**KIBCo ID CARD DATA FORM**

|  |  |
| --- | --- |
| **FIRST NAME** |  |
| **MIDDLE NAME** |  |
| **LAST NAME** |  |
| **COURSE** |  |
| **ADM.NO.** |  |
| **ID .NO.** |  |
| **CAMPUS** |  |

**HOLDERS SIGNATURE :\*………………….**

**NB:*WRITE IN CAPITAL LETTERS***

**REGISTRATION REQUIREMENT:**

* Three coloured passport size photos
* Copies of academic Certificates
* Ksh.2000 admission fee
* Copy of National ID

**KENYA INSTITUTE OF BUSINESS AND COUNSELLING STUDIES**

**Southern house, 4TH & 5th floor, Muranga Road Box. 20138 TEL:020262339,0723819555,info@kibco.ac.ke,kibco13@gmail.com**

**This Form must be filled fully and returned to the Institution for verification and approval**

**ATTACH**

**PHOTO**

**HERE**

**ADMISSION NUMBER**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DETAILS:**

Surname…………………………………………first name………………………………Others…………………………***……***

Age…………………Religion……………………………………………Marital status……………………………………………

Mobile phone numbers/Passport………………………………………………………………………………………………..

ID number………………………………………………………Nationality…………………………………………………………

**EDUCATION BACKGROUND**

**University Attended** ***(If applicable***)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Pursued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade Acquired:\_\_\_\_\_\_\_\_\_\_\_\_

**College Attended** ***(If Applicable)***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Pursued:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade Acquired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary School *(Mandatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**HEALTH DETAILS:**

Do you suffer from any chronic diseases? **Yes** **NO**

If yes specify\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In case of Emergency**

1.Names:……………………………………Mobile phone……………………………………………….

2. (Names)…………………………………Mobile phone………………………………………………..

**SPONSORSHIP DETAILS:**

Are you self -sponsored? **Yes** **NO**

If No, please give details of the sponsor:

**COURSE CHOSEN**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diploma/Certificate *(Specify*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Examination Body (KNEC/KIBCo-Internal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate preferred mode of study. **Regular Part Time Block ODL**

**Application Amount enclosed = 2,000 ksh**

**DECLARATION**

By submitting this application I certify that the information given is accurate, complete and true.

