

CAREER DREAMS CENTRE

DOCUMENT TITLE: Admission & Registration	
ISSUING DEP: CDC Management	APPLIES TO: all students, all academic staff
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STATEMENT

Career Dreams Centre is committed to provide opportunities to study to as many students as possible including those with junior college qualifications. The admission requirements for the courses vary; the course curriculum as well as the course outlines provide information on respective admission requirements. Applicants who are in doubt of their qualification are advised to see the Administration Officer or Dean of Students for clarification.

1 – POLICY

1.1 Admission is defined as the process of validating the entry requirements.

1.2 A non-refundable application fee must be paid upon submission of the application for admission.

1.3 Registration is defined as assigning the student to a specific program / course. Successful admission is the prerequisite for registration.

1.4 Upon successful registration, the deposit is due for payment no later than 30 days prior to the program/course start.

1.5 Students who do not pay the deposit before start of the program/course will not be able to attend classes.

1.6 ADMISSION

Students must provide a properly filled application with all relevant supporting documents as required. Incomplete applications will not be processed.

1.7 The prospective student will collect the following documents from the reception to process the admission:

- Application for Admission
- Fee Payment & Fee Refund policies and schedule
- Student Code of Conduct

1.7 To assure that students complete their studies successfully, every course has certain requirements for students to be admitted to.

1.8 Each application will be thoroughly checked and evaluated by the Academic Registrar / Admissions Officer.

1.9 Students have the opportunity to appeal the decision in front of the Academic Committee who may confirm or reverse the decision.

1.10 Admission to a course that has already started will not be granted; respective students will be referred to the next available intake.

1.11 Students must submit the signed fee refund policy along with the application for admission.

1.12 Students must submit the signed fee payment schedule when intending to pay in instalments along with the application for admission.

1.13 REGISTRATION

The Academic Registrar / Admissions Officer will contact the student to confirm successful admission and details of the registered course.

1.14 The Academic Registrar / Admissions Officer will contact also all unsuccessful applications with a regret and reason of this decision.

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- 1.15 Successful applications will be processed by the Academic Registrar / Admissions Officer.
- 1.16 Students must pay the required deposit once accepted to the college. Payment must be made no later than 30 days prior to the program/course start to secure the space.
- 1.17 Students must turn in a signed copy of the Student Code of Conduct upon registration.

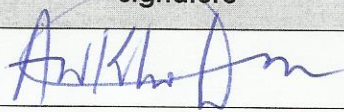
1.18 LATE ADMISSION

Late admission is defined as a student signing up and being accepted 30 days or less before the program/course start.

- 1.19 For any late admission, the deposit must be paid immediately upon notification of their successful application as students will not be accepted to attend classes otherwise.

2 – PROCEDURE

- 2.1 Each student will take the standard Application for Admission, Fee Payment Schedule and Refund Policy from the reception desk.
- 2.2 The student will submit all three duly filled and signed forms at the reception desk and pay the non-refundable application fee of BWP200/-.
- 2.3 The receptionist will check completeness of the application and forward it to the Academic Registrar / Admissions Officer.
- 2.4 The Academic Registrar / Admissions Officer will evaluate the application and decide if the student is eligible for admission.
- 2.5 The Academic Registrar / Admissions Officer may invite the applying student for a personal interview when the application is not does not match the requirements e.g. due to low school qualification. He/she may also suggest an alternative course where the qualifications are matching.
- 2.6 The interview will provide an opportunity to learn more about the prospective student. It will be attended by the relevant lecturer for the course applied for.
- 2.7 The Academic Registrar / Admissions Officer and lecturer will make a decision whether or not to admit the student.
- 2.8 Once the decision is made, the Academic Registrar / Admissions Officer will contact the student to inform him/her about the outcome.
- 2.9 The Academic Registrar / Admissions Officer will file unsuccessful applications and open the student file as well as encoding the details into the College Management Software for successful applications.
- 2.10 The student will pay the required program deposit to secure the place in the class no later than 30 days prior to the program/course start.
- 2.11 If the admission has been denied, the student may appeal to the Academic Committee in writing who will review the case and make a final decision.
- 2.12 A copy of this admission and registration policy will be posted on the student noticeboard.

Approvals	Name	Designation	Signature
1 st Approval	Adrian Ntombo Kholi	Principal	
2 nd Approval	Kenneth K. Karanja	Managing Director	