



**ELSIMATE INSTITUTE**  
**EXAMINATION ENROLLMENT FORM**



**NAME:** \_\_\_\_\_

**STUDENT #:** 8/19/6-\_\_\_\_\_ **DATE OF REGISTRATION:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_ **SEMESTER:** \_\_\_\_\_

**A. CURRENT SEMESTER MODULES(LIST THE MODULES FOR THE CURRENT SEMESTER)**

#	MODULE
1	
2	
3	
4	
5	
6	
7	

**B. MODULES EXEMPTED (IF APPLICABLE)**

#	MODULE
1	
2	
3	
4	

**HAVE YOU GOT THE TIMETABLE? YES/NO** \_\_\_\_\_ **Have you read and understood the refund policy?** \_\_\_\_\_

**HAVE YOU GOT A NOTICE FOR THIS EXAM? YES/NO** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Document Title: Examination Enrollment Form		Document Id: 8/18/3	Version: 1
Process Owner: Academic Manager	Approved By: Governing Board		Date of Issue: 01/06/2023
Signature:	Date Signed: 01/04/2023	Date of Review: 01/06/2028	

ELSIMATE OFFICIAL: (THIS SECTION IS FOR OFFICIAL USE ONLY)

FINANCIAL VERIFICATION DONE BY: \_\_\_\_\_

EXAM FEE PAID?	YES	NO	TUITION FEE UP TO DATE?	YES	NO
----------------	-----	----	-------------------------	-----	----

NB: Please attach student account statement to this form to provide evidence of financial compliance.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACADEMIC VERIFICATION DONE BY: \_\_\_\_\_

CA MARKS VERIFIED?	YES	NO	Is the student active in the? institute in this academic year?	YES	NO
--------------------	-----	----	----------------------------------------------------------------------	-----	----

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Designation: \_\_\_\_\_

## Refund Policy

ARRANGEMENT OF CLAUSES A. Preliminary ..... Error!  
Bookmark not defined.

1.0 Refund Procedure..... 3

2.0 The Institute Discretionary Refund Policy ..... 4

a. PRELIMINARY

Document Tittle: Examination Enrollment Form		Document Id: 8/18/3	Version: 1
Process Owner: Academic Manager	Approved By: Governing Board	Date of Issue: 01/06/2023	
Signature:	Date Signed: 01/04/2023	Date of Review: 01/06/2028	

All fees for the academic year are due at the beginning and of the academic year. If a student drops a course or withdraw from the institution completely, his/her tuition and registration fee charges are subject to the Institution's Refund Schedule policy. Refunds are automatically generated at the beginning the fifth week of classes, unless otherwise noted. You may request for your refund before the fifth week of classes by contacting the institution's office at (+267) 397-3370 or by email.

## 1.0 REFUND PROCEDURE

**1.0.1** Students who withdraw or take a leave of absence will be refunded per the schedule outlined below. It is important to note that the official withdrawal date for a student is established by the date that the Registrar – (Company Secretary) receives written notice of his/her intent to withdraw.

**1.0.2** Students will be refunded 100% of their previously paid tuition, if the Registrar-Company Secretary receives written notice of an official withdrawal before the first day of classes. Tuition fees are due at the beginning of the academic year and the semesterization of tuition fee and classification of tuition into installments is a mere payment plan. If a student officially withdraws on or after the first day of classes, refunds occur on the following schedule:

### 1.0.3 The Refund Schedule

<b>Week</b>	<b>Tuition</b> NB: this schedule is based	on the total course fee for the
<b>1-2</b>	<b>75%</b> whole academic year. Payment of	fees on semesters and <b>3-4</b> <b>50%</b> installments is just a mere
payment plan for the fees due.		

**1.0.4** There is no refund of the deposit fee if a student withdraws on or after the first day of classes. The general deposit is refundable after graduation, or withdrawal, less any amounts due the Institution.

