



STUDENT REGISTRATION FORM



Contact Details:
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www.elsimate.co.bw

SECTION A: Student Details

| | |
|------------------------------------|---|
| First name: | Surname: |
| ID Number: | Gender: M <input type="checkbox"/> F <input type="checkbox"/> |
| Nationality: | D.O.B: |
| Place of Birth: | Country: |
| Telephone: | Cell: Email: |
| Where did you hear about us: | |

SECTION B: Sponsor's Details

| | |
|---|--|
| Name of Sponsor: | |
| Postal Address: | |
| Telephone: Mobile: | |
| Email Address: | |
| Signature of Sponsor: | <div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;">Stamp</div> |
| NB: where the sponsor is a company please put the stamp here! | |

SECTION C: Course Choice Details

| | |
|--|--|
| Please choose at least three courses according to your priority: | |
| 1 st Choice; | |
| 2 nd Choice; | |
| 3 rd Choice; | |
| MODE OF STUDY (TICK): FULL TIME <input type="checkbox"/> | PART TIME <input type="checkbox"/> DISTANCE <input type="checkbox"/> |

SECTION D: Academic details

Enrolment will be delayed if forms are incomplete or required documents not attached.

- Certified copy of your ID
- Certificate of your highest qualification
- Proof of payment - No enrolment will commence before registration fee is paid fully.
 - (Please make sure that copy of deposit slip is readable – use surname as reference)
- Enrolment should only take place after results are released for proceeding students
- Ensure that you signed the this enrolment form and completed in full
 - Mail to ElsiMate Institute at Po Box 70085, Gaborone
 - **elsimateinstitute@gmail.com**
- Registration fee in NOT refundable
- General Deposit Fee (Semester Deposit) & Card Fee is refundable

CANCELLATION OF REGISTRATION

- All cancellations must be done in writing and directed to the Student Services Department.
- Students who cancel their course/s before the due date of the first assignment/classes will be refunded in line with our refund policy.
- The Registration Fee is non-refundable.
- Students who cancel their course/s after the due date of the first assignment will be responsible for the full fee of the course.
- Postponement of study shall be done in writing and in line with our policy.
- Students are liable for payment of fees even if they have not done any work.
 - The student will have to pay repeat fees when registering again.
- If students register again in a subsequent year for courses that have been cancelled, they are required to pay the 'repeat' fees published in the annual fees schedule (only if the course remains unchanged. If the course has been edited, only repeats will be allowed and the student will have to re-register for the full course at the full course fee).

Student Refund Policy

Students will be refunded 100% of their previously paid tuition, if the Registrar receives written notice of an official withdrawal before the first day of classes. If a student officially withdraws on or after the first day of classes, refunds occur in the following schedule:

| Week | Tuition refunded |
|-------------|-------------------------|
| 1-3 | 75% |
| 4-6 | 50% |
| 7-9 | 25% |

You may also use the following accounts for payment purposes;

Account Name: ElsiMate Institute (Pty) Ltd

Bank: Barclays Bank Limited

A/C: 1084650

Branch: Broadhurst

Account Name: ElsiMate Institute (Pty) Ltd

Bank: First National Bank Limited

A/c: 62064341507

Branch: Gaborone Main

Student Signature:

Date:

ElsiMate Officer:

Date: