

SUPPORT

I order for your training to be more successful, you should help us to help you. We humbly request you, never fail to let us know anything that you feel is not well with either our lecturers r with the management. Any trainee is allowed a private and confidential discussion with the manager at anytime. During tis discussion you are expected to suggest any change you feel is necessary, ask any question and get official answer about anything which might be worrying you or any gossip that you may have heard.

TERMS AND CONDITIONS FOR ADMISSION

I _____ being a person of sound mind and a Holder of ID/Passport No _____ do here in enter into this contract today with GIMREDS

- GIMREDS Promise to train me _____ Diploma/Certificate course, a course intended to last for _____ months i.e from _____ to _____
- I undertake to pay the fees as required by GIMREDS
- My failure to pay the money as stated will render this contract null and void and will automatically loose the benefits under this contract in the event that I fail to meet my financial obligation for this contract as stated in Condition TWO.
- I'll attend my classes regularly as management directs me from time to time.
- I'll never be absent without prior notification the management. Any absence without permission will render this contract null and void.
- I'll conduct myself in a way I'm expected of as an adult and in the event that I misconduct myself or fail to observe the rules and regulations set by the management, this contract will be terminated.
- If this contract is terminated for any reason stated or not stated above and informed of the same in writing, I'll loose all the benefits to it and I'll never be refunded money paid by me for this engagement.
- If I decide to terminate my course/learning after the commencement date, I'll never be refunded money paid by me for this contract for whatsoever reason.
- I agree all photography Images and videos of me shot by the college during my learning period for the purpose of marketing are owned by GIMREDS as per the copy right laws of Kenya.
- In case of any dispute arising out of misunderstanding I'll conduct myself as an adult and both parties must agree for arbitration.

I AGREE TO ABIDE BY THEM

Name: _____ ADM/ID. No. _____
Signature _____

FOR OFFICIAL USE ONLY

Name: _____
Position: _____ Signature: _____

Visit our Campuses for Admission or contact us at:
 P.O Box 42890 – 00100 G.P.O Nairobi
 Call : +245 748 186 625
 Whatsapp : +254 748 186 625
 Www.gimreds.ac.ke
 Email: goldmacinstitute@gmail.com OR ngongcampus@gimreds.ac.ke



GOLDMAC INSTITUTE OF BUSINESS MANAGEMENT, RESEARCH, AND DEVELOPMENT

The best College in Kenya for technical Courses, Intense Practical Lessons and a Wide Range of Business Courses

Affix Passport size Photograph

ADMISSION FORM

Please read the information carefully before filling in this form using **CAPITAL LETTERS** and ensure you have understood all clauses on the attached Students College's rules and regulations.

A. PERSONAL DETAILS

First name _____ Middle name _____ Last name _____
 Provide Identification No. _____ ID Number _____ Date of birth _____
 Birth place _____ Marital status _____ Nationality _____
 Occupation _____ Religion _____ Gender Male Female
 Telephone number 1 _____ Telephone 2 _____ Email
 Address _____ Postal code _____ Town _____ Country _____
 Father's Full Name _____ Email _____ Tel _____
 Mother's Full Name _____ Email _____ Tel _____
 Guardian's Full Name _____ Email _____ Tel _____

B. NEXT OF KIN DETAILS

First name _____ Middle name _____ Last name _____
 Telephone _____ Email _____ Relationship _____

C. EMERGENCY CONTACTS

Brother _____ Tel _____
 Sister _____ Tel _____
 Any Other _____ Tel _____

D. WHO PAYS YOUR FEES? (If you pay fees for yourself, write "Myself")

Who will sponsor your education at GIMREDS? Tick appropriately Parent Guardian Sponsor Other
 Name _____ Telephone _____ Email _____
 Relationship _____

E. EDUCATIONAL BACKGROUND

Secondary School Attended _____
 From Year _____ To Year _____ Mean Grade Attained _____
 Other College Attended (if any) _____
 From Year _____ To Year _____

F. COURSE APPLICATION DETAILS

Course Level _____ Course _____

Exam Body _____ Start Date _____ Start Month _____

Class Group _____ Daily Duration _____ Campus/Branch _____

G. OTHER DETAILS

Name _____

How did you get to know GIMREDS? (Tick as appropriate)

Relatives Friend Colleague GIMREDS Website Facebook Newspaper Google Radio TV Others

Clubs interested in Joining

Health Status _____ Batch Number _____

Do you suffer from any health conditions? Yes No

If yes, describe your condition below.

