



# AFRICA MANPOWER TRAINING SOLUTIONS LTD

*Empowering You With Entrepreneurship, Business And IT Skills*

## APPLICATION FORM

### INSTRUCTIONS

Please read the details carefully and complete the form in block letters

SERIAL NO:

Admission No.

- Provide two passport size photograph
- Attach Certified copies of Academic/Professional Certificates
- Attach a copy of the ID/Passport.

● **Personal Information:**

Name in Full (as you would wish to appear on Certificate).....

Female          male          Date of Birth:.....Nationality.....

Permanent Postal Address.....

ID No/passport.....mobile.....Email.....

Employed          Not Employed          Self Employed          **please tick one**

If Applicable: Company Name:.....Position Held.....

P.o Box.....

Tel/Fax.....Email.....

● **Name of Kin/Guardian**

Name.....Relationship.....

Tel.....P.o Box.....

Sponsored           Self Sponsored           **please tick one**

Name of sponsor.....

Postal address.....

P.o box.....

Tel/Fax.....Email.....

**C. Academic and Professional Qualifications**

	Name of Institution	From	To	Certificate /Diploma/Degree

**D. State The Course, Section/part**

School/college	Area of Specialization Eg Human Resource	Semester date and year Eg Jan-Jun, Jul-Dec	Session Morning, Evening, Part-time

## E. Rules And regulations

1. The Institute is open to all Students irrespective of Religion, color or sex, but reserves the right of Admission of the grounds of academic performance and good behavior.
2. Foreign Students must comply with the Kenya Immigration Regulations before they are admitted.
3. Fees once paid are neither **REFUNDABLE** nor **TRANSFERABLE** under any circumstance.
4. The only guarantee of place of a course is by payment of 50% of the total fees before the starting date of the course. The balance is payable within the next 3 months for all regular programs, and one month for the bridging and crash programs.
5. Transfer from one Course/Semester to another for all regular programs will only be allowed within 3 weeks of joining the course or release of the results.
6. Smoking, use of alcoholic drinks and drugs, involvement in unlawful processing activities and improper conduct the Institutes premises is prohibited.
7. A student must attend a minimum of 75% of all lectures, semesters and tutorials, failure to which she or he won't register for examination.
8. Receiving personal calls and visitors during the class sessions is prohibited.
9. Student will be issued with a transcript within two months after the examination results have been released and with a certificate within six months or during graduation whichever is earlier.
10. Transcripts and certificates must be collected within one year from the date of examination. Otherwise they attract a storage fee.
11. The Certificate Courses must be completed within a maximum period of two years and for the Diploma Courses a maximum of three years, failure to which will lead to repeat of the whole course.
12. All Diploma Students must carry out an independent research project in a topic related to their area of specialization. Proposals should be submitted after Diploma Section 2 and project report six months after section 3, otherwise it will attract penalty.
13. Completion of the research project will be determined by handing duly signed 1 hard copy, and two CD written copies of the work, which should be handed in either two weeks after the final defense.
14. Candidates registering for exams must have passed in all subjects of the previous level sections.
15. All Applications for the examination must be received within the 1<sup>st</sup> month of Admission registration.
16. Student must have a completed work based assignments and continuous assessments tests for all the units, one month before the examination, failure to which they will seat a supplementary examination in the next session.
17. All students must be appropriately dressed as prospective/practicing managers. The Management at its own discretion may ask the student deemed inappropriately dressed to leave the Institutes Premises.
18. The Students are advised to familiarize themselves with all the institutes' documents and act accordingly. Ignorance will not be an acceptable excuse

### DECLARATION

I hereby certify that all statements on this form or any material attached in support therefore are true, correct and complete to the best of my knowledge and that all the information required has been disclosed accordingly. I agree to adhere to all the Institutes rules and regulations.

Signed: ..... Date:.....

Deposit Payable at Barclays Bank A/C No **2026648494**  
Account Name: **Africa Manpower Training Solutions Ltd**

**N/B: Bank slips must be surrendered to the office for official receipt.**

### For official Use Only

Approved by Centre Manager

Course:..... Section:.....

Fees Payable:..... Date:.....

Approved:.....