



P.O. BOX 80698-80100
MOMBASA-KENYA

Tel: 0723 141875/0734 141875
Email: admin@memoncollege.com
Website: www.memoncollege.com

ADMISSION FORM

To be filled by official

Admission Number:

NAME

(Surname)

(Name)

(Middle Name)

Date of Birth:

Sex:

Nationality:

Passport /ID No.:

Contact Address

P.O. Box

Email:

Tel: (Off)

Res:

Mobile:

Parent /Guardian /Sponsor's Name:

(Surname)

(Name)

(Middle Name)

Occupation:

Place of work:

Contact:

P.O. Box

Physical Address:

ACADEMIC QUALIFICATIONS

Examination passed:

Year

Grade Achieved

Institution

1) _____

2) _____

(Please attach certified copies of all certificates and / or result slips to support your qualifications)

Tick the courses to be attended

ACCA

CAT

ECDE

I.T.

ABE

Date

Signature

The college is open to all students irrespective of caste, religion, color or sex, but reserves the right of admission on grounds of academic performance and good behavior.

GUIDELINES ON COURSE AND OUTSTANDING FEES

Please note the following VERY important information:

1. Admission fees and resources fees are non-refundable & non transferable under any circumstances.
2. A resource Center Fees Kshs. 2,000 is payable by all students every semester.
3. Any student who leaves the college for any reason during the semester must clear all dues. There will be no carry forward facility of fees available. Any student re-enrolling in subsequent semester will be invoiced according to the course load for that semester. There will be no outstanding balance from previous semesters.
4. Any student with an outstanding balance from the prior semester must CLEAR all outstanding BEFORE enrollment in the new semester will be accepted. This also applies to any student who undertook classes for a few weeks and then left with no written notice.

COURSE UNDERTAKING FOR THE SEMESTER AND DROPS

- (a) Please make sure you know which courses you wish to take for the semester. You will only be permitted entry into the classroom if all documentation has been completed in the administration office. All students have to fill a tuition contract form.
- (b) Courses can ONLY be dropped DURING the first ten days of the semester after which full fees will be due for that course for the semester. Students must be inform the administration office in writing of the course drops. Verbal instructions will not be acceptable evidence of the course drops. There will be no refunds or credit noted issued after this date and the student is liable for the full fees for the course (Note Resits Section).
- (c) All students deciding to take breaks, holidays, or any absence from the College MUST provide a letter in writing addressed to the Adm. Office. Unauthorized absence for extended periods will be subject to disciplinary action.
- (d) Any student deciding to leave the premises for any extended period of time without providing written notice will be assumed to have withdrawn from the college. The student will still be liable for all outstanding fees.

RESITS

All first time resits will be charged 50 % of the current tuition fees. All subsequent resits will be charged the full tuition fee. Please note that we are tuition providers, you will only be charged if you decide to resit the exam AND sit in ANY tuition class for the semester. Only registered students will be permitted entry into the classrooms.

FEES

- a. All students must fill the tuition contract form.
- b. Fees is payable in full at the commencement of the semester, unless someone opts for installment plan.
Any student seeking an installment plan must pay a minimum of 2 installments thereafter. All outstanding as stipulated in the arrangement form is due at the beginning of the month

RULES AND REGULATIONS

1. All students must attend classes on schedule. Any student who is absent from classes on a regular basis will be subject to disciplinary action ranging from verbal warnings to dismissal from the college. The college maintains and monitors attendance records for all students. In addition, the ACCA audit teams review the attendance records of students.
2. The college has 2 sessional tests per semester. These are normally held close to midterm and during revision prior to the final exams. The results of these exams are monitored to gauge the academic ability of students. All students are expected to maintain minimum acceptable grades and maintain academic standards.
3. All student must fill, sign and date the admission form, tuition contract forms and the rules and regulations form. The college will view all selected courses as final unless arrangements are made with the adm. Office stating otherwise. The student will be billed accordingly and drops can only be made as per prevailing policy.
4. Possession of all forms of tobacco related products are strictly forbidden. This extends to Mawos, Supari, Pan mixes, etc. Any student found in the possession of these substances within the Memon Villa premises at any time (when college is in session) will be disciplined. This may vary from suspension to expulsion from the college.
5. All students are expected to dress in the manner befitting college. Please keep in mind that you have chosen to attend a community college, and your manner of dress and attire should be decent and to a certain degree, conservative. In general, the guidelines are that men should dress in pants, short sleeves or long sleeve shirts. Women should be modest in their attire.
6. Students having a complaint regarding student issues must put the matter forward to the administration office and file a complainant form. The college has a complaints procedure and students are encouraged to utilize this services if and when required. The college Board takes complaints seriously and complaints are investigated and written records maintained.
7. This is conservative community college geared to providing mature students an opportunity to pursue professional accreditation. We expect and demand that students behave in a manner fitting of mature adults. Any deviation from normal acceptable conduct will be viewed negatively and disciplinary action taken as required. Any intimate contact within the Memon Villa premises is strictly prohibited.
8. All students must bring two passport size photographs for a students I.D. Card. The I/D card has to be carried by students at all times and produced when demanded by the administration office or the lecturers.
9. The information provided for purposes of enrollment at Memon College is private and confidential and should not be disclosed to any other party or used for any other purpose without the student's written authority.

AGREEMENT:

I have read and understood the basic rules and regulations of Memon College. I agree to abide by these rules and to maintain a professional approach to my studies.

Name: _____

Date: _____ Signature: _____

Approved by Administration: _____