

Document Title: SELF-SPONSORSHIP STUDENT REGISTRATION FORM		Document Id::8/5/7/4	Version: 1
Process Owner: Admissions & Enrollment Committee	Approved By: Governing Board	Date of Issue: 01/06/2023	
Signature:	Date Signed:	Date of Review: 01/06/2028	

SELF SPONSORSHIP STUDENT REGISTRATION FORM

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"Your Future Begins Here"

JULY 2025 INTAKE

SECTION A: Student Details

First name:	Surname:
ID Number:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Nationality:	Date of Birth:
Place of Birth:	Country:
Telephone:	Cell:Email:
Where did you hear about us:	

SECTION B: Sponsor's Details

Name of Sponsor:
Postal Address:
Telephone: Mobile:
Email Address:
Signature of Sponsor:
NB: where the sponsor is a company please put the stamp here! <div style="border: 1px solid black; width: 200px; height: 100px; margin-left: auto; text-align: center; padding-top: 50px;">Stamp</div>

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SECTION C: Course Choice Details

Please choose at least three courses according to your priority:

1st Choice;

2nd Choice;

3rd Choice;

MODE OF STUDY (TICK): FULL TIME ☐ PART TIME ☐ DISTANCE ☐

SECTION D: Academic details

Enrolment will be delayed if forms are incomplete or required documents not attached.

- Certified copy of your ID
- Certificate of your highest qualification
- Proof of payment - No enrolment will commence before registration fee is paid fully.
 - (Please make sure that copy of deposit slip is readable – use surname as reference)
- Registration fee in NOT refundable
- General Deposit Fee (Semester Deposit) & Card Fee is refundable

CANCELLATION OF REGISTRATION

- All cancellations must be done in writing and directed to the Student Services Department.
- Students who cancel their course/s before the due date of the first assignment/classes will be refunded in line with our refund policy.
- Students who cancel their course/s after the due date of the first assignment will be responsible for the full fee of the course.
- Postponement of study shall be done in writing and in line with our policy.

Student Refund Policy

Students will be refunded 100% of their previously paid tuition, if the Registrar receives written notice of an official withdrawal before the first day of classes. If a student officially withdraws on or after the first day of classes, refunds occur in the following schedule:

Week	Tuition refunded
1-3	75%
4-6	50%
7-9	25%

Account Name: ElsiMate Holdings

Bank: FNBB

A/c: 62064341507

Branch: First Place

Branch Code: 281467

Orange Money: Kgaimene Mosweu
N/A

MyZaka: Kgaimene Mosweu
N/A

Student Signature:

Date:

Accounts Officer:

Date:

Institute Customer Service

Date:

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