



Application Form

Name _____

Programme:

- BTEC National Diploma - Business
- BTEC Higher National Diploma - Business
- BTEC National Diploma - Computing
- BTEC Higher National Diploma - Computing
- Int. Foundation Program
- ABE
- ACCA
- CIM
- CIPS
- IMIS
- Other: _____

For more information, contact us on:

Office Use Only

Application Number: _____ Course Code: _____
 Offer: _____
 Conditions: _____

Please read the Notes for Applicants overleaf before completing this form. Write neatly using black ink or typescript.

1. Which programme are you applying for?

Programme Title: (Also write on the front of this form) _____
 Start Date: Month: _____ Year: _____

2. Your personal details

Family Name / Surname: (BLOCK CAPITALS) _____ Forename _____
 Title: Mr. Mrs. Ms. Gender: Male Female Date of Birth _____

Home Address
 P. O. Box: _____
 City: _____
 PostCode: _____
 Country: _____
 Tel Home: _____
 Tel Mobile: _____
 Email _____
 Country of Birth: _____

Work Address:
 Company Name: _____
 Title: _____
 P. O. Box: _____
 City: _____
 PostCode: _____
 Tel: _____
 Email _____
 Country of Residence: _____ Nationality: _____

3. Sponsor Details

Name: _____ Relationship: _____
 Contact Work Tel No: _____ Mobile: _____
 P. O. Box: _____ City: _____ Postcode: _____ Country: _____
 Email: _____ Place of Work _____

4. Your education and training

English language

All applicants are required to be educated to a minimum of KCSE or GCSE Grade C or above. International comparisons include IELTS/TOEFL/IGCSE. Please ensure you enclose certified copies of certificates.

Test: (GCSE, IETS, etc)	Date of Test:	Results:
	Month: _____ Year: _____	

Examinations/Qualifications. (chronological order) (Continue on a separate sheet if necessary) course, examination and qualifications completed and those still waiting for results.

From Month/Year	To Month/Year	Qualification (For example GCSE, BTEC, Degree, International Baccalaureate)	Subject / Title	Institution (Place of study)	Result and grade

Educational Establishments Please provide the names of the last two educational establishments attended	Dates	
	From	To

Your Employment background / work experience				
Job Title	Main Responsibilities	Full / Part - time	From Month/Year	To Month/Year

6. PERSONAL STATEMENT
 (Please give reasons for choosing the Programme and any additional information that may be relevant to your application. Continue on a separate sheet if necessary)

7. References
 You are required to provide two references if applicable. One academic (for example teacher/college lecturer) and one professional (for example employer). References from family members or friends are not acceptable. The references should be sent together with the application form. Please note that mature / work-based applicants need only provide a professional reference.

8. Fees
 Payment of Fees: Who is expected to pay your fees? Yourself Family Member Sponsor Employer
 Other (Please state) _____

9. Disability
 (PLEASE NOTE YOU MUST COMPLETE THIS SECTION) _____

10. Declaration
 I confirm that, to the best of my knowledge, the information given in this form is correct and complete and will only be used in accordance with terms of the College's registration.

Applicant's signature: _____ Date: _____

Please return this form to: INtel College, University of Sunderland Regional Centre
 P. O. Box 48620-00100 Nairobi, Kenya
 Tel: 4182646 Tel/Fax: 4183500 Email: admin@inteluni.ac.ke.

How did you hear about INtel College? _____

RULES AND REGULATIONS

Attendance

Students must attend all the classes listed on their timetable. The college does not allow students with an attendance of below 80% to sit the examinations unless they provide a letter with documentary evidence as to why they have missed any sessions. The letter(s) must be signed by the guardian/sponsor of the student.

Punctuality

Being late for class is not only detrimental to academic programs of the late-comers, but also disruptive to the whole class. Students arriving more than half an hour late shall be marked absent.

Books & Stationery

Students are expected to have their own stationery and shall be responsible for printing their own assignments. They may join the INtel College library by paying a library fee of Kshs. 5,000/= payable only once.

Conduct

Students are expected to conduct themselves responsibly on the College premises and elsewhere. Misconduct or cases of indiscipline may result in suspension of the student from the College.

Examinations & Assignments

Examinations (Time Constraint Tests): The Examinations are held at INtel College. A timetable has been provided to the students. All students are expected to be at the examination room at least 30 minutes before the start of an examination. Students who have not cleared their fees and/or have an attendance of below 80% with no written reason provided, will not be allowed to sit for the examination. Students who miss an exam will fail that subject module. Where a student is unable to sit for an exam due to unforeseen circumstances, they should provide written evidence of the reason why they were unable to attend AND complete a mitigation form. This Mitigation Form needs to be completed on or by the day of the examination.

