



# Burhani Finishing College

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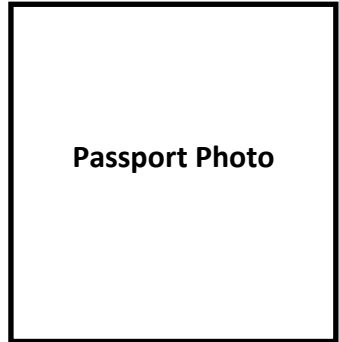
Email: bfcmsa@gmail.com

P.O. BOX 81766 - 80100

Saifee Foundation Building 4th Floor, Maalim Juma Road Bondeni, Mombasa

## APPLICATION FOR ADMISSION

1. This form should be written in **BLOCK LETTERS**.
2. Attach copies of:
  - I. Your Passport Copy/ Your National ID Copy and your Birth Certificate.
  - II. Passport Size color photograph.
  - III. Your academic and school leaving certificates.
  - IV. Valid Safai Chitti.
  - V. The applicant is required to fill all the blanks in this form.
- VI. All information given shall be treated with strict confidentiality and will not in any way prejudice an applicant's chance of admission.



Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ ITS NO.: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Name of Mother: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Father: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact Person #1: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact Person #2: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Student Email: \_\_\_\_\_

Parent Email \_\_\_\_\_

ID card No: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Marital Status: \_\_\_\_\_

## Institutions Attended and Qualifications obtained starting with the latest:

QUALIFICATIONS	SCHOOL/COLLEGE/UNIVERSITY ATTENDED	YEAR OF COMPLETION	GRADES OBTAINED/CLASSIFICATION

### Note:

The information given in numbers below does not in any way prejudice your application

1. Do you have any health problems?

Yes  No  If yes, specify

.....

2. Do you have any allergies?

Yes  No  If yes, specify

.....

3. Do you have any physical disability that may require special attention?

Yes  No  If yes, specify

.....

## Terms and Conditions

1. Tuition fees are supposed to be paid for the full academic year on admission.
2. Any student who abandons classes after the first one week of a semester will not be entitled to any refund of fees paid.
3. Caution money will be required to be paid which will be refundable after the completion of the course only if no loss has been incurred.
4. The College accepts no liability whatsoever for any injuries inflicted during the course of training.
5. The School does not accept any liability for loss or damage to any property brought or left on the premises by the student.
6. Students will be charged for any damages caused to equipment by their negligence.
7. Certificates will only be awarded after the fulfilment of all the particular courses requirements.
8. The management of BFC College reserves the right to revise the fees structure at any time.
9. No leave will be granted after the college reopens for the any semester. Each day missed will be fined Kshs. 500/- per day. A written leave may be applied and granted for a day only with a valid reason.
10. A fine of KShs 100/-will is charged for coming late. However the student will only be allowed to enter the college if she has a genuine reason.
11. A sick sheet will be required by reputed doctor if remained absent for more than one day.
12. Students should abide by the all rules and regulations of Burhani Finishing College.



## RULES AND REGULATIONS:

1. All students must attend classes on schedule. The college maintains and monitors attendance records for all students. In addition, the college reviews the attendance records of students.
2. The college has one sessional test per semester. The results of these exams are monitored to gauge the academic ability of students therefore students are expected to maintain acceptable academic standards.
3. All students must fill, sign and date the admission form. The college will view that as final.
4. This is a conservative community college geared to providing students an opportunity to pursue Home Science education. We expect students to achieve the optimum learning ideals that will be benefiting them in their future endeavors.

## DECLARATION

I have read and understood the basic rules and regulations of Burhani Finishing College. I agree to abide by these rules and to maintain a professional approach to my studies.

Name: .....

Parent Signature.....

Student Signature: .....

Date: .....

Approved by Administration: .....

### ADMINISTRATOR'S NOTES:

Admission No:- \_\_\_\_\_

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Administration Office,

Mombasa Kenya,

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