardian/employer/scholarship scheme) and return to the institution when accepting your offer letter. In accepting an offer of acceptance with IT Job Training Center (ITJTC) the student agrees to the following Terms and Conditions.

Section: 1. POLICY OF ENROLMENT

- 1.1 The student has **read and understood** the information provided and the program/s of their choice.
- 1.2 the student **agrees to comply** with ITJTC rules and policies for the entire duration of study.
- 1.3 The student **must meet all the conditions** outlined in the Offer of Acceptance, prior to the program commencement.
- 1.4 Students who fail to satisfy the conditions outlined in the Offer of Acceptance will **NOT** be able to commence their program.
- 1.5 Students agree that ITJTC may use the **email** address supplied by the student to email any information the institution deems necessary.
- 1.6 Students must be aware that ITJTC reserves the right to cancel or re-schedule courses at their discretion if in the opinion of the institution there are sufficient enrolments or attendees. In such cases the participant shall be offered transfer to an alternative courses.
- 1.7 Students must be again aware that ITJTC shall **not be liable** for any loss or damage suffered by a student during session time or while waiting for your session.
- 1.8 ITJTC does **not insure student's personal belongings** and therefore students must take full responsibility for their own items

Section: 2. PROGRAM OF STUDY

- 2.1 Student should be aware that all **certificate** courses are program for **six (6) months** and **diploma** programs are offered for **one (1) year** from the date of enrolment.
- 2.2 **Certificate in Office IT** is a shorter courses offered for only **three (3) months** of which the student should be mindful/aware. Penalty will apply if the student fails to complete the course within the timeframe.
- 2.3 Attendance and Punctuality is contributed to your final grade as part of your **assessment**.
- 2.4 You must attend **all** classes and submit your work on time.
- 2.5 You **must attend Orientation** as advised from the institution prior to course commencement.
- 2.6 If you don't attend the course on the date that is advised by ITJTC, the student **MUST** call ITJTC on **telephone 323 3073** or **mobile 71817266** by text or calling. It is the **student responsibility** to inform the institution.
- 2.7 If a student wish to transfer or switch from current course to different course should do this by **writing** to the management of ITJTC particularly the Principal/Registrar of institution.
- 2.8 Maximum number of Units for students enrolment in certificate courses will take **three (3)** and Diploma Units will take **four (4)**. No student is allowed to take more Units unless it is approved by the management of ITJTC.
- 2.9 If a student is **academically below the given grade/ fail** to progress academically, he/she will pay a penalty fee of **K500** to repeat the Unit.

Section: 3. COURSE CANCELLATION

- 3.1 IT JOB TRAINING CENTER reserves the right to cancel a scheduled program **IF minimum enrolment is not met and maintained**. Student enrolled in a cancelled course may re-enrol in another scheduled course, but **NO REFUND** will incur.

Section: 4. PAYMENT OF FEES

- 4.1 All instalment must be paid **ON** or **BEFORE** the due dates as agreed on **instalment payment Policy**.
- 4.2 Any agreement undertaken by the **sponsor in writing** should honour the payment plan to avoid unnecessary disruptions whilst he/she is attending classes.
- 4.3 **Discounted fees** given by the management of ITJTC are expected to pay in **FULL** payment. **NO part payment is allowed** in this situation. If the student does not comply, the management will apply
 - 4.3.1 The date given on the acceptance letter is **not valid** and therefore the student have to re-apply for new acceptance letter. Ref to clause 4.3
 - 4.3.2 The **normal fee shall apply** if the student pays the fees in instalment.
- 4.4 If a student is finding difficult in paying up his/her fees, ITJTC reserves the right to cancel the course and offer him/her a specialised **course unit** to the value of amount paid for. A certificate or statement of attainment will be issued upon completion of particular unit.

Section: 5. PENALTY FEES.

- ITJTC impose penalty fees to avoid unnecessary delays**
- 5.1 **Repeat Fee of K500 per unit** plus course **over due of K200** as penalty. Reference to clause 5.4
 - 5.2 Pay Outstanding Balance and **ITJTC reserves** the right to switch the study mode to **Home Base study**.
 - 5.3 **Reprinting** of Certificate K150.00, Transcription K150.00 and Reference K50.00
 - 5.4 If a sponsored student **fails to incomplete the course for unexcused reason**, the student will have to **pay a full course fee** to re-do the course again. The student will **write** to the institution management advising of the decision he/she undertakes. The delay of the course is **NOT** caused by ITJTC and therefore the students accepts the consequences.

Section: 6. ITJTC RIGHTS

- 6.1 **ITJTC reserves the right to withhold documents (certificate, transcript, reference, job training letters and units results) whereby it is deem by the institution against fees.**
- 6.2 **ITJTC refuse entry to applicant who wish to continue to diploma program due to outstanding debts owed by the student.**

Section: 7. INSTALMENT (PARTIAL PAYMENT)

- 7.1 **NO refund to students who choose Instalment Payment Option.**
- 7.2 **NO refund to student who pays below the 60% fees**
- 7.3 **NO refund to student who pays UNIT Fee**
- 7.4 **NO refund to any sponsored students for exchange or transfer if the fees are paid on INSTALMENT basis Or FULL Payment**

Section: 8. EXCESS COURSE FEE

- 8.1 Excess fee of **35%** (income tax) will apply to the student for using ITJTC account.
- 8.2 ITJTC reserve the right to charge **10% (vat)** for courses. This applies to excess payment and course fee refunds.

Section: 9. ITJTC REFUND

- 9.1 Your request for Refund/Excess funds must be in Writing.
- 9.2 **Non-refundable fees** of K350.00 for the administrative cost less the balance will be refunded.
- 9.3 **Full Payment Course Fees, your refund will be paid according to:**
 - 9.3.1 Withdrawal of **82% prior to start of the term** as indicated on the Intake enrolment calendar. ITJTC will withhold 18% of your Total Course Fees paid.
 - 9.3.2 Withdraw of **72%** during the **1st week of classes**. ITJTC will withhold 28% of your Total Course Fees paid.
 - 9.3.3 Withdrawal of **62%** during the **2nd week of classes**. ITJTC will withhold 38% of your Total Course Fees paid.
- 9.4 **NO REFUND** will be issued **AFTER** the end of 2nd week of classes.
- 9.5 **Deferral of course to a later date**, there is NO refund. ITJTC will withhold your fees until such time he/she is ready to continue his/her classes. You will pay additional fee should there be any changes.
- 9.6 Reimbursement of funds will be processes unless all the original receipts, withdrawal letter and withdrawal form is received by the administration.
- 9.7 All refunds will be payable to the Payee/Recipient accounts upon receiving your account details.

STUDENT DECLARATION

- **I have read, understood and agree to abide Policy of Enrolment stipulated in section 1 to 9.**
- **I understand that the terms and conditions of enrolment with IT Job Training Center are subject to change and agree to abide by the changes including Fees.**

Name: _____ Name _____

Student _____ Sponsor _____

Signature: _____ Signature _____

Student _____ Sponsor _____

Date: ___/___/___ Date: ___/___/___