



JOYKA COLLEGE OF PROFESSIONAL STUDIES

STUDENT'S REGISTRATION FORM

ADM NO:-.....

DREAM NO:-.....

PART A: ADMISSION DETAILS (FILL IN BLOCK LETTER):-

NAME OF THE STUDENT

COURSE REGISTERED.....

COURSE DURATION.....

DATE OF ADMISSION.....INTAKE OF.....

SPONSORED BY/ PRIVATE (TICK ANY)

TOTAL COST IN KSHS. - % TO BE PAID BY SPONSOR.....% TO BE PAID BY STUDENT.....

PAYMENT PLAN (SPECIFY HOW).....

TOTAL TO BE PAID PER MONTH.....

MODE OF LEARNING (TICK ANY) – MORN. SESSION.....EVEN. SESSIONHOURS.....

SPECIFY HOW.....

PART B: STUDENTS DETAILS:-

DATE OF BIRTHID NO.....

PLACE OF BIRTH.....AGE (YEARS).....

HOME COUNTY.....NATIONALITY.....

RELIGION.....STUDENT'S TELL NO.....

LEVEL OF EDUCATION.....GRADE ATTAINED.....

SCHOOL ATTENDED.....CURRENT RESIDENCE.....

PHYSICAL DISABILITY (IF ANY).....

STATE OTHER HEALTH PROBLEMS.....

PART C: PARENT / GUARDIAN DETAILS:-

NAME OF PARENT / GUARDIAN.....

RELATIONSHIP WITH THE STUDENT.....PLACE OF RESIDENCE.....

PLACE OF WORK.....ID/NO.....TEL NO.....

PART D: OFFICIAL USE ONLY:-

WeCertify thathas been offered a chance to train a course inin this institution.

Joyka College Admission Representative.....Date.....Sign.....

Student's NameDate.....Sign.....

School Stamp.....



SCHOOL RULES AND REGULATIONS APPLICABLE IN ALL DEPARTMENTS

1. The institution is open to all students Irrespective of religion, color or sex, all reserves the right of admission on the academic performance and good behavior.
2. Students must complete an admission fully signed by parent/guardian as per required.
3. Students must be punctual for classes as regulated by the school time table and no idleness outside/inside the school compound.
4. Students are expected to be in their classes for normal hours every day, any change must be reported to the tutor concerned and agreed upon.
5. Students should be in full uniform while in class and in the school compound.
6. Mobile phones and radios should be switched off during class lessons, silence should be maintained by all students while in class.
7. Gossips between student to student, students to teachers are not allowed.
8. Never address a client while seated, make sure you consult clients' needs before you offer any service, clients should be offered magazines while a service is being done to them.
9. School fee should be paid on or before 5th of every month. No final exams will be allowed without clearing the school fee.
10. Only official language (English & Kiswahili) will be allowed. Anyone gotten speaking in her/his mother tongue will be punished.
11. There should be a good relationship between students and their teachers. Disrespect might lead to suspension or expulsion. In case of any problem, it should be reported to Dean of Students or the Head Personnel.
12. Duties should be done in the evening by every student; all school equipments used during services should be cleaned by the student in question.
13. Students should buy their own products/materials incase she/he wants to make her own products.
14. Any problem or complain from inside or outside the school should be communicated to the management depending on the nature of complain, but before you go to the management ask your teacher to assist you.
15. Students are discouraged not to take alcohol or any other toxic drugs, if found with any of these, they deserve the right for expulsion and this might lead to suspension or a police case, in case of any misconduct happening more than twice, the student in question will be required by the management to come with her parent/guardian.
16. Any student willing to learn extra hours to cover her/his syllabus within a shorter time, is allowed, however she/he should be ready to pay the total fee within that short time.
17. Theft is not allowed at all. Anyone gotten is such should be taken to police.
18. School equipments, materials and products should be handled with great care. If any student misplaces or destroys any of these, he/she shall be held responsible for the same.

I hereby agree to adhere to the rules and regulations listed below

Student Name.....SignDate.....

Parent/GuardianName.....Sign.....Date.....

SCHOOL RULES AND REGULATIONS (OTHER COURSES)

1. The institution is open to all students Irrespective of religion, color or sex, all reserves the right of admission on the academic performance and good behavior.
2. Students must complete an admission for signed by parent/guardian as per required.
3. Students must be punctual for classes as regulated by the school time table and no idleness outside/inside the school compound.
4. Students are expected to be in their classes for normal hours every day; any change must be reported to the tutor concerned and agreed upon.
5. Students should be in full uniform while in class and in the school compound.
6. Mobile phones and radios should be switched off during class lessons, silence should be maintained by all students while in class.
7. Gossips between student to student, students to teachers are not allowed.
8. School fee should be paid on or before 5th of every month. No final exams will be allowed without clearing the school fee.
9. Only official language (English & Kiswahili) will be allowed. Anyone gotten speaking in her/his mother tougher will be punished.
10. There should be a good relationship between students and their teachers. Disrespect might lead to suspension or expulsion. In case of any problem, it should be reported to Dean of Students or the Head Personnel.
11. Duties should be done in the evening by every student; all school equipments used during services should be cleaned by the student in question.
12. All students should by their own products/materials; anyone using the school material should be authorized by the concerned person and should have a permit.
13. Any problem or complain from inside or outside the school should be communicated to the management depending in the nature of complain, but before you go to the management as your teacher to assist you.
14. Students are discouraged not to take alcohol or any other toxic drugs, if found with any of these, they reserve the right to expulsion and this might lead to suspension or a police case, in case of any misconduct happening more than twice, the student in question will be required by the management to come with her parent/guardian.
15. The school fee is normally charged on the syllabus, and then it is calculated by the period the course takes (Months/terms/semester/years to get what you are supposed to pay per Months/terms/semester/years.
16. All students are required to complete their course syllabus within the stipulated period, anyone who wishes to extend the normal period either willingly or through excessive absenteeism will be required to pay for the extra period.
17. Any student willing to learn extra hours to cover her/his syllabus within a shorter time, is allowed, however she/he should be ready to pay the total fee within that short time.
18. Theft is not allowed at all. Anyone gotten is such should be taken to police.
19. School equipments, materials and products should be handled with great care. If any student misplaces or destroys any of these, he/she shall be held responsible for the same.

X I hereby agree to adhere to the ruled and regulations listed below

Student Name.....SignDate.....

Parent/GuardianName.....Sign.....Date.....