# Instructions:

Fill-out and send this form to admissions@trustacademy.co.zw together with proof of payment for the following fees:

1. Registration fees.
2. Tuition fees (as per your program / course).

*NB: Contact the college on the above contacts for the current fees or amounts.*

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname & First Name:** | Click or tap here to enter text. | **Home Address:** | Click or tap here to enter text. |
|  |
| **ID Number:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
| **Date of Birth:** | Click or tap to enter a date. | **Date Enrolled:** | Click or tap to enter a date. |
| **Sex: (Male or Female)** | Choose an item. |  | **Completion Date:** | Click or tap to enter a date. |

# Sponsor’s or Next of Kin’s Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Click or tap here to enter text. |  |  |
|  |
| **Job Title:** | Click or tap here to enter text. |  |  |
| **Organization:** | Click or tap here to enter text. |  |  |
| **Work Telephone No.:** | Click or tap here to enter text. |  | **Cell No.:** | Click or tap here to enter text. |

# How did you know about Trust Academy? (Tick where appropriate)

|  |  |  |
| --- | --- | --- |
| [ ]  Fin Gazette[ ]  The Sunday Mail[ ]  The Herald[ ]  Kwayedza[ ]  Daily News | [ ]  Television[ ]  Radio[ ]  Internet[ ]  The Standard[ ]  Independent | [ ]  The Patriot[ ]  H-Metro[ ]  Newsday[ ]  Staff[ ]  Friend |

**Course Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course:** | Click or tap here to enter text. | **Program:** | Click or tap here to enter text. |
| **Subjects** | **Foundation Certificate** | **Certificate/** **Part A** | **Intermediate Cert. /Part B** | **Diploma** **Part C** | **Higher Diploma****Part D** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **SESSION** | [ ]  DAY | [ ]  EVENING | [ ]  WEEKEND |
| **INTAKE:** | Click or tap here to enter text. |
| **Jan** | **Feb** | **March** | **April** | **May** | **June** |
| $ | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| **July** | **August** | **September** | **October** | **November** | **December** |
| $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |

**Declaration by Student**

1. I Click or tap here to enter text., **undertake to pay my tuition fees for the whole, semester, the total of which amounts to $** Click or tap here to enter text.. I undertake to attend all lectures and lessons in the course I have enrolled, and if I do not attend, the fees I have paid shall not be refunded. I accept that fees are subject to alteration without notice. **I also accept that payment of the above fees in advance does not exempt me from future increases**.
2. **Fees are payable in advance on or before the commencement of the lessons. Thereafter, fees due will attract a penalty as per college schedule. I will not be allowed to attend lessons after due date if in arrears while the fees for that semester will still be due and payable**.
3. **I agree to pay for the course according to details shown below**. Fees do not include the cost of books, stationary, public examination entry fees, membership fees, meals and internet café.
4. **Any cancellation of this contract can be done upon giving the college a month’s notice in advance**. All cancellations within two months from the expiry of the contract shall be accompanied by the amount that would have due as fees up to the end of the contract.
5. Where I am expelled from the college for misconduct, all fees as per contract shall become due.
6. Upon failing to pay fees on time, the college shall be entitled to exercise all options available to it including resorting to litigation to recover any outstanding fees. In the event that litigation is resorted to, I undertake that:
7. The address above shall be my address of service for all legal processes.
8. I shall pay all the college’s legal costs and expenses on a legal practitioner client scale of costs, including any collection commission that will be due.
9. I agree that the college will not disclose my examination results until I pay money that is due but unpaid.
10. I Click or tap here to enter text., the applicant am aware that the **Total Semester Fees due are $** Click or tap here to enter text., (amount in words): Click or tap here to enter text.. **Registration fees of $** Click or tap here to enter text., for Click or tap here to enter text. subjects as per fees schedule for the enrolled semester.
11. I Click or tap here to enter text., the undersigned student declare that all supplied information is true to the best of my knowledge and that none of the information requested has been withheld.
12. **Signature of student:** ……………………………. **Date**: Click or tap to enter a date..

 **For Official Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Enrolment processed for the school by:** |  | **Date:** |  |
| **Duration:** |  |  |  |
| **Data Captured By:** |  | **Date:** |  |