





*Discover creativity in You!*

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## STUDENTS ADMISSION FORM

DATE: \_\_\_\_\_ STUDENT NO: \_\_\_\_\_

A.NAME OF APPLICANT (IN BLOCK LETTERS)

\_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ ID NO. \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ ALTERNATE NO: \_\_\_\_\_

KENYAN  NON KENYAN  PASSPORT NO: \_\_\_\_\_

### **B.SPONSORSHIP (TICK APPROPRIATE BOX)**

COMPANY  % GUARDIAN  SELF SPONSORED

NAME OF COMPANY : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

### **ADMISSION RULES AND REGULATIONS**

- 1.The college will open from Mon – Fri 8:00am – 8:30pm
- 2.All fees are in advance. Fees once paid are non-refundable
- 3.Students are expected to attend all their classes regularly and punctually
- 4.To maintain a standard of quality it is **compulsory** that every student should pass their internal exams.
- 5.Students will not be allowed to leave the classroom nor have visitors during class time
- 6.Non Kenyan student must produce pass to prove that he/she is in the country legally

## C. ENROLMENT DETAILS

Course : \_\_\_\_\_

DURATION : \_\_\_\_\_

START DATE: \_\_\_\_\_

COMPLETION DATE : \_\_\_\_\_

## D. ADMISSION PROCEDURES

All applicants are required to submit

- (i) 2 Passport size photographs
- (ii) A copy of National ID/ Valid Passport
- (iii) Go for a medical checkup and provide a food handling certificate
- (iv) Submit High school certificates and credentials (Optional)
- (v) Fill registration and pay 1000/= Non refundable registration fee.

N/B : Our College is open to talented and gifted students who have been impeded by economic or social disadvantages but demonstrate zeal for a better tomorrow.

- (vi) Confirmed applicants to pay at least 75% of the school fees one week before commencement of classes.
- (vi) Students are eligible to 40% of the school fees should they cancel their course before classes commence.
- (vi) There shall be no refund of school fees from the commencement of classes.

## E. PAYMENT DETAILS

We have developed flexible Payment Options

### Banking Information

Bank Name : Kenya Commercial Bank

Account Name : Cake Emporium Limited

Account Number: 1210697041

 **M-PESA Paybill: 308569**