



**AWINJA**  
EDUCATION CENTRE

Along Kantafu - Misuuni road,  
Koma, Matungulu West  
P.O. Box 6154 - 00100, Nairobi GPO  
Tel: 0722 951 183 / 0723 359 082  
Email: awinjaeducationcentre@gmail.com

PHOTO

## Admission Form

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Learner's Name:     
(First Name) (Middle Name) (Surname)

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Applied for: \_\_\_\_\_

Sex (M/F) ☐ Nationality  Religion

Previous school attended (if any):

UPI / Assessment No.  NEMIS No.

Mother's Name

Phone No.  Email:

Father's Name

Phone No.  Email:

Guardian's Name:

Phone No.  Email:

Residential Location

Does your child have any known allergies? (Y/N) ☐ If yes, state which

Name of Family Doctor  Telephone Number(s)

School Transport ..... Kshs.  Pick-up/Drop Off Point

School Meals ..... Kshs.  Tuition

Admission Fees ..... Kshs.

### FOR OFFICIAL USE ONLY

Date Application received \_\_\_\_/\_\_\_\_/\_\_\_\_ Admission Accepted (Y/N) ☐

Admitted into Class  Date of Admission: \_\_\_\_/\_\_\_\_/\_\_\_\_

Admission No.  Signed: \_\_\_\_\_ (Headmistress)

**PLEASE ATTACH A COPY OF YOUR CHILD'S BIRTH CERTIFICATE AND 2 PASSPORT SIZE PHOTOS WITH THIS FORM**

## TERMS AND CONDITIONS

### **Admission:**

- Children of all gender, races, ethnic and religious backgrounds are welcome to join Awinja Education Centre.
- Admission or exclusion of any child for any reason whatsoever is at the discretion of the Management alone.

### **Timings:**

- The school is open from 7.00am to 4.00pm.
- Children not using school transport have to be picked up from school by 12.30 p.m if half day and 3.30 p.m if full day

### **Fees:**

- The term fees must be paid **in full** on or before the first day of each term.
- Cash payments should be made directly to our bank account and the slip brought to the School Office. Bank details are as follows: .....  
.....
- The school reserves the right to deny entry to your child for non-payment of fees.
- **No fee rebate will be given to parents for non-attendance of your child for any reason during the term.**

### **Attire**

- School Uniforms to be Purchased at the school.
- Your child should be dressed decently at all times. No fancy dressing or funky hair styles will be allowed.
- Your child should have identification marks on his/her uniform/belongings. While members of staff will take care that these are not misplaced, the school will not be held responsible for the loss or damage of unmarked items.

### **School trips, swimming and other outings:**

- Your child will be taken care of to the best of our ability in school and on all our outings. However, in case of any injury beyond our control, any financial expenses incurred shall be borne by the parent/ guardian of the child.

### **General:**

- Upon arrival at the School, please hand over your child to a teacher; no responsibility can be entertained for children who are not given to the care of the Staff.
- We encourage you to collect your child personally at the end of the day. However, if you are not able to do this, we require a written authority from you to be sent with the person collecting the child.
- Please inform the Management immediately of any changes in your postal/ residential address or telephone numbers.

The Management reserves the right to amend, add to or withdraw any of the above terms and Conditions. Notice of the same will duly be given to you.

*All the Information I have entered overleaf is correct, to the best of my knowledge. I have also read the above Terms and Conditions, and agree to abide by them.*

Signed: \_\_\_\_\_ (Parent/ Guardian)

Name: \_\_\_\_\_

Date: \_\_\_\_\_