**1.0.5** Students who pay tuition by the credit and who reduce their course loads after the drop period each semester will have tuition adjusted for the dropped course on the tuition refund schedule as noted above.

**1.0.6** If the Institution is unable to offer an advertised course on the advertised start date or within a reasonable period thereafter due to insufficient student applications or for any other reason, full refunds will be given to all students affected.

**1.0.7** All students who apply from overseas for a place at the Institution, but are unable to take up their place because they have been refused a student visa, will be given a full refund of course fees, minus nonrefundable enrolment or registration fee. ElsiMate Institute will require evidence that the student has been refused a visa, in the form of a copy of the notice of refusal.

**1.0.8** Students who are appealing against refusal of a student visa are not eligible for a refund until the outcome of the appeal is known.

**1.0.9** Students who are unable to take up their place on the session of the course for which they have applied may apply to the Institution to have their application and fees transferred to a future session. The Institution reserves the right to refuse to make a transfer, and may charge a transfer fee of 25% of course fees.

**1.0.10** Except in the cases of cancellation of a course by the Institution, or of applicants from overseas refused a student visa, no student is entitled as of right to a refund of fees. The Institution may, however, at its discretion grant full or partial refunds of fees. Applications must be made on the Institution **refund application form** and must be accompanied by such documentation as the Institution may require (such as a medical certificate in the case of illness). Applications will be considered according to the Institution discretionary refund policy.

Document Title: Examination Enrollment Form		Document Id: 8/18/3	Version: 1
Process Owner: Academic Manager	Approved By: Governing Board	Date of Issue: 01/06/2023	
Signature:	Date Signed: 01/04/2023	Date of Review: 01/06/2028	

**1.0.11 Registration fee is non-refundable and student/s should note application for a scholarship at the institution does not guarantee admission. No refund shall be made on grounds of registration fee regardless of the reason for non-admission.**

**1.0.12 Failure to sit for examination shall not amount to the entitlement of a refund for the examination fee. Regulations for examination shall be applied in all cases of assessments and examination but cancellation of scholarship after paying examination fee shall NOT entitle refund for examination fee.**

## **2.0 THE INSTITUTE DISCRETIONARY REFUND POLICY**

**2.0.1 Discretionary refunds will only be granted to students who, through no fault of their own, due to circumstances beyond their control, are unable to follow the course.**

**2.0.2 The Institution may specify that satisfactory evidence be provided of this, and may specify what evidence is required or acceptable.**

**2.0.3 The Institution may require that if Institution documentation may have been used to secure an advantage (including a visa, financial benefits, or any other advantage), this advantage should be surrendered. (For example: a student giving up their course of study should normally return home: if they are staying in Botswana on a student visa granted to them to study at ElsiMate Institute, but are unable to study at the present time, then a transfer would normally be appropriate rather than a refund).**

**2.0.4 Refund applications cannot be retrospective: all applications must be for the refund of fees paid in respect of the period after the refund application has been made.**

**2.0.5 Retrospective applications may be allowed in cases where it was impossible for the student to have made the application at the time: for example, if the student suffered a serious accident and was hospitalized and unable to contact the Institution to inform them of this, any refund of fees would be calculated from the date of the accident.**

**2.0.6 Refunds will be calculated on the basis of whole terms - that is both semester 1 & 2 or the whole academic year. Refunds will normally be made in respect of whole terms in which the student is unable to follow the course. There would not normally be a refund of fees for part of a term unattended.**

**2.0.7 Students who have been refused a refund are entitled to, on request, a written statement of the reasons for the refusal, and are entitled on receiving these to appeal with a fresh application for refund. If this fresh application is also refused no further applications will be considered.**

---

Document Title: Examination Enrollment Form		Document Id: 8/18/3	Version: 1
Process Owner: Academic Manager	Approved By: Governing Board	Date of Issue: 01/06/2023	
Signature:	Date Signed: 01/04/2023	Date of Review: 01/06/2028	