



COMPUTER TRAINING SCHOOL
19 RAWDON STREET FREETOWN SIERRA LEONE
+232-22-220-591 / +232-78-977-394 / +232-30-252-279
Email: info@cyberteamsl.com
Website: www.cyberteamsl.com

APPLICATION FORM

Attach 2 passport pictures

Personal Information

Form fields for Personal Information: First name(s) Given name(s), Surname, Date of Birth, Gender, Marital Status, Town of Birth, Country of Birth

Correspondence Address

Form fields for Correspondence Address: Address, Telephone, Email

HIGHEST EDUCATIONAL LEVEL ACHIEVED

Form fields for HIGHEST EDUCATIONAL LEVEL ACHIEVED: Your Highest Level of Education, (Major) Field of Study

EMERGENCY CONTACT

Form fields for EMERGENCY CONTACT: Name, Address, Telephone No

PROGRAM INFORMATION (Please tick the program/programs you want to study)

- Introduction to Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point
- Microsoft Publisher
- Introduction to Internet
- Adobe Page Maker
- Corel Draw
- Quick Draw
- Adobe Illustrator

COURSE COST / SCHEDULE

Program	Cost	Daily/Weekly	Duration
Introduction to Windows	Le 100,000	2hrs. a day/3 Days a week	4 weeks
Microsoft Word	Le 100,000	2hrs. a day/3 Days a week	4 weeks
Microsoft Excel	Le 100,000	2hrs. a day/3 Days a week	4 weeks
Microsoft Access	Le 100,000	2hrs. a day/3 Days a week	4 weeks
Microsoft Power Point	Le 100,000	2hrs. a day/3 Days a week	4 weeks
Microsoft Publisher	Le 100,000	2hrs. a day/3 Days a week	4 weeks
Introduction to Internet	Le 70,000	2hrs. a day/3 Days a week	4 weeks
Adobe Page Maker	Le 150,000	2hrs. a day/3 Days a week	6 weeks
Corel Draw	Le 150,000	2hrs. a day/3 Days a week	6 weeks
Adobe Photoshop	Le 170,000	2hrs. a day/3 Days a week	6 weeks
Adobe Illustrator	Le 150,000	2hrs. a day/3 Days a week	6 weeks

Day	Time		
Monday	9:00am — 11:00am	13:00 — 15:00	17:00 — 19:00
Tuesday	9:00am — 11:00am	13:00 — 15:00	17:00 — 19:00
Wednesday	9:00am — 11:00am	13:00 — 15:00	17:00 — 19:00
Thursday	9:00am — 11:00am	13:00 — 15:00	17:00 — 19:00
Friday	9:00am — 11:00am	13:00 — 15:00	17:00 — 19:00
Saturday	Special Classes		

FAST TRACK COURSES ARE AVAILABLE ON REQUEST

Payment can be made to any GT Bank on:

Account Name: CyberTeam

Account Number: 2013128544110

TERMS AND CONDITIONS OF STUDY

These Terms and Conditions of Study will apply to all Students, unless otherwise agreed in writing.

FEES

- All Fees are payable prior enrolment. Details of methods of payment can be obtained from the office at 19 Rawdon Street Freetown.
- The School may, at its sole discretion, allow payment of Fees to be made in installments.
- Liability for Fees is incurred at enrolment and the School reserves the right to suspend any Student who has not paid or arranged, to the satisfaction of the School, payment of Fees within a reasonable time.
- Students and their Sponsors shall be jointly and severally liable for payment of the Fees and the School reserves the right to pursue either the Student or any of its Sponsors, or both, for any arrears of Fees.
- Students are referred to the School's policies on Course Fees and Refund of Course Fees for more information regarding their entitlement to a refund in the event they decide to cancel or otherwise terminate their enrolment at the College.
- No person shall be permitted to enroll as a Student of the School or receive any qualification conferred by the School, unless all, if any, arrears of Fees and any other sums due to the School are paid in full or arrangements for the payment of Fees have been made to the satisfaction of the School.

ENROLMENT

- Every Student of the School, whether full-time, part-time, must enroll for each Course and pay the Fees appropriate for their Course at the School Bank account.
- No person shall be deemed to be an enrolled Student unless:
- they have completed and signed the application form; and
- They have paid the applicable Fees, where a Sponsor does not meet this liability on their behalf.

In signing the Application form the Student undertakes to observe these Terms and Conditions and all published Policies, Codes and Regulations of the School and consents to the School obtaining, recording, holding or otherwise processing personal data including data of a sensitive nature. Students are responsible for informing the School of any changes to the information provided on enrolment. All School Policies, Codes and Regulations are also available from the office or on request.

COURSE CONTENT

- Students should satisfy themselves from reading the available information that the particular Course they have chosen meets their requirements before applying for and enrolling in any Course.
- For the avoidance of doubt, any descriptive information about Courses issued by the College including, without limitation, any Course catalogues, brochures or prospectus are for guidance only and shall not form part of these Terms and Conditions or any agreement between Students and the College

ACADEMIC HONESTY AND PLAGIARISM

The work submitted by any Student for assessment should be the individual work of that Student, except where group submissions are permitted. None of the following are acceptable and may result in disciplinary action:

- cheating in assessments;
- assisting others to cheat;
- using any materials (including notes) not permitted in an assessment;
- undertaking an assessment for someone else;
- plagiarism; and
- Colluding with another person to prepare an assessment which should be solely the work of an individual.

The School makes use of an electronic similarity detection product / service. Students are required to submit (or agree to the submission of) their work to this service as a condition of study at the School.

THE LEARNING/WORKING ENVIRONMENT

- The School operates a no-smoking policy and smoking is strictly prohibited in the School buildings and within the immediate outside vicinity of the School building including doorways. Students are required to comply with the no-smoking policy.
- Litter bins are placed within the premises. Students are requested to assist in ensuring that all litter is placed in these bins in order to maintain a litter free, safe and healthy working environment.
- Students are expected to contribute to the maintenance of a suitable physical learning environment by treating the School building and property with due care and respect.

CONFIDENTIALITY OBLIGATIONS

Students may have access to information of a proprietary or confidential nature held by the School. All such information is to be treated as confidential by the Student and should not be discussed or disclosed, except as may be agreed between the School and the Student. Students are forbidden from seeking to access confidential information which is not directly required for their Course.

CANCELLING OR CHANGING CONTENTS OF COURSES

- The School reserves the right not to run Courses where the number of Students is considered insufficient or where resources are unavailable or to change the contents of a Course where it is considered appropriate by the School to do so. Where numbers of Students dictate, Courses may be amalgamated so that they may comprise a number of subjects, including parts of the Student's chosen Course and parts of other related Courses.
- The School shall endeavour to ensure that any cancellations or changes to Courses are notified to Students before payment of any Fees for the Course are due to be made. In the event that a Course is cancelled or changed after payment of Fees has been made, the School shall offer Students a suitable alternative Course or a refund of Fees.

LIMITATION OF ADMISSION TO COURSES

- The School reserves the right to refuse admission to any Course because of restricted availability of facilities due to accommodation or teaching requirements or for any other reason at the School's sole discretion.
- All admission to Courses is at the sole discretion of the School.

ALCOHOL, DRUGS AND SUBSTANCE MISUSE

The School encourages the health and wellbeing of all Students and wishes to minimise problems arising from the misuse of alcohol and drugs. The School will therefore report to the police all incidents involving the supply or taking of illegal substances on its premises.

ABSENCE

- Leave of absence from classes will not normally be granted. Any such requests should be made to the teacher or the School reception. If leave of absence is not granted but still taken, this will be counted as an unauthorised absence.
- Any absence due to illness should be notified to the appropriate guidance tutor as soon as possible using the agreed procedure for this.
- Any absence due to illness of more than five Working Days is required to be certified in the normal manner by a medical practitioner and the certificate passed to the appropriate teacher/reception on return to the School.
- Absences at the time of examinations or assessments must be immediately explained in writing or by a medical certificate to the appropriate Teacher.

ATTENDANCE AND PUNCTUALITY

- Students must be punctual and, furthermore, attendance at the School, must be sufficient to fulfil the requirements of the Course concerned. Poor attendance may have implications for a Student's continuance on a Course.
- Except where absence is authorised in exceptional circumstances, 100% attendance is expected from Students.
- Attendance and absences are recorded on computerised registers which are kept for all classes. Students should be aware that it is the practice of the School to send a notification of absence and appointment request to the Student's contact address following an unexplained absence. The School may contact you by electronic means (e.g. email and text) in connection with your Course.

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Applicant's / Guardian Signature

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Date

OFFICIAL USE ONLY		
Admission No: 	Date Received: Bank Slip No: Received By:	Amount Paid: Le.
Approved By:		
Comments:		