

BOTSWANA

APPLICATION FOR ADMISSION

Please read <u>Section 7</u> before completing form and ensure that the form is completed correctly.

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Course																						
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Semester		Intake																				
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Student No. * FOR OFFICE	USE O	DNLY																				
SECTION 2	PEI	RSC)N	AL	INF	ORI	MA	TIO	N													
Name (as per IC/passport)																						
IC/Passport No.																						
Place of Birth							Nat	Nationality								-		<u>'</u>	<u>' </u>			
Race							Rel	Religion														
Date of Birth							Ма	Marital Status ☐Single ☐Married								ied						
Gender		⁄Iale	□F	emal	le		Ag	Age														
Current Address																						
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Telephone No.		me/N					E-mail															
Permanent Home Address	Count	ry/Are	a Cod	e																		
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Telephone No.											· E	E-ma	il									

SECTION 3	PARENT/GUARDIAN INFORMATION																					
Parent / Guardian's Name																						
Relationship																						
Company Name & Address		Postcode																				
Occupation								Offic	ce Tel	.No:	No:											
E-mail		Country/Area Code Office Fax. No: Country/Area Code																				
SECTION 4 ACADEMIC / PROFESSIONAL QUALIFICATIONS																						
Please list all School/College/Professional qualifications that you have taken from Age 15 and their results.																						
Date of Examination	Name of Examination										Name of School/College Results											
SECTION 5 FINANCIAL INFORMATION Please state how you plan to finance your proposed study? Government Sponsorship Private Sponsorship SECTION 6 DECLARATION																						
Please refer to Sectio		<u> </u>																				
We confirm that, to the best of our knowledge, the information given in this form is correct and complete. We have read the instructions, in particular those relating to this section. We understand what it says, and abide by the conditions set out there, which we accept as conditions of this application.																						
Applicant's Signature												t/Gu	ardia	an's S	iigna [.]	ture						
Date										ate												

SECTION 7 RULES & REGULATIONS

1 Fees

- 1.1 An application fee of USD 85 must accompany all applications.
- 1.2 All fees must be paid within 7 days of the commencement date of the each new semester. Please do not send cash payments through post.
- 1.3 Cheques/bank drafts should be made payable to LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY.
- 1.4 With regard to payment by installment, the following apply.
 - A nominal surcharge on course fees will be levied on late payment.
 - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred.
- 1.6 Failure to settle outstanding fees within the prescribed period may result in exclusion from the University's Register.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the University's Finance Office.

2 Withdrawal

- 2.1 Students must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is USD 140.
- 2.3 Please note that in the event of a student failing to complete a course of study, the University is not obliged to return any part of the fees paid by or on behalf of the student.

3 Deferral

- 3.1 The student must apply to the Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event that a deferral is granted, a deferral fee of USD 140 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

4 Transfer between Courses

4.1 A student may transfer from one course to another within the University only with the agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of the new semester.

5 Add / Drop Module(s)

5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

6 Terms and Conditions

- 6.1 All students must abide by the University rules and regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the University premises will be reported to the relevant authorities.
- 6.3 The University and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the University.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The University reserves the right to revise the University rules and regulations without prior notice.
- 7 The University reserves the right to accept or reject any application without assigning any reason.
- 8 Fees quoted in US Dolar will be revised as and when the need arises from the fluctuation of the currency exchange rate.

	SECTION 8 ADM	MISSION PROCI	DUF	RE											
	Please attach the following	g when you submit y	our ap _l	plication				Check Li	ist	For Office Use	e e				
1	Completed Application F														
2	Copy of Sponsorship Let														
3	Certified copies of Acade														
4	Photocopy of Identity Ca Three (3) copies of curre	al students only)													
5	3 Passport size photogra	aphs with name writt	en on	the reve	rse										
6	Portfolio consisting 3 pie	ces of Original Artw	ork, if	applicat	ole										
7	Registration fee of USD8														
	FOR OFFICE USE ONLY	1													
	Application Accepted	Full Offer	Cond	itional O	ffer										
	Semester Admitted	1 2	3	4	5	6	7	8	9	10					
	Conditions														
	Exemptions														
	English Requirements														
	Remarks														
	Counselled by	Name in		Date											
	Familiad by														
	Enrolled by	Name in	Full					Date	e						
	Data Entered	Letter of Offer	Date												
Please send the completed form to															



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