



Center of Excellence

Alphax College

P.O BOX 6516 – 30100 Eldoret

Tel: 0723 118 940 / 0720 975 666 / 0717 650 823

E – Mail: info@alphax.ac.ke www.alphax.ac.ke

Insert your recent colored passport size photograph here

Application for Admission

(Certificate/Diploma and Advanced Diploma Courses)

1. Personal Details

Surname: _____ Middle: _____ Other Names: _____

Gender: _____ Date of Birth: _____ ID No/ Passport: _____

Address: _____ Tel: _____ Email: _____

2. Course Applied For

Indicate the course you are applying for (E.g. Certificate in Information Technology)

_____ Intake Month _____

3. Education

| School/ College Attended | From (Year) to (Year) | Qualification |
|--------------------------|-----------------------|---------------|
| | | |
| | | |
| | | |

Note:

- (Attach copies of KCSE Results slip, or Certificate, National ID, Learning Certificate and two passport size photographs)
- For Non-Citizen, Present a valid Passport/Visa or pupil’s pass

4. Payment of Fees

Your Guardian/ Sponsor [] **Self** [] (*tick where appropriate*)

If not self, kindly give details below:

Name: _____ Relationship _____

Address _____ Profession: _____

Company _____ Telephone _____

5. Mode of Study

(*Tick where appropriate*)

Full Time: []

Part Time: Morning Session [] Evening Session [] Weekend []

6. How did you learn about Alphax College:

(*Tick where appropriate*)

Newspaper [] Radio [] TV [] Website [] Social Media [] Exhibitions []

Graduation/ Events [] Prospectus/ Posters [] Bill boards [] Banner []

Friend/FamilyMemberName _____

Staff/Student: *please specify:* _____

Any other please specify _____

7. In case of emergency

Name and address of the nearest relative person or agency to be contacted in case of emergency

Name _____ Relationship _____

Telephone _____

Address _____ Email _____

Terms and Conditions

Alphax College is a leading business and ICT Institution situated in Eldoret. We registered by TVETA. Our examining bodies include KASNEB, City and GUILDS, KNEC and PEARSON VUE. As we endeavor to produce top graduates and strive to mentor our students along core our values;

Character, Competence and Quality

Note the following:-

1. When you commit yourself to take studies at Alphax College we shall expect you to maintain a very high level of discipline. We do not allow smocking or usage of any harmful drugs within the college premises.
2. We expect you to have decorum when dealing with your colleagues especially those of opposite sex. We strive to relate with respect at all times to the community around, lecturers and students.
3. Being large community we expect that your dressing will be modest. The college will not permit any overlay tight dressing, showing off inner garments or sexually suggestive wear.
4. Fees must be paid in advance at time of booking unless prior arrangement are made and approved by an authorized officer of the company.
5. Where credit is granted, the account must be settled within the period otherwise a monthly penalty charge of 3% will be levied on a cumulative basis.
6. A 20 % penalty of the fees charged on any bookings cancelled before commencement of classes.
7. There will be no refund on any bookings cancelled or abandonment of classes once they have commenced.
8. A Ksh. 3000 service fee will be charged on all returned cheques in addition to bank charges.

9. Alphax College accept no liability whatsoever for any injuries afflicted during the course of training. However, insurance cover can be arranged for a student during the course of study.
10. Alphax College does not accept any liability for any loss or property brought or left in college by the students.
11. Students will be charged for damages caused to equipment by their negligence.
12. Certificate will only be awarded after the fulfillment of all the particular course requirements.

Declaration

I certify that the information/statements made by me on this form are correct and complete. I further certify that I have read, understood and agree to comply with the terms stipulated herein.

Signature (student) _____ Date _____

Sponsor's Name _____

Authorized Signature _____ Relationship _____

ALL CORRESPONDENCE SHOULD BE ADDRESSED TO:

The Principal

Alphax College - Eldoret