



**APPLICATION FORM**

**Title:** Mr  Mrs  Ms

**Surname:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_ **Marital Status:** \_\_\_\_\_ **Omang/ID:** \_\_\_\_\_

**D.O.B:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Postal Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Next of Kin:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

Do you have a Disability?  Yes  No

Please Specify: \_\_\_\_\_

NB: Bosa Bosele Training College is sensitive to your needs. Please indicate if you have conditions requiring assistance and kindly attach medical report

Preferred Campus: \_\_\_\_\_ Mode of study: \_\_\_\_\_

**ACADEMIC BACKGROUD**

Institution/School	Qualification	Results/Points	Year

NB: Please attach certified copies of certificates, transcripts and ID.

**WORK EXPERINCE**

Name of Employer	Position	Period

**Please state your top 3 Programmes of choice:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Level of Study**

Degree     Advanced Diploma     Diploma     Certificate

**Sponsorship Details**

Self- sponsored     Government Sponsorship     Social Program (OVC) Other \_\_\_\_\_(Specify)

Name of Sponsor: \_\_\_\_\_ Cell Number: + (267) \_\_\_\_\_

Postal Address: \_\_\_\_\_

**How did you hear about Bosa Bosele Training College?**

Newspaper     Career Fair     Social Media

Other: \_\_\_\_\_ (Specify)

**Rules & Regulations**

1. Full payment or required deposit as stated shall be paid before the commencement of studies to the account numbers to be provided.
2. The refund policy shall apply where a student request a refund.
3. All students must abide by the College’s rules, regulations and policies. Failure to do so will lead to suspension or expulsion.
4. None citizens must have a valid student/resident permit, and comply with Botswana Immigration requirement. The College shall assist you where possible.
5. All self-sponsored students shall pay a deposit fee which is part of the tuition fees upon commencement of your programme.
6. All students are required to abide by the disciplinary policy of Bosa Bosele Training College.
7. Fees are non-refundable, in case you may wish to withdraw after registration.
8. All fees due shall be paid on a stipulated date and deadline for monthly installments shall be made on or before the last day of the month, and failure to that shall attract 10% interest.
9. Please note that the fees are subject to change without prior notice
10. Any student who has paid monthly installment(s) and wishes to withdraw from the course after attending lecture(s) for any reason may not have any money refunded since he/she has not made any advance payment.
11. Attendance of orientation by new students is compulsory. Sponsors are also encouraged to attend where possible.
12. Students must always meet assessment schedules and deadlines. Missing any assessment without a valid reason (as the exam manager may deem valid) shall be considered a retake with the accompanying expenses for a retake.

**APPLICANTS DECLARATION**

I ..... undertake that all particulars given by me on this form are true and correct.

Signed \_\_\_\_\_ on this day \_\_\_\_\_ (dd/mm/yyyy) at \_\_\_\_\_ (location)

**Guardian Signature** \_\_\_\_\_

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



**FOR OFFICIAL USE ONLY**

Application received by:

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_