**RULES AND REGULATIONS**

I accept to abide by the rules & regulations laid down by the management of Transafric Accountancy & Management College.

1. Students **Must** carry student card within the college premises at all times, and produce it for inspections on demand.
2. Students should be punctual. Absenteeism should be supported by appropriate documents.
3. Persistent latecomers will not be allowed in class. Students will not leave until the session is over.
4. Wearing of evening attire, bathroom slippers, indecent or transparent clothing is strictly prohibited.
5. Tuition fees **Must** be paid in advance on or before the **2nd** of each month.
6. Receiving personal telephone calls in class and visitors is prohibited.
7. Tuition or examination fees once paid are neither refundable nor transferable under any circumstances. Fees **Must** be paid to the secretary.
8. Students will be issued with recommendation letters on completion of the course.
9. The college will not be held responsible for non-collection of result slip or certificate for six months from date of examination.
10. Any misconduct or criminal acts such as theft or forgery will lead to suspension or expulsion from the college at the discretion of the administrator. In such circumstances fees paid are not refundable.
11. It’s the responsibility of no-Kenyan students to apply for Kenya pupil’s pass which is available from the immigration department.
12. The college will post, students’ progress reports to parent/guardian at the end of every term. It’s the parent’s responsibility to inform the management of any change in address or when they do not receive the termly progress report.
13. For hygienic reasons, students are requested not to bring food into classrooms. Adequate toilets facilities are also provided. Please assist us in keeping them clean.

***TRANSAFRIC ACCOUNTANCY & MANAGEMENT COLLEGE***

**ADMISSION FORM**

**Course: Level:**

**Full Name: Nationality:**

**Address: Tel: Date of Birth:**

**Marital status: Single Married Gender:Male Female Are you working? Yes No**

**Name and the address of the sponsor:**

Relationship with the sponsor (tick one) Parent Employer Relative Other

Accommodation: With parents Hostel with relatives rented houses Others

Location of residence: Home Hostel Others

In case of emergency while in college, give name and physical address/ Tel. no: of person to be contacted (Next of keen)

How did you know about Transafric College?

School / College / University where previously trained.

Academic qualifications: Secondary: Mean grade Year

Post secondary institution Award Year

***Please attach a copy of result slip or transcript***

What session would you like to attend? Day Evening Weekend Time

***Declaration: I have read, understood and agree to abide by the rules of this college that are enforced from time to time on the reverse of this form.***

National ID No. Fees enclosed Ksh. Signature of the student Date

**STUDENTS ADMISSION NO**: