



Rift Valley Institute of Business Studies

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RVIBS/ADM/F01

STUDENT APPLICATION FORM

First Name Middle Name..... Last Name.....

Level of Education Year of Completion..... Mean Score.....

ID No..... Home Address..... Home County.....

Your Phone..... Residential Address.....

Name of Guardian..... Relationship Phone.....

Next of Kin..... Relationship..... Phone.....

Please pick the course you desire:

- Fashion and design (Tailoring)
- Hair Dressing & Beauty Therapy
- Hotel & Catering Management
- Food & Beverage Management
- Catering & Accommodation
- Human Resource Management
- Sales & Marketing
- Business Management
- Supply Chain Management
- Accountancy (CPA & ATD)
- Information Technology
- Tourism Management
- Computer Package
- Pastry ,Bread & Cake Making

- Secretarial Studies
- Journalism & Mass Media
- Public Relations & communication Skill
- Early Childhood Education (ECD)
- Trainers of Trainers (TOT)
- Social work & Community Development
- Electrical Engineering
- Automotive Engineering
- Mechanical Engineering
- Banking & Finance
- TV, Radio Production, Video editing & Photography
- Languages
- Cosmetology

Do you have an admission letter.....

When do you expect to join RVIBS?

How did you know about RVIBS.....

Applicants Name Signature..... Date.....

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Admission Number..... Date of admission.....

General comments.....

Signature..... Date.....

RVIBS RULES AND REGULATIONS

1. Habits

Taking of drugs, stealing and violence will lead to automatic discontinuation of your education. Respect should be maintained towards teachers, non-teaching staff, fellow students and visitors.

2. Authority

Students must demonstrate respect for teachers and other staff members.

3. Attendance

Lessons are 7:30am to 6:00pm with an hour's lunch break. You must be punctual and request the teacher's authority before leaving your class. Overall attendance of 75% is required before seating for the final exam.

At all times ensure you wear the school T-shirts & carry your lecture card and school ID. If found not with uniform or ID you'll be considered not to be an RVIBS Student.

4. Examinations

Daily Attendance must be above 75% for you to be allowed to seat for the final exam.

Continuous assessment tests and practical services contribute 60% of your final grade.

5. Dress code

At all students must be in an official wear or smart casual: - school t-shirt, black/Navy blue skirt or trouser and low-heeled shoes. Skirts must be below knee height and trousers should not be tight fitting. Shorts, vests, body tights, torn trousers are not allowed.

6. Personal Grooming

At all times your hair must look presentable, well combed, well cut or styled. Locks should look presentable and well maintained.

7. Sanitation

You will be responsible for the cleanliness of your work station/desk area.

8. Fees

Fees must be paid on or before 1st of every month.

9. Mobile phones

No mobile phones in class.

10. Common Sense

Any behaviour that goes against common decency will not be tolerated. No idling around the corridors and stairs.

11. Hostels

Hostel rules and regulations must be adhered to.

STUDENT DECLARATION

I..... **agree to obey and follow the above rules and regulations.**

Signature..... Date.....