

Form#: _____

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Student Admission & Registration Form



Centre for Active Computing (CAC) | I.T. training with excellence

Location: Near Tamale Sports Stadium, off Civil Aviation Bungalows, towards Nyohini township

Website: www.training.ebraincomputers.net

Tel: 0372028317, 0261024550, 0274220868

E-mail: info@ebraincomputers.net

This training center is operated by:
e-Brain Computer Solutions, Tamale



Section A - bio data

Surname

First Name

Middle/Other Name

Date Of Birth (dd/mm/yyyy)

Gender

 M F

Marital Status

Postal Address

Residential Address

Email Address

Phone Number

Religion

Emergency Contact Name

Relationship

Telephone

Section B - educational background

Highest Level of Education

Year Completed

Level of I.T. Proficiency

None

Basic

Intermediate

Have you taken any I.T. Course before?

Yes

No

If Yes, Which Institution?

Section C - funding

How Will You Fund Your Education?

Self

Sponsorship

Are You Currently Working / Schooling?

Working

Schooling

Section D - school schedules and miscellaneous

Which Stream Do You Wish To Join?

Morning

Afternoon

Evening

Weekend

Which Training Course(s) do you wish to enroll on?

Office Productivity

Data & Info Mgmt.

Hardware & Networking

Graphic Design

Web Design

Custom, Specify Programs

Section D – terms and conditions

Please take note of the following terms and conditions:

1. The status of a student who is absent for 9 consecutive sessions without obtaining a prior written permission from the Center head, would be changed to dropout. Such a student would be reinstated after payment of a necessary fee.
2. The minimum pass mark for any test/exam, projects is 50%; failure to pass a particular subject will attract a penalty/fee, requiring the student to pay for a reseat.
3. Failure to sit for an examination or a particular module for the course will attract a penalty before examinations are set (reseat exam).

4. Cancellation of admission:

Admission of a student to a specific course/program remains valid till any one of the following conditions occur:

- a) A student will be declared dropout for non-attendance to lessons for up to 14 days (2 weeks); a reinstatement fee may be required for the renewal of admission to the Center.
- b) Non-payment of any installment due, beyond the 10th day of the date for which it is due.
- c) Non-adherence to CAC norms of discipline and decorum.
- d) Any act of misbehavior, within CAC premises, towards **Staff** and or **fellow students**
- e) Using unfair means during examination, or use of threatening language with other students or staff.
- f) Any student who does not complete the program and discontinues the course is termed to have exited CAC. Such a student may be awarded the lower program certificate upon request and formal application following a reinstatement fee.

Signature of Student

Date

OFFICE USE ONLY:

Registration Date

Student ID Number

CAC Authorized Signature

Date