Assignments: Students are expected to submit their assignments by noon on the day of the deadline. The date of submission of the assignments is provided on the semester assignments timetable and the assignment itself. It is the student's responsibility to ensure that the assignments are submitted as per the assignment deadlines. Students who submit their work after the deadlines will be penalised. Students who are unable to meet the deadlines due to unforeseen circumstances will be expected to provide written evidence and complete an Assignment Extension 1 (AE1) or Assignment Extension 2 (AE2) form to the instructor as soon as possible.

Tuition Fee

Full fees must be paid on the first day of the term. Students who leave while a term is in session will be liable for Full Semester Fee. If a student is paying in installments, then the student and guardian must sign an installment agreement form. Forms are available with the Finance office at INtel College. The student will be expected to provide, in advance, the post-dated cheques for that duration of time. If a student withdraws from the programme while a term is in session, they will be liable for the full term fee. As such, the post-dated cheques will still apply toward payment of that full term.

Students who do not meet the fee payment deadline may be barred from attending further classes, or obtaining material or use of the College facilities. Students who do not pay their school fees will not be allowed to sit for exams or submit their assignments. The responsibility for fee payment lies with the Student and not the sponsor if any.

Tuition Fee Refund Procedure

1. Fees are not refunded after the commencement of the course, or the student stops attending, or leaves before the course is completed or is suspended by the College due to non-attendance, misconduct, etc.

2. On Student's request and College recommendation, the fees may be deferred to the course commencing at a later date.

3. Kenyan resident students who do not require a visa of study in Kenya, may claim a refund of course fees paid (less administrative charges of Kshs.8,000/=), provided a written withdrawal notice from the program has been received by the college within 2 weeks of the commencement of the course. Written notices must be given in to the College Principal.

4. Students who require a student's visa may claim a refund of the course fee paid if their visa application has been refused AND the college is informed of this prior to the commencement of the course. A copy of the refusal letter from immigration authorities must accompany the refund application

An administrative fee of Kshs.5,000/= will apply to such a refund. If the College is informed of the outcome after the course commencement, one term's fee will be deducted. After the commencement of any term, tuition fee for that term is not refundable and visa refusal during the term entitles the student to a fee for the subsequent term(s) only.

5. Full fees are refundable if, for any reason, the College does not conduct the course.

6. A minimum of 10 weeks is needed for processing of refunds; No interest is payable on any refund payments; No refund is due where a student has postponed the commencement of the course.

7. The College reserves the right to cancel advertised courses for which, insufficient numbers of students enroll, and to close any class if low attendance makes it no longer available.

Payment of Cheques

A minimum of 8 clear working days has to be allowed for clearance of cheques drawn on local banks, 14 working days for upcountry cheques and 28 working days in case of foreign drafts. A fee of Kshs.2,000/= will be debited to a student's account if a cheque is returned dishonored. This fee is Kshs.3,000/= in the case of an upcountry cheque or foreign draft.

Student Visas for International Students

The College provides the necessary documentation to students applying for student visas. However, such students must be fully paid up. Such letters require 4 working days notice.

Other Documentation for Students Traveling Abroad

Students requiring documentation to present to relevant authorities when going abroad must be students who are currently enrolled at the College and whose fees are fully paid up. Such letters require 4 working days notice.

Reference Letters, Letters of Introduction and so on

INtel College will provide such letters on request. Please note that the College requires 4 working days notice and details of whom the letter is to be written for.

Library Fees and Regulations

1. The library is only available for registered INtel College Students. Students will be asked to pay a one-time library fee of Kshs.5,000/= for use of library books and magazines.

2. Library members must submit their library card to be allowed to borrow reading materials, CDs, and so on from the library.

3. The Library Card is INtel College Property and must be returned to the College on course completion.

4. Students are not allowed to remove materials from the reference section of the library unless given permission by the Librarian.

5. Loan material can only be borrowed and returned during Library Hours.

6. Any material borrowed from the library is the sole responsibility of the student, until it is returned to the library.

7. A student may not photocopy, or in anyway, infringe the copyright on any material in the library.

8. All materials must be returned in the state they were issued. The student will be liable to a fine for any damages.

9. All fines must be paid before the student is allowed to borrow again.

10. Students paying fines will be issued a library fine ticket with the charges and this should be submitted towards the total replacement cost. It should be noted that most CDs, books are purchased overseas and if they have to be replaced, a freight, insurance, etc cost will be charged.

11. INtel College reserves the right to terminate library membership.

12. Outstanding fines will accumulate in the student account and have to be cleared before the student is allowed to take any further course.

13. Any damage to material will be paid for by the student.

14. Maximum loaning period is 3 days, which must then be renewed.

15. Material on loan can be reserved, however, once notified, the student must collect the material within 24 hours or it is put back in the library.

Declaration

I have read and understood all the above Rules and Regulations and agree to abide by them.

Student Name: _____ Signature: _____

Sponsor Sign: _____ Relationship to Student: _____