LAURATE BUSINESS COLLEGE

Student Photograph

Student Registration No:

REGISTRATION FORM 2023/2024

Section 1	**Personal Details**		
Names (as on birth certificate)			
Title: (Miss/Ms/Mrs./Mr./Dr)		Sex (Male or Female)	
Date of Birth		Place of Birth	
Home Address (Quarter)		Region of Origin	
Telephone		Email	

Section 2	**Guardian Details**
Guardian Names	
Relation to Guardian	
Contact Address	
Guardian Telephone	

Section 3	**Academics and Finance**	
Highest Qualification		

Program	**Duration**	**Session**
Accounting Secretary (AS)	6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐
Computer Studies (CS)	3 M ☐ 6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐ 3 - 6:00 ☐
Secretarial Duties (SD)	6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐ 3 - 6:00 ☐
Computerized Accounting (CA)	6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐
Graphics Design (GD)	6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐ 3 - 6:00 ☐
Hardware Maintenance (HW)	6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐ 3 - 6:00 ☐
Business Mgt and Administration (MG)	6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐ 3 - 6:00 ☐
Banking and Finance (BF)	6 M ☐ 9 M ☐	8 - 12 ☐ 1 - 4:00 ☐ 3 - 6:00 ☐
Computer Networking + (N+)	6 M ☐ 9 M ☐	8 – 12 ☐ 1 – 4:00 ☐ 3 – 6:00 ☐
CompTIA A+ (A+)	6 M ☐ 9 M ☐	8 – 12 ☐ 1 – 4:00 ☐ 3 – 6:00 ☐
Special Needs		8 - 12 ☐ 1 - 4:00 ☐ 3 - 6:00 ☐

If Special Needs, list courses		
Total Fees		
Who is paying your fees		**Start Date**:

Financial Obligations

No.	ITEM	AMOUNT
1.	School Attestation	1,000 Frs
2.	School Diploma	3,000 Frs
3.	Resit fee	500 Frs
4.	Graduation Fee	15,000 Frs

Declaration
I certify that the information given in this form is correct and complete. I undertake to observe the College's Rules and Regulations and ensure payment of tuition fees and other financial liabilities.
Date: Signature of Student:

Change of department 1 (CD1)

Previous Programme	
New Programme	
Special Needs	
Total Fees (New Programme)	

Date_____   **Sign:**_____

Change of department 2 (CD2)

Previous Programme	
New Programme	
Special Needs	
Total Fees (New Programme)	

Date_____   **Sign:**_____

FOR OFFICIAL USE			
1.	Access Card		
2.	Student Record		
3.	Database		
4.	Attendance		
5.	Follow up		