

**STRATHMORE UNIVERSITY
DISTANCE LEARNING CENTRE
P. O. BOX 59857, 00200 NAIROBI
TEL: 606155 Direct Line 604040
FAX: 254-2-607498
Email: dlc@strathmore.edu
www.strathmore.edu**

ENROLMENT FORM

Please complete this form accurately so that the University can process your enrolment without delay. Use capital letters.

NAME: Mr/Mrs/Miss _____ **DATE OF BIRTH:** _____
(Surname First)

OCCUPATION: _____ **KASNEB STUDENT REGISTRATION NO.**

Students must have registered with KASNEB before enrolment

COMPANY NAME: _____ **PREVIOUS DLC STUDENT NO.**

Please tick address to be used for all correspondence.

HOME ADDRESS _____ **TELEPHONE** _____

COMPANY ADDRESS _____ **TELEPHONE** _____

▪ **E-MAIL ADDRESS:** _____ **MOBILE PHONE** _____

▪ **PHYSICAL ADDRESS:** _____

EXAMINATION COURSE

I propose to sit for the **Level/Section** _____ Examination in KATC/CPS/CPA (delete as necessary)

The subjects I intend writing are:

1 _____ 2 _____ 3 _____

4 _____ 5 _____

Please indicate the expected examination date

Tick the appropriate box

I wish the material to be sent to my Home/Company address

I will collect it from the D.L.C. at Strathmore University

FEE PAYMENT

I enclose fee of KSh. _____ in payment.

Remittances should be made payable to Strathmore University and may be sent by Banker's Cheque through the post (add kshs200 for upcountry cheques). Cheques should be **CROSSED ACCOUNT PAYEE ONLY (PAYMENTS BY PERSONAL CHEQUES OR MONEY ORDERS ARE NOT ACCEPTABLE)**.

I accept without reservations the conditions given on the reverse and undertake to study diligently. I enclose a photocopy of my I.D. card and a passport photograph of myself, with my name in block capitals and my signature on the back.

SIGNATURE: _____

Date: _____

CONDITIONS OF AGREEMENT

1. You must understand that the Study material may be supplied in parts. For some courses the bulk of Textbooks and Study Packs will however, be sent on commencement of the course.
2. The University will provide tuition until all comprehensive assignments and the mock examination paper are complete. Revision kits for students having to resit examinations are available for as long as required. Such revision kits will require additional fees.
3. The University will pay postage on everything sent to the student but students will pay postage on everything they send to the University.
4. The Post Office, EMS and Akamba Bus Services are the University's agents for the acceptance and conveyance of all study material, correspondence and any other written material addressed to the student and likewise the student's responses to the university.
5. **You must not permit any one else to use the Study Packs supplied to you. If you are found doing this you may face legal action by the University and withdrawal of all remaining facilities outstanding on your study course.**
6. This application is subject to acceptance by the Academic Council of the University and is not subject to cancellation on your part. Money paid for or on account of a course is **non refundable**.
7. The University does not accept responsibility for a student's eligibility or entrance for any Public Examination. Applicants must have registered with KASNEB as students before commencing the study course.
8. The University reserves the right to make an appropriate charge if the examination syllabus is changed involving the supply of additional study material or the correction of extra tests.
9. If you wish to provide the University with further information that you consider helpful please attach such information to the Enrolment Form.
10. **Examination results:** In order to follow up on our students' performance and progress, students are expected to send a photocopy of their exam results to the Distance Learning Centre. Please indicate your current contacts while sending these.