

**COURSE APPLIED FOR:** \_\_\_\_\_

**CAMPUS OF STUDY:** GABORONE:  LOBATSE:  FRANCISTOWN:  SELIBE-PHIKWE:  KANYE:  MAUN:

**DAY:**  **EVENING:**  **HAVE YOU STUDIED BEFORE WITH US** YES  NO

**SURNAME:** Mr/Mrs/Miss \_\_\_\_\_

**OTHER NAMES:** \_\_\_\_\_

**SEX:** M  F  **MARITAL STATUS:** Married  Single  Other: \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **PLACE OF BIRTH:** \_\_\_\_\_

**CITIZENSHIP:** \_\_\_\_\_ **OMANG NO / PASSPORT NO:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**PHONE NO:** (Work) \_\_\_\_\_ (Res) \_\_\_\_\_ (Cell) \_\_\_\_\_

## QUALIFICATIONS (SYMBOLS/POINTS)

**SCHOOL CERTIFICATES:** JC \_\_\_\_\_ **CAMBRIDGE (BGCSE POINTS)** \_\_\_\_\_

**POST SCHOOL QUALIFICATIONS (If any)** \_\_\_\_\_

**WORK EXPERIENCE (IN YEARS):** \_\_\_\_\_

## PARTICULARS OF PRESENT EMPLOYER

**EMPLOYER/COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

## SPONSORSHIP

**BOTSWANA GOVERNMENT/ PARASTATAL/ PRIVATE SECTOR/ INTERNATIONAL SPONSORSHIP/ RELATIVE**

(Approval/declaration by department responsible for manpower or relatives) please tick where applicable.

**GABORONE CAMPUS**  
P O Box 1299, Gaborone  
Plot 39250 Block 6  
Along Molepolole Road  
Tel: 3914933/3906444  
Fax: 3162834  
Cell: 74706000/76537227  
73684254

**FRANCISTOWN CAMPUS**  
P O Box 30228  
Metsef, Francistown  
Plot 9993, Block 3  
Next to BMC Circle  
Tel: 2441673  
Fax: 2418415  
Cell: 74708100

**SELEBI PHIKWE CAMPUS**  
P O Box 1299, Gaborone  
Plot 2684-87  
Next to Town Council, Main Mall  
Selibe Phikwe  
Tel: 2610423/5  
Fax: 2610409  
Cell: 74705979

**LOBATSE CAMPUS**  
P/Bag 18, Lobatse  
Plot 11564  
Near Crescent School  
Along Zeerust Road  
Tel: 5306556/5306885  
Fax: 5306884  
Cell: 74705999

**KANYE CAMPUS**  
P/Bag MK 14  
Mmasekou, Kanye  
Plot 4002  
Along Jwaneng Road  
Tel: 5442258  
Fax: 544226  
Cell: 74708101

**MAUN CAMPUS**  
P O Box 2040, Maun  
Plot 374  
Ngami Centre  
New Mall Opposite  
Tel/Fax: 6800870  
Cell: 74705978

I/We, the undersigned hereby approve and declare that I/We have read and understood your fee and other regulations mentioned below and I/We shall be responsible for payment of the course fees for the other course being applied for by:

Sponsorship Grant:

Mr/Mrs/Miss: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

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

## GENERAL RULES & REFUND POLICY

### DOCUMENTS REQUIRED FOR THE ADMISSION OF NEW STUDENTS

1. Certified Omang copy/Passport copy
2. Certified copy of education qualifications
3. Proof of registration - if the student is registered with any external body.
4. Copy of any GIPS receipt or GIPS I.D copy - if student is an old student of GIPS.

#### PARAGRAPH 1

1. Administrative charges such as admission fees are non-refundable
2. 50% fee is refundable to the student only if the refund application is received by the accounts department at least 15 days before the scheduled starting date of the first batch to which the student is admitted. No refunds will be given after that date.
3. If the Institute cancels the course or postpones beyond one month-100% fee will be refunded, if payment was made less than 15 days before starting date then no refund will be made.
4. GIPS will not issue any release letter for change of institution, where such requests are received less than 15 days before the scheduled start of the programme.
5. Transfers within GIPS will be processed in line with DTEF procedures.

#### PARAGRAPH 2

The total course fees can be paid in advance. The institute reserves the right to decide on the method of payment to be adopted.

#### PARAGRAPH 3

A student who enrolls for a course shall be obliged to complete his/her studies in that course. Withdrawal from the course shall not render unpayable, the outstanding balance for the course a student enrolled for. A person or persons who enrol (s) for a course shall be bound to pay all the course fees regardless of whether they as an after thought or otherwise decide to withdraw from the course.

#### PARAGRAPH 4

The Gaborone Institute of Professional Studies reserves the right to render a student who withdraws from the course, immune to the implications of PARAGRAPH 2 above.

#### PARAGRAPH 5

The total fee for the applied payable is P \_\_\_\_\_

#### PARAGRAPH 6

Cheque will be accepted if amount exceeds P2000. If any cheque bounces a penalty of P300 will be charged for each cheque and the total should be paid immediately. The students are requested to keep the original receipts until they collect the certificate. If the installments are not paid the institute has the right to transfer the fees paid for the exams and the registrations.

I \_\_\_\_\_ hereby declare that I have read and understood the contents of PARAGRAPH 1-6 and agree that the legal action can be taken against me based on the facts or implications of all of any of the paragraphs above.

I also agree to pay deposit and registration fees of P \_\_\_\_\_ and thereafter monthly instalments of

P \_\_\_\_\_ per month which I will pay consecutively over a period \_\_\_\_\_ months.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ GIPS Staff: \_\_\_\_\_

### NEXT OF KIN (TWO ARE NEEDED)

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_