



**APPLICATION FOR ENROLMENT FOR A COURSE OR A MODULE**

**SECTION A: COURSE OR MODULE APPLIED FOR**

<b>Name of the Course/Module:</b>	
<b>Start Date:</b>	
<b>Finish Date:</b>	
<b>Venue:</b>	

**SECTION B: APPLICANT PERSONAL DETAILS**

<b>Surname:</b>		<b>Title:</b> Mr./Mrs./Miss
<b>Middle name:</b>		<b>Gender:</b> Male/Female
<b>First name:</b>		<b>Date of Birth:</b>
<i>Note- Your name should be as per your birth certificate</i>	<b>Province of origin:</b>	
<b>Highest Qualification Achieved:</b>		
<ul style="list-style-type: none"> <li>• Formal School:</li> <li>• Tertiary:</li> </ul>		
<b>Last 2 employers worked for (if applicable):</b>		
<b>Organisation</b>	<b>No of years</b>	
<b>Residential Address:</b>		
<b>Email:</b>		
<b>Home phone:</b>	<b>Work phone:</b>	<b>Mobile:</b>
<b>Mode of fees payment:</b>		

<b>Cash:</b> <input type="checkbox"/>	<b>Sponsored:</b> <input type="checkbox"/>
<p><i>(A sponsor is a person or organisation who pays for course fees)</i></p> <p><b>Sponsor Name:</b> _____</p> <p><b>Relationship to Applicant:</b> _____</p> <p><b>Place of employment:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Mobile number:</b> _____</p> <p><b>Address:</b></p> <p><b>Signature:</b></p>	<p><b>Stamp of Sponsor if an organisation</b></p>
<p><b>List any disability or special need(s) you may require:</b></p>  <p><b>English and French Language Proficiency: Please indicate your level below (This is optional but it will help us determine the type of assistance you will need):</b></p> <p><b>1- English: Very good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> None <input type="checkbox"/></b></p> <p><b>2- French: Very good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> None <input type="checkbox"/></b></p>	

**SECTION C: INFORMATION ON WITHDRAWALS, REFUNDS & COURSE FEES**

1. Temporary withdrawal- deduction of administration fee of VT2,500 and cost of module/s for which delivery has already started and balance carried forward up to one financial year
2. Permanent withdrawal- refund of balance of fees paid after deducting administration fee of VT 2,500 and cost of module/s for which delivery has already started.
3. Withdrawals due to non-attendance- As for permanent withdrawals
4. Module fees must be paid before the course delivery starts.
5. VNPF confirmation letter to be submitted before the course starts

**SECTION D: LEARNER DECLARATION**

I, \_\_\_\_\_ declare that the above information provided is true and agree with the conditions of enrolment.

Signature: \_\_\_\_\_

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

**VIT reserves the right to refuse enrolment to any individual who does not meet the requirements.**

**SECTION E- SPONSOR DECLARATION**

I, \_\_\_\_\_, hereby declare that I am willing to sponsor the educational fees for \_\_\_\_\_ [Student's Full Name], who is pursuing the course \_\_\_\_\_.

I understand the financial obligations and commit to providing the necessary financial support for the entire duration of the course.

I affirm that I am financially capable of covering the tuition fees, as well as any additional expenses related to \_\_\_\_\_ [Students full name] education, including but not limited to tuition fees, accommodation, books, and living expenses.

Sponsor Name:	
Phone Contact	
Signature:	
Date:	

**SECTION F: CHECKLIST OF REQUIREMENTS**

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***Please tick the documents checklist if provided***

- |  |                          |
|--|--------------------------|
| <b>1. Birth Certificate (original or certified true copy)</b>  | <input type="checkbox"/> |
| <b>2. 1 passport size photo</b>                                | <input type="checkbox"/> |
| <b>3. Certified copy of qualifications and/ or transcripts</b> | <input type="checkbox"/> |
| <b>4. Learner declaration</b>                                  | <input type="checkbox"/> |
| <b>5. Sponsor declaration confirming payment of fees)</b>      | <input type="checkbox"/> |