



Private Bag 00331 Gaborone,  
Or Private Bag F4 Francistown Botswana  
Tel: 3956887 / 2410765  
Fax: 3184431 / 2420766

## APPLICATION FOR ADMISSION

Student No.

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For official use only

### Programme preference

1 <sup>st</sup> Choice	
2nd Choice	
3 <sup>rd</sup> Choice	

**Level of Study:** Certificate / Diploma / Advanced Diploma / Honours Degree

**Method of Delivery (Please tick One)**

Part-time / Fulltime

**At which campus would you like to study? (Please tick one)**

Gaborone or Francistown

Intake	
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E.g. July 2011

**How did you know about us?**

- |               |                          |
|---------------|--------------------------|
| Advertisement | <input type="checkbox"/> |
| Careers Fair  | <input type="checkbox"/> |
| Newspaper     | <input type="checkbox"/> |
| Referral      | <input type="checkbox"/> |

Others specify \_\_\_\_\_.

**PERSONAL/BIOGRAPHICAL DETAILS**

Mr./Ms/Miss/Other:

Surname	
First Name(s)	

**Marital Status** Single/Married/Other *(please specify)* \_\_\_\_\_**Identity /Passport No:**

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**Date of Birth**

dd / mm / yy

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Place of Birth:

Country of Birth:

Nationality:	
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**Languages:** Setswana/English/Other *(please specify)* \_\_\_\_\_***Do you suffer from any of the following?***

Blindness / Deafness / Speech defect

Or any other physical challenge? Please specify \_\_\_\_\_

*(\*Supporting proof of your physical challenge where applicable must be attached to the application form)***Correspondence Address****Permanent Home Address**

<b>Postal:</b>	<b>Postal:</b>
<b>Tel/Mobile:</b>	<b>Tel/Mobile:</b>
<b>Town/Village:</b>	<b>Town/Village:</b>
<b>Location &amp; Ward/ House or Plot No.:</b>	<b>Location &amp; Ward/ House or Plot No.:</b>
<b>E-mail Address:</b>	<b>E-mail Address:</b>

**DETAILS OF NEXT OF KIN****(1)****(2)**

<i>Surname</i>		<i>Surname</i>	
<i>First Name/s</i>		<i>First Name/s</i>	
<i>Postal Address</i>		<i>Postal Address</i>	
<i>Tel/Mobile No.</i>		<i>Tel/Mobile No.</i>	
<i>Village/Town</i>		<i>Village/Town</i>	
<i>Ward/Location</i>		<i>Ward/Location</i>	
<i>Relationship to Applicant</i>		<i>Relationship to Applicant</i>	

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**ACADEMIC INFORMATION**

<i>Description/ Qualification</i>	<i>Grade/ Points (if applicable)</i>	<i>Date/Year of completion</i>	<i>Institution/ School &amp; Location</i>

***NB//(\*please attach certified copies of all your transcripts and certificates indicated above).***

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## EMPLOYMENT RECORD

If employed or was employed, please fill in your three (3) recent position(s) of employment starting with the *most recent/current* one, if applicable.

<i>Period</i>	<i>Position</i>	<i>Employer</i>	<i>Employer's contact Details</i>

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## SPONSORSHIP INFORMATION

Government Sponsorship ☐  
Employer Sponsorship ☐

Self Sponsorship ☐

*Sponsor's / person financing your tuition fees contact details*

Name of Sponsor:	
Contact person(where applicable)	
Telephone/Cellphone No.	
Postal Address	

## RULES AND REGULATIONS

### 1. Fees/Payment

- 1.2 A non-refundable application (processing) fee of P200.00 for local applicants and P500.00 or equivalent amount for international applicants must accompany the application form on submission.
- 1.2 Full payment or the required deposit as stated must be paid before the commencement of studies.
- 1.3 Payments should be made payable to ABM University College either by a Postal Order Bank Transfer, Bank Draft or Cash. Payments should be made to the following account: ABM University College; FNB Mall Branch; Account Number: 62103230116; Branch Number: 282867. Fax the deposit slip to +267 3184431 attention: Admissions Department.

- 1.4. With regard to payments by installments, the following apply:-
- Late payments will attract a charge of 10%.
  - The fees due must be made on agreed amounts or more not less than the agreed.
- 1.5 Failure to pay school fees will result in suspension and can lead to expulsion from classes.
- 1.6 Request for refunds where applicable must be made in writing.

## **2. Withdrawal**

- 2.1 Students must inform the admissions office in writing if they wish to withdraw  
From a course of study at least 2 months before commencement of classes

## **3. Deferral**

- 3.1 The student must apply in writing to the admissions office, please note that this can only be granted in exceptional circumstances
- 3.2 Students who interrupt or freeze their studies should be aware that their current course cannot be guaranteed to resume after readmission and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

## **4. Transfer between courses**

- 4.1 Transfers between programmes shall not be allowed after registration and commencement of studies therefore you are advised to be well informed and thorough on programme and level chosen.

## **5. Examinations**

- 5.1 The College has two Examination sessions June and December each year.

5.2 The examination fees must be paid 3 months before the month of sitting( please refer to the course list for the examination fees ).The Examination fees for the June Examinations should be paid by end of March and those for the December examinations session should be paid by end of September.

***Students must ask to fill in the examination forms as soon as they clear the payments for examinations.*** It is the responsibility of the student to see to it that they have filled in the necessary examination forms.

- 5.3 No fees shall be accepted after the stated closing dates.

5.4 Examination fees are not refundable, transferable and cannot be deferred after the stated closing dates.

5.5 Students who have not filled in the examination forms and submitted the necessary forms shall not be entered for examinations and as such shall have to sit on the next examination session.

## 6. Terms and conditions

6.1 All students must abide by the College rules and regulations. Failure to do so may result in suspension or expulsion from the college.

6.2 Criminal activities on the College premises will be reported to the relevant authorities.

6.3 The College and its management will not be held responsible for any damages, losses of property or injuries that may arise during the course of studentship with the college.

6.4 The Disciplinary Committee has the authority to suspend and/ expel any student behaving in a manner that negatively affects the good name of the college.

7. The College reserves the right to accept or reject any application without assigning any reason.

8. Fees quoted may be revised as and when the need arises without prior notice.

### Checklist (please tick submitted documents):

- Two passport sized photos.
- Two copies of national ID Omang /passport.
- Two copies of certificates.
- Applicable non-refundable application fee (or the stated application fees). (Either Bank Draft/Bank Deposits/Postal Order Bank Transfer.

**Note:** All copies must be as certified.

### Declaration:

I confirm that, to the best of our knowledge, the information given in this form is correct and complete. I have read the rules and regulations and understand what they say. I shall abide by the conditions stated on this form and accept them.

<b>Applicant's Signature</b>	<b>Parent/Guardian's Signature (for minor)</b>
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<b>Date:</b>	<b>Date:</b>
í í í í í í í í í í	í í í í í í í í í í í .

**FOR OFFICIAL USE ONLY (Admissions Department)**

Application for initial course (first choice)

- **Approved (Yes/No)**

**Recommended programme and level**\_\_\_\_\_

\_\_\_\_\_.

**Reason/s for rejection if rejected**\_\_\_\_\_

\_\_\_\_\_.

**Exemptions (if any)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Remarks**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Admitting Officer**..... **Signature**.....

**Offer Letter issue date**.....

**Date entered into systems**.....

ABM UNIVERSITY COLLEGE