



# ST. JOHN PAUL II INSTITUTE

Catholic Diocese of Kitui  
P.O. Box 123 – 90200  
Kitui.  
Tel: 0706333977  
stjohnpauliininstitute@gmail.com

Affix one of your  
Current passport size  
photograph here

## OFFICE OF THE DIRECTOR

### Application Form for Admission in Diploma and Certificate Programs

Application Ref No: ..... Application fee Receipt No: .....

Copy of this form should be completed and returned to/sent to the director. The form should be typed or completed in block letters. Attach two passport size photographs, a copy result slip/or certificate and any other supporting documents

#### SECTION "A" Applicants personal details

- a) Name.....  

Surname	Middle Name	Last Name
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- b) Town/City .....County.....Constituency .....  
Telephone.....Email.....
- c) Date Of Birth (DD/MON/YYYY) .....Gender.....  
Marital Status.....Nationality.....Religion.....  
National ID.....Passport.....
- d) Name Of Guardian/Parent.....Relationship.....  
Town/City..... County.....  
Telephone.....Email.....
- e) Emergency Contact (Name).....  
Telephone.....Email.....

**SECTION "B". Course Application Details**

- a. Name of certificate /diploma course applied for (list two) in order of preference
  - 1. ....
  - 2. ....
- b. Date of commencement.....Semester/term.....Academic year.....
- c. Department (where applicable) .....

d. Mode of study

Weekdays fulltime (8:00am to 4:00pm)	Evening (5:00pm to 7:00pm)	Weekends (Sat.8.00am to 3.00pm)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION "C" Applicants Educational Background**

List of schools attended

Secondary & Post secondary schools	From (year)	To (year)	Qualification obtained(grade)	Index no/exam Reg No

Please attach certified copies of certificates, academic transcripts and result slips

**How you knew about St. John Paul II Institute?**

Tick where appropriate

Advertisement Road post Public notice boards	
Radio (indicate which station/fm)	
Marketing in churches (indicate name of the church)	
Friend (kindly indicate his/her name)	
Priest/bishop/clergy	
Parent	

**SECTION "D" Referees**

Give names and addresses of two referees

a. Name.....  
Town/City.....County.....  
Telephone.....Email.....

b. Name.....  
Town/City.....County.....  
Telephone.....Email.....

**SECTION "E" Applicants Declaration**

**I declare that the information contained herein is true and accurate to the best of my knowledge and fully understand that any information found to be false would lead to automatic disqualification**

Applicants full name.....ID/Passport No.....

Sign.....

**SECTION "F" Evaluation (for official use only)**

a). Application form received

Signed.....Date and stamp.....  
Departmental Head.....

b). Recommendation of Department (ACCEPT/REJECT)

Signed.....Date and  
stamp.....Director.....,

## **SCHOOL RULES**

### **1.0 ADMISSION**

**1.1** Application for admission to the college should be made in the prescribed form. No student will be allowed to study in the college without formal admission.

**1.2** Outsiders will not be allowed to use any college property without formal permission.

### **2.0 GENERAL (Discipline)**

**2.1** Students are expected to respect their lectures and fellow students.

**2.2** Students are expected to use electricity in an efficient manner. For example, lights should be switched off when not in use.

**2.3** Students using computers are not permitted to play loud music in class or within the college compound.

**2.4** Students are advised always to always take care of their personal belongings; the institution will not be liable for any loss of personal property.

**2.5** Students should not entertain vendors of petty items within the school compound.

**2.6** Students should attend all classes. If one is not able to attend any class the institutions administration should be made aware.

**2.7** Use of bad, abusive language and fighting should be avoided within the college

**2.8** Students should not indulge in any illegal and/or unethical activity within the College compound.

**2.9** Smoking, consumption of alcoholic drinks and use of narcotic drugs within the college compound is strictly prohibited

**3.0** All students shall and must dress decently

### **3.0 FEES PAYMENT**

**3.1** Students should pay their school fees through the official school bank account. The accounts office shall not take any cash from students or guardians.

**3.2** All students in school shall be expected to clear their fees. If unable to, their guardians shall be expected to make necessary arrangements with the administration.

**3.3** All students shall be expected to have class attendance cards as proof that school fees has been paid.

### **4.0 EXAMINATIONS**

**4.1** All students should sit for all examinations and follow the exam rules communicated by the examinations office.

**4.2** During examinations all students shall be expected to get clearance from the accounts office.

## **5.0 GRIEVANCE HANDLING**

**5.1** All student issues and grievances should be communicated to the student council. The students' council shall be expected to report all student grievances to the school administration.

## **6.0 MAINTENANCE OF COLLEGE PROPERTY**

**6.1** It is expected that all students will treat the college property with care and consideration. Damage to school property will be taken seriously and will amount to disciplinary action.

**6.2** Fixing of posters, making use of walls / doors as a canvas for painting of various expressions, etc., are strictly prohibited. The cost of repair to pay for the damage caused to the walls / doors due to this sort of activity will be recovered from any student found engaging in the act

### **DECLARATION**

*I have read and understood the above rules and will abide by them*

*Name.....Sign.....Date.....*

#### ***Student***

*Name.....Sign.....Date.....*

#### ***Witness (Guardian)***