Sign ………………………………………………Date……………………………………………………………………

**N/B: Unsigned form may be the cause for refusal of admission and deregistration.**

**Official signature…………………………………………………….Date………………………………………..**

**RULES AND REGULATIONS**

1. Upon initial registration, each student is issued with a student identification card. This Card, designed to be a career identification card, is the property of KIBCo
2. A Student – Remains a person who is issued with a KIBCo Identity Card and a course in KIBCo until that person had fully completed the course. The College Identity card is the property of the institution.
3. Possession, Alteration, use of attempted use of ID card for the purpose of Identification or to receive services, by anyone other than the person whose name number and photo appear on the card is considered unauthorized use. The offer is subject to penalties and confiscation of the ID card by Institute officials.
4. A student is required to produce is/her identification card upon the request of KIBCo official.
5. It is the student’s responsibility to report a lost or stolen identification card immediately by calling 0723-891555, Monday-Saturday, 8.am-4.30 pm. Students are responsible for all financial obligations incurred with this card while it is in their possession.
6. Students will be asked to pay a fee to replace lost or stolen cards.
7. The name as submitted at the time of application to KIBCo established the official record for the student at the Institute.
8. To avoid missing important communications from the institute Registration is not complete until the student has paid his or her fees by the prescribed deadline.
9. A student is expected to register for a schedule of courses that follow the programme and the mode of study for a Diploma or Certificate course. A student who elects not to follow the programme of study must obtain approval for his or her Academic Advisor, Departmental dean, blocked from registration, removed from the inappropriate course (s) and /or required to register for a prescribed schedule of courses.
10. A student whose work is unsatisfactory or who is on scholar probation may be required by his or her department to register for prescribed schedule.
11. A student must be enrolled in order to use the facilities of the institute or the time of any member of its staff in connection with work for which he or she expects to receive academic credits
12. Monies once paid not refunded
13. Any student wishing to withdraw the course will be required to notify the principal 3 months in advance
14. It will be possible to switch from one course to another without the express authority of the Director
15. All communications from students to KIBCo should be sent to the Principal, KIBCo and Box 20138 -00200 Nairobi-Kenya
16. All materials posted by the student to KIBCo should be registered in the Post office to avoid loss or damage. Acknowledgment of receipt will be made.
17. Students who are pursuing their courses through ODL are advised that materials/answers to questions should be sent before the 5th of each month, to the institution in Nairobi and that students should remain with a copy of their done assignment \
18. Materials /handouts/notes /case studies will be mailed to students only if they have paid the full amount of fee specifies for that unit or if proper arrangements have been made with the Director.
19. All assignments/fieldwork MUST be completed in time to avoid students taking more time than scheduled to complete their courses.
20. All assignments/Reports from students should be done personally, researched well and typed where possible before submission.
21. Attendance of workshops for ODL students is mandatory
22. KIBCo has the right of discontinuing a student in any course if he/she fails in two consecutive units. Those who score 44% and below will be given a chance to resist the units they have failed during the next semester examinations. A student who fails again will have to wait for a whole academic year to resist the same. A student who fails in this final attempt will be discontinued from the course.
23. Certificates will be issued only to those who sit and pass the examinations set and approved by the Academic Board of KIBCo and other examination bodies.
24. Students are requested to share with their sponsors/Parents/guardians their progress in the course they are studying.
25. Official receipts for all monies received by KIBCo will be issued to the student(s) payments are made.
26. Students are requested to avoid handing on the corridors and making unnecessary noise.
27. Do not tamper with books by plucking out some of the pages.
28. Maintain silence in the library
29. Sanitary facilities should be used cautiously through avoiding dumping litter in the area.
30. All students should dress modesty (tights, shorts, tumbo-cuts and mini-skirts will not be allowed.
31. Students are expected to demonstrate integrity in all academic work. Cheating or plagiarism of any kind is not acceptable. This includes cheating on a test, copying another student’s paper or theme, copying other authors’ works without identifying the sources, citing false or fabricated sources, or downloading papers or portions thereof from the internet to be presented as one’s own work. Mobile phones and digital cameras must not be turned on or visible during a test. Proven cases of cheating will result in either suspension or cancellation of all exams done in that particular sitting.
32. Threatening or abusive behavior will not be tolerated. This includes, but not limited to, sexual, racial or religious harassment, intimidation, unwanted telephone/mobile calls, or invasion of privacy.
33. Harassment of any kind is not acceptable conduct at KIBCo .Harassment is defined as any physical or verbal abuse that is offensive to the recipient. Sexual harassment in any physical, verbal and/or graphic sexual advance, request for sexual favours or other sexually-oriented conduct which is offensive or objectionable to the recipient. Student found guilty of harassment of any kind will be liable to suspension from KIBCo. Any student, who feels that he or she has been subjected to harassment, whether from a student, or staff, should report the matter to the **Chief Administrator** or the **Director.**
34. Damaging ,destroying ,defacing ,or tempering with KIBCo property or the property of any person or business on KIBCo property including but not limited to, taking down, defacing or otherwise damaging KIBCo authorized posters, notices posted on KIBCo noticeboard, and /or the mutilation of library materials may ultimately be subject to the maximum sanction of expulsion.
35. Disturbing the peace of KIBCo by, among other things, fighting, quarreling, causing excessive noise, or engaging in indecent or obscene behavior on KIBCo property or any KIBCo function is punishable.

**Possible Sanctions**

44. **A student found in violation of the KIBCo‘s Rules and regulations may be subject to one or more of the following sanctions:**

* Verbal Warning
* Written Warning
* Restrictions/Loss of Privileges/fines
* Probation
* Restitution
* Suspension
* Expulsion

**Possible Sanctions Defined**

**45. Verbal Warning:** An oral statement to the student that he or she has violated KIBCo rules.

46. **Written Warning**: A written reprimand to the student for violating KIBCo regulations’ copy of the letter of reprimand will be placed in the students’ disciplinary file.

47**. Loss of Privileges**: Denial of Specified privileges for a specified period of time:

48. **Fines**: Monetary fines may be imposed for a certain violations.

49. **Restitution**: Reimbursement for damage to or misappropriation of property, which may take the form of appropriate service, or repair or other compensation for damages.

50. **Disciplinary Probation:** An official warning that the students’ conduct is in violation of the KIBCo policies or procedures and that further violation will result in suspension of the student. Probation may carry specific restrictions. At the end of the probationary period, dean of student will review the student’s conduct and decide whether or not to reinstate the student to full privileges as a KIBCo student.

51. Termination of student status as set forth in the note of suspension for a specific period of time. When circumstances warrant, the sanction for exclusion from the **KIBCo** may also be imposed.

52. Dismissal from the **KIBCo.** Exclusion from the college may also be imposed. Expulsion for disciplinary reason will be recorded on the students’ ;leaving and Academic transcript.

***I have read and understood fully the above Rules and Regulations***

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Admission No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**