



Passport Photo to  
be inserted here if  
student is on long  
term course lasting  
3 Months and  
above

**P.O Box 6065 00200, Tel. 020-316979, 0721 992065  
Asili Co-Operative Hse 2<sup>nd</sup> Floor, Moi Avenue. Nairobi.**

### STUDENT'S REGISTRATION FORM

**ADMISSION NUMBER:BIT/** \_\_\_\_\_ / \_\_\_\_\_ **COURSE** \_\_\_\_\_

1. Student's Full Names \_\_\_\_\_ Date \_\_\_\_\_

2. Nationality: \_\_\_\_\_ ID or Passport No. \_\_\_\_\_

3. Normal Duration of the Course (Tick as appropriate)

- Two Weeks                       One and Half Weeks  
 Three Weeks  
 Four Weeks  
 Three Months  
 Six Months  
 Nine Months

4. Your Address and Telephone Number \_\_\_\_\_

5. Who pays your fees? Name \_\_\_\_\_ Tel. Contact \_\_\_\_\_

6. How did you come to know about the college? (Tick as appropriate)

- A Friend  
 An advertisement in the magazine or Nation Newspaper  
 Through ADPOST  
 Through Posters  
 Through Fliers  
 Through a current student at the college  
 Others, please indicate for us. \_\_\_\_\_

7. Which sessions would be attending to your classes? Tick as appropriate.

- 9:00 a.m to 11:00 a.m  
 11:00 a.m to 1:00 p.m  
 2:00 p.m to 4:00 p.m  
 4:00 p.m to 6:00 p.m  
 6:00 p.m to 8:00 p.m any other preferred time: \_\_\_\_\_ (To be checked if available)

**Note:** Saturdays are open days from 9:00 a.m to 4:00 p.m. We do not teach on Saturdays, but students are encouraged to come for more practice, do there projects and print there projects. But we can make special arrangements for students learning short courses crush programs to have classes on Saturdays. Discuss with your instructor if you may require the same.

**Certificate and Diploma students in Graphics, Video Editing, Animation to provide copies of High School certificates and National IDs.**

**Turn Over the page.**

## RULES AND REGULATIONS OF THE INSTITUTE

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1. Students MUST attend to all class as scheduled. Failure to attend three consecutive days would lead to de-registration from the college. To be able to resume class, such a students would be required to re-register with 250/=.
2. We do allow our students to pay fees in installment, such fees dues MUST be paid on the due dates as indicated in the receipts issued to the students. Students may not be allowed in class or labs or studios if such fees are not paid by the due date indicated.
3. Our fee refund policy is as follows:
  - a. We would refund only 50% of fees paid for a particular course or course unit if students did not attend a class at all and only within a period of two days after paying such fees. We do not refund registration fees. Such refund would be made upon a written request giving reasons for class cancellation. We would then process such refund within one to two weeks of the request.
  - b. We do not refund fees if a student starts to attend class, from the first lesson of such a class, as we would have committed our Instructors to such training sessions.
4. No coming to class late as per the scheduled sessions. Lateness may lead to termination of the registration of the students. Do inform the office of any lateness perceived.
5. No eating of foods and drinks in the computer labs and video studios.
6. Students must sign the class attendance register every time after attending to such class sessions.
7. Students are to take care of all learning materials and equipment assigned to them during the course. Do not shift computers, change mouse or keyboard, in case of need for such shifts, consult the class instructors.
8. Students postponing class due one reason or the other MUST inform the instructor or the office Administrator of such, failure to which the management would discontinue such a students from attending class.
9. All students are supposed to be friendly to each other and to respect each other and the teaching staff. Rudeness or impolite talks or discussions would lead to discontinuation of the students from the college.
10. Students are not allowed receiving Mobile calls in class or leaving class to answer calls.
11. Lastly, we encourage you to make use of our ICT resources and the teaching staff to learn all the intended skills. Make sure you do all the exercises provided to learn effectively. We are always available to provide our students support at all time. Thank you for deciding to study with us.

**I have read, understood and would adhere by the regulations within the college.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_