

REGISTRATION FORM FOR SHORT TERM COURSES

Date _____

Complete all the required items. Mark (✓) for Yes and (X) for No, Fill the Form in **BLOCK LETTERS** and tick where appropriate.

A non-refundable registration fee of K5,000.00		New student	
Identity card fee K4,000.00.		Continuing student	
Student union contribution K4,000.00		Background check ECD K7,500	

A. PERSONAL INFORMATION

First Name _____ Surname _____
 Other Names _____ Gender _____ DOB _____
 Marital Status _____ Cell No _____ Employer _____
 Email _____ Contact Address _____
 Current Res. Location _____
 Disability/ Medical challenge if any _____
 Religion _____ Denomination _____

B. GUARDIAN/SPONSOR DETAILS

Self-Sponsored _____ Government Sponsored _____ Full Bursary _____ JP2 Scholarship _____
 Name of Guardian/Sponsor _____
 Current Res. Location _____ Cell _____
 Email Address _____ Relationship to Student _____
 Contact Address _____

C. MODE OF LEARNING

Day _____ Weekend _____ Evening _____

D. ACADEMIC ENTRY REQUIREMENT

Qualification (From Highest) _____
 Last Secondary School Attended and Year _____
 Prior IT Knowledge _____ Attach copies of qualifications: _____

E. HOW DID YOU HEAR ABOUT US? (Choose all the options that apply)

Church _____ Facebook _____ TV _____ Radio _____ Friend _____ Internet Search _____

F. ACCOMMODATION

Boarding Mitsidi

Boarding Fargo

Day Scholar

G. COURSES FEE STRUCTURE (Please tick course level applied for)

COURSE NAME	FEES	COURSE NAME	FEES
Basic Computer Skills (Modules) - Fundamentals of Computing - Microsoft Office Word - Microsoft Excel - Microsoft Powerpoint - Microsoft Access - Microsoft Publisher - Using Internet & Email	Full Package : K140,000 / 8 weeks Per Module : K20,000	Graphics, Photography & Videography (Modules) - Graphics Design - Photography - Videography	Full Package: K300,000 / 6 Months Per Module: K130,000 / 2 Months
Introduction to Networking	Certificate: K100,000 Duration: 8 weeks	Monitoring & Evaluation	Certificate : K100,000 Duration: 8 weeks
Computer Repairing	Certificate: K100,000 Duration: 8 weeks	Solar Geyser System Installation	Certificate: K100,000 Duration: 8 weeks
Entrepreneurship	Certificate: K100,000 Duration: 8 weeks	Solar Backups System Installation	Certificate: K100,000 Duration: 8 weeks
Project Management	Certificate: K100,000 Duration: 8 weeks	Tailoring & Fashion Design	Informal : K100,000 Duration: 12 weeks
Web Development	Certificate: K100,000 Duration: 8 weeks		
Phone Repairing	Certificate: K100,000 Duration: 8 weeks		
Domestic Electrical Installation	Certificate: K100,000 Duration: 8 weeks		
Earlychildhood Development	Certificate: K100,000 Duration: 12 weeks		

H. PAYMENT POLICY

Tuition Fees: 50% of course fees must be paid at the beginning of the semester and the remaining 50% must be paid at the beginning of the next month of the semester. On tuition payment, a student will be issued with a payment card as proof of payment that will enable the student to enter the classroom. On boarding fees: 50% of boarding fees must be paid at the beginning of the semester and the remainder 50% to be paid at the beginning of the next month of the semester. On Payment of boarding fees, a student will be issued with a mattress and payment card as proof that will enable the student to use the facilities. (Fees must be paid through the Bank) The receipt of bank deposit slip must then be shown to the Registrar or the Cashier to complete the application. **Once paid all fees are none refundable**

I. PAYMENT DETAILS

Account Name: JOHN PAUL II LITA
Bank Name: FIRST CAPITAL BANK (FCB)
Branch: FIRST CORPORATE SERVICES
Account Number: 0230385124

Account Name: St. John Paul II College
Bank Name: National Bank of Malawi
Branch: Henderson Street
Account Number: 1008978782

Beehive Centre for Social Enterprise (Agent Codes): Airtel Money (8-7-7-5-3-5) TNM Mpamba (4-3-6-2-8-3)

By signing this form, I agree to follow all the rules and regulations of the Institution. I also consent to have my pictures/videos taken in public spaces of the institution for marketing purposes. Request a copy of the student handbook at the reception or download it on our website www.jp2cc.ac.mw.

Signature:

Date: