Student ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( for office use) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Application Form 001**

**Section A:** Declaration
**Note:** If you want the Entrepreneurship course it has no special entry requirements .It is targeted to those who wish to know how to start up a business and implement or improve their current business. Therefore you are required to have a basic knowledge of reading and writing. If you cannot read or write please sign up on our reading and writing classes with us today. **You can use the same form to apply for other subjects**.

Title: (e.g: Miss/ Mrs/Mr/Dr/Prof)

First Name:

Surname:

FEMALE

MALE

**Marital status:** SINGLE, MARRIED, DIVORCED, WIDOW, WIDOWER(Please circle as appropriately)

Date of Birth: Day: Month Year (e.g. Day:19 - 04: Year: 1974)

Sate Nationality:

Are you eligible to study in the UK? You may be asked for relevant proof on reply by the college.

NO

YES

I agree that the application information I have given in this form are correct otherwise my application will be invalid.
Signature: Date:

**Section B:** MAIN COURSE (tick otherwise leave blank)

1. I confirm that I want to study the Entrepreneurship programme.........................
2. I want to order the learning materials, DVDs and Some resource books.........
3. I want to study the programme, **which** I have indicated in the space below

State the course of interest here:

**Section C:** Other Subjects (tick otherwise leave blank. These are charged separately)

1. I want tuition in English......................................................................................
2. I want tuition in Maths.......................................................................................
3. I want tuition in the following subjects(please list the subjects)......................

|  |  |  |
| --- | --- | --- |
| **No.** | **Subject** | **Level** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section D:** About your business IF YOU ARE APPLYING FOR ENTREPRENEURSHIP

Describe your business interest here. Or simply say what you are trading in if you are already in business.
**Example 1**: I am a retailer dealing in clothes for all age groups. I have been trading since the year 2000.
**Example 2:** Or. I want to start a shop. I have never done business before therefore I want to learn.

**Section E:** EDUCATIONAL BACKGROUND
Start with the Highest Education, even if you obtained it recently. (you put additional pages if need be)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **Courses or Subject** | **Level of Attainment**  | **Year** |
| Example: KITWE BOYS SEC SCHOOL | Maths, English, GeographyAccounts,Biology,Chemistry,Physics. | ‘O’ Level Certificate (Distinction) | 1985 |
|  |  |  |  |

**Section E:** FINANCE

ARE YOU (Choose as appropriate)?

1. Employed..............................
2. Self Employed.......................
3. Business Owner....................
4. Unemployed...........................
5. On Job seekers allowance....
6. Any other benefits................

Who is going to pay your fees?

1. Self .................................
2. My business....................
3. Employers......................
4. My parents/guardian......
5. Scholarship fund............

**Section F:** CONTACT INFORMATION

Your Residential Address:

Post Code

Name:

**Next of kin:**

Business Address:

Post Code

Tel: number:

Relationship

**SECTION G:** Circle as appropriately).

Have you got any criminal convictions? (This does not include driving offenses such as speeding and parking tickets) YES/ NO

Have you got any pending sentences YES/ NO

If Yes to all the above please disclose below:

Please state here:

As part of the equal opportunities and safeguarding policies information collected is used for such purposes. It does not imply a refusal, but discretion in selection for admission will be carried out.

**SECTION H: TWO NAMES OF TWO SEPERATE REFEREES:**

1. Name of referee: .....................................................................Cell Phone: ................................

Address: ......................................................................................................................................

1. Name of referee: .....................................................................Cell Phone: ................................

Address: .....................................................................................................................................

**Note:** When we receive your application and if it is successful will we send you a **conditional admission certificate subject** to paying your schools fee in full or as agreed. Further we do not collect cash or cheques at the office counter or give any money to an agent. If you will lose out if you use any means other than our stipulated method of payments. Deposit the exact amount of fees advised to you in the admission certificate. Bank details will be included just as reflected in the footer of this application form.

THANK YOU FOR APPLYING.