

**FB TRAINING CENTER LIMITED Enrollment Form – July 2020**

Name:	Date of Birth:	Existing ACCA No:	Recent Photograph of student.
Cell No:	Email:	Address:	
Nationality:	Occupation: Student <input type="checkbox"/> Employed <input type="checkbox"/> Others <input type="checkbox"/>		
Educational Qualifications	Form IV <input type="checkbox"/> Form V <input type="checkbox"/> Others <input type="checkbox"/>		
Where did you find about FB TRAINING CENTER	Friends <input type="checkbox"/> Others <input type="checkbox"/> FB TRAINING CENTER website <input type="checkbox"/> ACCA website <input type="checkbox"/>		

**Course Details**      Batch: Morning  Afternoon  Evening

Course	Level	Subjects	Fees (Tshs) – Excluding manuals
Registration Fee			
Subjects			
		<b>Total:</b>	

**Important Rules and Regulations forming part of enrollment conditions**

1. FB TRAINING CENTER is open to all students and provides equal opportunities, but reserves the right of admission on grounds of academic performance and good behavior. **ALL** students **MUST** conduct themselves professionally whilst in FB TRAINING CENTER's premises. Students behaving offensively with **FB TRAINING CENTER** staff will have their studentship instantly terminated without recourse. FB TRAINING CENTER reserves the right to decline admission to any student without the need for any reasons, explanations or justification. **All students will abide by the FB TRAINING CENTER Dress Code and will refrain from dressing in a revealing indecent manner.**
2. FB TRAINING CENTER **SHALL NOT** be responsible for any loss or damage caused to the student's property. Students are required to take care of their property personally. FB TRAINING CENTER's property (Equipment, Furniture, etc) **MUST** be used with proper care. Students **WILL BE LIABLE TO PAY** the replacement value for damage to any property of the Center. Smoking within FB TRAINING CENTER's premises is **STRICTLY PROHIBITED**. Pariki / Beetle nuts etc or any other chewable are strictly prohibited in FB TRAINING CENTER's premises. Food and Drinks are **NOT ALLOWED** in the classrooms.
3. Disruption of lectures by either reporting late or leaving early amounts to **MISCONDUCT** and students will be reprimanded severely and have their classes discontinued. All Mobile phones should be **SWITCHED OFF** during lecture hours. Students must read the relevant notices in the classrooms.
4. FB TRAINING CENTER **WILL NOT BE RESPONSIBLE** for any consequences arising out of delay / non-payment of the registration / examination and annual subscription fees to the respective association by the students. All students sending their registration and examination fees are requested to bring their completed forms and bank pay in slips to the FB TRAINING CENTER office by the dates indicated on the notice board.
5. Students are required to bring **ALL** the necessary materials for the lectures according to the timetables provided. Students are required to read the notice board regularly as all announcements will be communicated through the notice board only. Where students remain absent for more than 75% of the lecturers, they will be expelled from the college immediately and their fees will not be refunded under any circumstances. Where the planned courses do not commence for any reason beyond management control the full fees will be refunded to the students immediately.
6. Students are advised that the external security guards have been instructed by the landlord of FB TRAINING CENTER premises, to take legal action against any misconduct. In any case FB TRAINING CENTER **WILL NOT BE RESPONSIBLE** whatsoever to indemnify or assist the student; who must face the consequences of his/her actions. To this effect there is a special notice on the staircase which all students should read. FB TRAINING CENTER welcomes all genuine students and pledges its support to assist all diligent, serious and well-mannered students.
7. FB TRAINING CENTER has an expulsion policy which is displayed on the board. All students are required to be familiar with this policy and **MUST COMPLY** with the rules of FB TRAINING CENTER. Students expelled will not have their fees refunded.

8. FB TRAINING CENTER will have the right to reprimand or terminate the enrollment of any student who persistently fails to complete class assignments, attempt tests and mock exams and who hinders or disturbs the lecturer's performance in any way whatsoever.
9. FB TRAINING CENTER will obtain results of the examinations for ABE, CAT, ACCA and all other Courses for analysis and monitoring purposes and by signing below the consent of the student has been obtained. Results of all the internal tests/exams conducted by FB TRAINING CENTER will also be sent to the below mentioned guardian / sponsor. Where a student remains absent from classes, internal tests and mock exams for more than 75% of the total he/she will not be included in the college's results analysis for ABE, CAT and ACCA.
10. I hereby consent and agree that FB TRAINING CENTER can, at will use my personal education profile, academic performance, achievements, photographs and personal information for advertising and marketing purposes accordingly. Me and My guardian give this enduring authority completely unconditionally and indemnify FB TRAINING CENTER the institute, its directors, management or lecturers from any recourse or claim, financial or otherwise. This authority is enduring for the future unless cancelled by me or my guardian in writing and delivered to FB TRAINING CENTER on a recorded delivery basis. FB TRAINING CENTER will ensure that such information is used in the best interest of the student and the institute. Students at FB TRAINING CENTER are also required to comply with the policies, procedures rules and regulations as set by the relevant professional bodies and regulatory authorities such as NBAA, NACTE, VETA, ABE and ACCA.
11. I have fully read and understood the above Rules and Regulations including FB TRAINING CENTER's expulsion policy and refund policy. I am aware and accept unconditionally that FB TRAINING CENTER has the right and indeed may report me to my guardian/sponsor or the professional association of which I am a registered student in the event I default on payment of my fees for the subjects I have enrolled. FB TRAINING CENTER has the absolute and unreserved right to change its policies at any time.
12. FB TRAINING CENTER's refund policy will apply to all fee adjustments.
13. Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with FB TRAINING CENTER LTD, in particular clauses concerning refunds, deferments, waivers, course transfers and visa applications (when applicable).
14. ABE is registered in the United Kingdom and it is accredited and regulated by OFQUAL, a UK government qualification regulator. ABE is widely accepted in the United Kingdom and Internationally. The qualification is accepted by numerous Universities in U.K. and internationally as shown on the ABE website. The ABE management are currently engaging with the Tanzanian Regulators for recognition in Tanzania.

Date:.....

Signature:.....

INSTALMENT DATE	RECEIPT	AMOUNT
<b>TOTAL</b>		

Guardian/Sponsor/Guarantor Name:.....

Signature:..... Guarantor's Tel No:.....

**FOR OFFICIAL USE ONLY:**

- Invoice No:..... Full Payment: Tshs..... Date:..... Receipt No:.....
- Additional Invoice No:..... Full Payment: Tshs..... Date:..... Receipt No:.....

Signature:.....

Signature:.....

**Fee Adjustments**

1. Total tuition fees paid:..... Date letter/email received \_\_\_\_\_
2. Total fee charged as per refund policy ( workings):.....
3. Credit balance carried to be carried forward:.....
4. Credit valid until (semester.....), thereafter the credit balance will be forfeited if not used by the above stated due date.

**Official Use Only:**

1. Form prepared by:..... Date:.....
2. Authorised by:..... Date:.....
3. Approved By:..... Date:.....

I hereby agree (**name of student**)..... that I have been through the above workings for my account and confirm that these are correct and to this effect the balance to the credit of my account is available for utilization for one semester only. The above credit balance of Tshs..... can be utilized towards tuition fees only and will be forfeited without recourse. By signing this form I hereby agree to the above terms and conditions.

Signature:..... Date:.....

Credit Note No:..... Date:..... Amount:..... Signature:.....

(Training Manager)

(Director)