



Application Form

Name: _____

Programme:

- Foundation Programme - Business
- BTEC Higher National Diploma - Business
- Foundation Programme - Computing
- BTEC Higher National Diploma - Computing
- Foundation Programme - Graphics Design
- BTEC Higher National Diploma - Graphics Design
- ACCA CIM ABE
- Other: _____

For more information, contact us on:

P. O. Box 48620-00100 GPO, Nairobi, Kenya | Mobile: 254-724 256831 / 254-705 694 507

Email: admin@inteluni.ac.ke or admissions@inteluni.ac.ke

www.inteluni.ac.ke

Office Use Only

Application Number: _____ Course Code: _____

Offer: _____

Conditions: _____

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: _____ Country of Residence: _____ Nationality: _____

Work Address:

Company Name: _____

Title: _____

P. O. Box: _____

City: _____

Postcode: _____

Tel: _____

Email: _____

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 and Mathematics only)

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

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

Examinations/Qualifications in 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

5. 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 state if you have any disability) _____

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.

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 for 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 the learning process, 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.

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 (Time Constraint Tests): The Examinations are held at INtel College. A timetable is provided to the students. All students are to be at the examination room at least 30 minutes before the start of the 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, he/she should provide written evidence of the reason why he/she was unable to attend AND complete a Mitigation Form. This Mitigation Form needs to be submitted during the examination session.

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 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 penalized. Students who are unable to meet the deadlines due to unforeseen circumstances will be expected to provide written evidence along with a completed Mitigation Form.

Tuition Fee

1. Full fees must be paid on the first day of the semester.
2. Any leave of absence or note of withdrawal from the programme has to be provided in writing to the HOD within the first 2 weeks of the semester or the full fee will apply.
3. A maximum of 3 installments are allowed on special permission. Installment payment should be as follows:
 - On the first day of the semester.
 - One month after the semester starts.
 - Within the two months of the semester start date.

NOTE: A Charge of Kshs. 1,000 per installment applies.

4. No cash is accepted at the College. Payments have to be made either by bankers cheque, direct cash deposit or direct transfer into the College account. You can also pay through the college paybill number. (payment details are available at the College).
5. Students who do not meet the fee payment deadline may be barred from attending further classes, obtaining material or use the College facilities.
6. Students who do not pay their school fees will not be allowed to sit for examinations or submit assignments.

Tuition Fee Refund Procedure

1. Fee is not refundable.
2. Students who require a pupils' pass may claim a refund of the course fee paid if their pupils' pass 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 the immigration authorities must accompany the refund application.
3. An administrative fee of Kshs. 10,000/= will apply to such a refund. If the College is informed of the outcome after the course commencement, one term's fee is not refundable and pupils' pass refusal during the term entitles

the students to a refund of the subsequent term(s) only.

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

Payment of Cheques

For any dishonoured or returned cheque, a charge of Kshs. 4,000 will apply.

Pupils' Pass for International Students

The College provides the necessary documentation to students applying for pupils' passes. However, such students must have paid full fees and the letter will require 3 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 3 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 3 working days' notice and details of whom the letter is to be written to.

Library Fees and Regulations

1. The library is only available to enrolled INtel College Students.
2. Library members must submit Students ID card to be allowed to borrow reading materials, CDs, and so on from the library.
3. Students are not allowed to remove materials from the reference section of the library unless given permission by the Librarian.
4. The student is solely responsible for any material borrowed from the library until it is returned.
5. A student may not photocopy, or in anyway, infringe the copyright on any material in the library.
6. All materials must be returned in the state they were issued. The student will be liable to a fine or replacement fee for any damages. All fines must be paid before the student is allowed to borrow again.
7. INtel College reserves the right to terminate library membership.
8. Outstanding fines will accumulate in the student account and have to be cleared before the student is allowed to progress with the course.
9. Any damage to material will be paid for by the student.
10. Maximum borrowing period is 3 days, which must then be renewed.
11. 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: _____