

MOMBASA AIRWAYS TRAINING INSTITUTE

OFFICIAL STUDENT ADMISSION FORM

A. STUDENT PERSONAL DETAILS

FIRST NAME..... MIDDLE NAME..... SURNAME.....

DATE OF BIRTH.....AGE.....PLACE OF RESIDENCE.....GENDER.....

ID NO..... NATIONALITY..... MARITAL STATUS.....

WHATSAPP NO..... ALTERNATIVE NO.....E-MAIL.....

NAME OF NEXT OF KIN.....NEXT OF KINCONTACT NO.....

NEXT OF KIN ALTERNATIVE NO.....

NAME OF SPONSOR..... SPONSOR'S OCCUPATION.....

SPONSOR'SCONTACT NO.....SPONSOR'S ALTERNATIVE NO.....

B. ACADEMIC AND PROFESSIONAL QUALIFICATION

HIGH SCHOOL ATTENDED.....YEAR OF COMPLETION..... MEAN GRADE.....

OTHER COURSE DONE.....INSTITUTION.....

YEAR.....GRADE ATTAINED.....

C. COURSE APPLICATION DETAILS

COURSE APPLIED FOR.....DEPARTMENT.....LEVEL.....

COURSE DURATION..... STUDENT ADMISSION NO.....

D. FEE PAYMENT DETAILS.

REPORTING DATE.....

TOTAL TUTION FEE

E. FEE PAYMENT METHODS (TICK WHERE APPLICABLE)

PER MONTH PER SEMESTER INSTALLMENTS PER YEAR

F. STUDENT HEALTH BACKGROUND

DO YOU SUFFER FROM ANY DISEASE THAT NEEDS SPECIAL ATTENTION YES. NO.

IF YES, PLEASE SPECIFY.....

“PLEASE NOTE THAT ALL STUDENTS PAYING THEIR FEES ON A SEMESTER BASIS SHOULD CLEAR THEIR SEMESTER FEE BEFORE THE END OF THEIR FIRST WEEK OF THE SECOND MONTH OF EACH NEW SEMESTER; AND FOR THOSE PAYING ON A MONTHLY BASIS THEY SHOULD ENSURE THEIR FEE BALANCE IS CLEARED BEFORE THE 3RDOF EACH NEW MONTH. FAILURE TO WHICH THE STUDENT WILL NOT BE ALLOWED TO ATTEND CLASSES/SIT FOR EXAMS”

STUDENTS' CODE OF CONDUCT

Read the following set of rules and regulations before you sign as they bind both Mombasa Airways Training Institute and you the student. They are agreement details on how a student should interact or behave while in the college premises.

- a.) A student should be properly dressed to impress the professional world. The administration will not acknowledge funny dressing that might incite or display moral conduct or decay of the person. Those who disobey will be suspended or expelled without notice
- b.) Discipline is wisdom therefore a disciplined mind is an open investment for the future of this world. A student must portray a high degree of professionalism; failure to which may lead to suspension/ expulsion without compensation
- c.) It is mandatory for students to be respectful to tutors, administration, and other college workers. Use of abusive language or any acts of hooliganism, incitement, lawlessness, or criminal activity will not be accepted in the institution and will lead to automatic expulsion/ suspension from the college.
- d.) Any conspiracy to disrupt the smooth running of the institution will be met with the full force of the law where the culprit will be expelled from the college and handed over to law enforcement agencies.
- e.) Great care should be exercised towards college facilities (e.g. computers, kitchen equipment, doors, windows, etc.). Any damage or breakage arising due to your carelessness /negligence will be borne by your sponsor/ parent.
- f.) Noise within the college premises is prohibited. The premises should remain quiet and deserted except when the class is in progress.
- g.) It is compulsory that all students undertake external examinations for **all units covered** in their course for them to acquire an external certificate before graduation. No student will be allowed to graduate without fulfilling this requirement.
- h.) Visitors are neither allowed to see the students during class hours nor receive calls during lesson hours.
- i.) All visitors must report at the reception before they meet those whom they have come for.
- j.) Any student who wants to leave the college earlier than the usual time or fails to report due to inevitable circumstances will be required to inform the office for permission.
- k.) It is recommended that fees be paid per semester. Students paying fees on a semester basis should complete not less than half the initial tuition fee (plus the admission fee) upon admission. The remaining balance should be cleared before **the end of the first week of the second month of each new semester**. Monthly payments should be **CLEARED upon admission OR by the third of every new month failure to which the student will not be allowed to attend classes/ sit for exams**.
- l.) The college will not be held accountable for any money paid without a receipt or bank slip. Make sure to pay your tuition fees to NCBA Bank and submit your bank deposit slip to the secretary and receive a college receipt in exchange or pay through the college M-PESA Pay Bill Account.

Business No. 488303

Account No.: STUDENT NAME & COURSE

ACCOUNT NAME: MOMBASA AIRWAYS TRAINING INSTITUTE

BANK: NCBA

BRANCH: HARBOUR HOUSE (MOMBASA)

ACCOUNT NUMBER: 1001792314

- m.) Students who terminate their courses or fail to attend classes will not receive back their tuition fees once paid and neither will it be refundable nor transferrable under any circumstances.
- n.) Should a student be unable to attend classes for any particular reason i.e. sickness, or family emergencies, they should write a formal letter addressed to the principal so that the administration may suspend their classes and allow them to deal with their personal issues. If not, their fees will pile up and they risk being deregistered from the college.
- o.) Students who do not attend classes or fail to pay monthly tuition fees for three consecutive months without proper reason will have their course terminated without notice.
- p.) A student should attend 90% of their classes for them to be cleared to sit for end of semester examination. Students who fail to attend classes as scheduled will have their studies terminated by the administration.
- q.) If a student misses classes consecutively for **2weeks**, first they will be given **an official warning via SMS** and if they do not respond in writing within the specified time; **the institution will call your parent/ guardian/ sponsor to issue a verbal warning**. After this, if the student **does not respond in writing** within the specified time; they will finally receive an **official SMS from the institution** to be informed that they **have been deregistered** and will have to **register afresh as a new student and pay fees afresh** should they wish to continue with their course at the college.
- r.) It is important that students pay their fees on time so that the college is able to meet its financial obligations, therefore continuing students who forfeit payment of their December or January fee balance will be penalized an extra 20% on their remaining fee balance for each month forfeited.
- s.) Any student with a fee balance beyond one semester will not be allowed in class.
- t.) **The institution does not accept personal cheques.**
- u.) Students who **overstay** in the college beyond their respective course duration period will be charged **Kshs. 3,000** per month for every month that they are in the college over and above their total fee balance until such a time that they will have completed their course.

I **ENROLLED FOR**..... **have read and understood the contents of these documents and by appending my signature below them, I pledge to commit myself to these policies, rules, and regulations; failure of which I will accept the decision taken by the college Management/ Administration.**

For further policy guidelines, see the College Examination Policy, Field Attachment policy, etc.

STUDENT'S SIGN.....PRINCIPAL' S COMMENT..... SIGN