Do you reside at our Hostels? Yes No

If referred by GIMREDS former or current student, give his/her full names and course

Name _____ Course _____

Phone No. _____ Admission No. _____

H. DECLARATION

I, _____ declare that the information given in this registration form is true and correct to the best of my knowledge, I further certify that I have read, understood and agree to comply with the terms and conditions of admission

Admission letter	Number of terms	Mode of study
Course Outline	Practical fees	Practical requirements
Course fee structure	Exam body	External exam fee structure
Tablets offer	Free computer course	Attachment offer

Student Information Manual

Date _____ Sign _____

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Grades _____ Duration _____ Exam body _____

Qualified to sit for the course _____

Position _____ Date _____ Sign _____

I, _____ being an authorized officer of GIMREDS do here sign on behalf of the Institution on this _____ day of _____ Year _____ Sign _____

STUDENT'S RULES AND REGULATIONS

Please read the Student's rules and regulations carefully before filling the registration form.

CLASS TIME

Students MUST attend all sessions and must be seated by the time the session start and be in class until then the end of the session.

CLASS ATTENDANCE

Unless permitted otherwise, no Student is expected to be absent from class for any reason for a period of more than one week. Unless permitted otherwise, no Student is expected to be absent from class for any reason for a period of more than one week. The permission for such absence from class is only granted by the management on their discretion and must be applied for at least 1 week before the intended day of absence. Any student who misses two consecutive weeks will automatically be terminated from classes. classes.

RESPECT / OBEDIENCE

Indiscipline or disobedient shown against any member of the staff by refusal to follow order leads to direct termination of the course. The Department coordinators, lecturers, clerks and receptionists must be respected and obeyed by everyone at all times. Any misconduct portrayed by student in the premise or demonstration of any disgraceful behaviors will not be taken unconscientiously but will be dealt with.

CLOTHING / DRESSING

No one will be allowed in class if not properly dressed. Students must observe proper dressing by avoiding dissipated dressing

SCHOOL FEES

Tuition fee may be paid in full or in installment provided the entire fees for the entire course is paid on time and at the required time. Fees must be paid before the fifth day of the first month of the term. The student will not be allowed to continue with classes if the payment is not made on time. Payment mode is either cash deposited in our KCB Bank Account or Bankers Cheque. The Cheque value MUST be equivalent to the required school fees. A fee once paid is not refundable or transferable. The management reserves the right to review school fees. Students Must obtain a lecture Pass to access college facilities. Use of another student's Lecture pass to access classrooms is an offence that attracts KShs 3,000 fine for both dishonest parties.

EXAMINATION

Continuous Assessment Tests are done monthly, on the last Friday of every Month. All students including distance learners are required to avail themselves for the CATs. KNEC exams are done during the month of July and November while foreign examination are done during the month of March, June, September and December. Students are advised to request examination calendar from the admission office .

DISTANCE LEARNING

Students opting to study through distance learning are required to regularly communicate with the college on their learning experiences and challenges they may be facing. Students are required to personally collect the resource materials from our college or send someone to pick the resource materials on their behalf. A two days notice is required for processing the resource materials. However, students may request the college to send the materials via email, college online portal or through courier services. The college shall not be liable for loss of materials sent to students via a third party.

COMMUNICATION

Communication from management to students shall be made on the school notice board or via email. Students are required to regularly visit the school notice board to check on any new directives pinned on the notice. The college will not be liable for student's failure to visit the notice board. Distance learners will be communicated via SMS and emails. Students can consult with their teachers, receptionist Principal's office or Manager's office incase they have any problem. Students can also send a confidential message to the Telephone +245 748 186 625 via SMS, Call or WhatsApp. Recommendation letters or any other formal clearance letter shall be issued when the student has completed the entire course and has cleared the entire fees for the whole course.

DISCLAIMER

All payments **MUST** be made through the College KCB Bank (Prestige Plaza Ngong Rd.) Account No. 1329904753 or Mpesa Paybill No. 4136019No ash transactions with staff are permitted. The college bears **No Responsibility** for cash transactions made against this policy.