

1. A) PERSONAL DETAILS

B) COURSE INFORMATION.

(C) FINANCIAL INFORMATION

FEES PAID & RCT NO..... TOTAL ARREARS.....

(D) EXPECTED FEE PAYMENTS

- FOR OFFICIAL USE ONLY**

Date:

DECLARATION

I hereby declare that the information submitted in this form is true to the best of my knowledge. I shall be held liable for any information that will be discovered to be untrue, undisclosed or deliberately distorted. I have paid the mandatory admission charges and the required 75% tuition fees and I will stick to the payment arrangements chosen above. The college has the right to deny me any of their services upon the expiry of my gate pass, and I will accept to clear all the required fees before requesting to be registered for examinations. I will be liable for punishment by the college if found in the college premises without proper clearance from the administration. Any fees balances left with the college after the end of my course will accrue an interest of 40% per annum.

RULES AND REGULATIONS.

1. The student should be decently dressed. Tightly- fitting skirts/trousers, shirts are prohibited. Caps and miniskirts, scanty dressing, cut off tops, shorts, Sandals and slippers should NOT be worn in the college premises
2. The students are required to be punctual for lectures (Monday – Friday 8:00am – 5:00pm, Lunch break 1:00pm – 2:00pm, Part time students 5:30 pm- 7:30 pm, Saturday 8:00am -1:00pm. Those reporting for lectures late will not be allowed in the lecture halls.
3. The students should attend at least 90 %(Ninety percent) of all the lessons, otherwise he/she shall not be eligible for the final exams.
4. Absenteeism without permission will not be condoned. In case of any one is supposed to give an explanation note from parent/guardian/sponsor or physician to the HOD.
5. The internal exams are compulsory. The students MUST sit for all continuous assessment tests. The internal assessment marks accounts for 20 marks of the final results.
6. Students wishing to defer his/her course must inform the administration through filling a deferment form without which it will be assumed he/she has absconded classes.
7. The students are strictly prohibited from leaving classes to attend to their own visitors or to receive telephone calls. Use of Mobile phones in class is explicitly forbidden.
8. Classrooms/ library/ computer labs are only used for learning activities. Smoking, use of drugs and drunkenness is explicitly prohibited in the college premises. Chewing gum or eating in lecture rooms is not allowed. Victims of the above could be suspended/ expelled from the college.
9. Fees must be paid when due, it can be paid; a) in full on reporting day of the term or b) in three installments, the first installment must be paid in first day of the term and second installment by the 3rd day of the second month and the third day by the 3rd day of the third month.
10. Hooliganisms and use of abusive languages, forgery or falsifying documents, theft, impersonating, in college will lead to expulsion
11. All students MUST at all times display their gate pass Cards to the security guard when entering the College. Those found to have forged student gate pass will be forced to pay double fees as a penalty.

NOTE: Those contravening any of the above rules will lead to immediate suspension or expulsion or any other disciplinary procedure that this college may deem appropriate.

STUDENT NAME : _____ **ID. NO :** _____

SIGNATURE _____ **DATE** _____

NAME OF PARENT/GUARDIAN/SPONSOR _____

SIGNATURE _____ **DATE** _____