



MAKERERE BIZ TECH COLLEGE (MERITORIOUS)

Passport
Size Photo

Application For Admission Diploma Certificates IFA IAB

(Course if not IAB or IFA)

Personal information (Fill in Block Letter)

Name

First

Middle

Last

Date of birth

Month

Day

Year

Address

Street

P.O Box

State

City

Home phone

+256 (0)

Cell Phone

+256 (0)

Other phone

+256 (0)

Email address

Gender

Male Female

Important information about your application will be sent to this email address. Please provide the email address you check regularly.

Educational background

List all high schools you have attended, beginning with the most recent.

Name of high school	City/State / Country	From (mm/yy)	To (mm/yy)	Expected/actual graduation date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family background

Please list parents / Guardians / Sponsor's Name and details who has Legal and Financial Responsibilities towards you

Parent

Mother Father

Last/Family/Sur First/Given Middle

Former last name(s)

Residential address

Preferred Telephone: Home Cell Work (_____) _____
Country Code

E-mail

Occupation

Legal Guardian or Sponsor (if other than a parent)

Relationship to you _____

Last/Family/Sur First/Given Middle

Residential address

Preferred Telephone: Home Cell Work (_____) _____
Country Code

E-mail

Occupation

Employer

Activities and awards (Optional)

Activities outside of school (community service, volunteer service, scouting, 4-H, FFA, etc.)

Attach additional sheet if necessary.

Name of activity	Grades participated				Leadership position(s) and school year(s) held
	9th	10th	11th	12th	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other special talents, honors, achievements, or awards

Attach additional sheet if necessary.

Any circumstances you can not attend morning or Afternoon classes should be included on seperate sheet.(for employed students Only)

Access to your file

I authorize Makerere Biz Tech College to give information about my application file, admission, or scholarship status to the following person (s) (e.g., parent, relative, friend):

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Relationship to you	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Relationship to you	Email address

Signature

I certify that the information I have provided on this application and on all other application materials is complete, accurate, and true to the best of my knowledge. I understand that withholding pertinent information requested on this application or providing false information will make me ineligible for admission, or subject to cancellation of registration if admission has occurred or dismissal from the MBTC if already enrolled. I agree to notify the office of Admissions if there are any changes to the information provided in my application. In addition, I authorize the release of information provided in my application, as well as my admission, honors, and scholarship status to my high school and scholarship donors.

<input type="text"/>	<input type="text"/>
Applicant's signature	Date

For Office Use only

Course fees Full / Installment

Other Charges:

ID Charges Examination Fees

Application form fee

Admission fee

Library fee

Class starting Date

Programme:
 Morning
 Evening
 Weekend

Remarks:

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Fees Structure

PARTICULARS		CHARGES
Application form	Once	5,000/=
Admission fees	Once	10,000/=
ID Card	Per year	15,000/=
Administrative charges	Per year	50,000/=
Library Fee & Registration	Per year	40,000/=
Tuition fees refer to the registrar		
Examination & Certificate Charges	Per year	60,000/=

Fees can be paid at MBTC's Bursary office or Crane Bank, Account No. 145053919500 in MERITORIOUS BIZ TECH COLLEGE.

RULES AND REGULATIONS

1. The following rules shall apply to all students members of the college
- a) Nothing in these rules exclude the enforcement of the laws of Uganda against any student and the application of existing rules and regulations or such rules and regulations as may be made from time to time, pertaining to the library and other departments of the college for the guidance of students in the respective places.
- b) Where conduct is not specially governed by the college all such members of the college shall act at all times with regard to the good name of the college
2. In these rules, students, members of the college includes all the students who have registered for a course of study or research at the college vacations and leave of absence
3. All students shall be ready to start college functions by 8:00 a.m. of 1st Monday of the semester
4. Students joining the college for the first shall report on the appointed day
5. Any student unable to do so shall inform the relevant college authorities in time
6. All students shall go out of the school after official period of the semester
7. Permission to remain in using school facilities may be given by the principal and a charge will be made at the rate obtaining at the time
8. Permission to stay in the school on academic grounds or any other unavoidable circumstances may be given only where the principal certifies that this is necessary
9. Use of offices, teaching rooms outside teaching hours is forbidden. Teaching rooms may be used for individual/ group study.
10. No student may hire for pay or otherwise any employee of the college during that employees working hours
11. It shall be an offence to bribe or attempt to bribe or to unduly influence college officials for favour or services related to the official work

COLLEGE PROPERTY

12. Every student shall exercise the highest standard of caution in handling college property so as to avoid possible damage. any student who willfully damages the college property shall be liable to disciplinary action
13. No college property of any description shall be taken from it's proper place without the written consent of principals or Dean
14. Cleanliness – students shall dress inappropriate attire during academic sessions as prescribed by their respective departments.
15. Every student shall keep all the premises of the college to the highest standards of cleanliness

PAYMENT DUES

16. Payment of dues – on the first arrival at the college every student shall be required to pay a deposit of an appropriate fee as determined by governing council from time to time as security against debts to the college or any college department
17. All students are required to pay 10,000 Per annum to cater for guild and sports and administration activities
18. for registration, examination and tuitions fall due for payment on the first day of the academic year
19. Withdrawal from the course – privately sponsored students who choose to withdraw from the program may be refunded some tuition money as follows.
 - a) Within the first half of the semester - 50%
 - b) Within the 2nd half of the semester – Nil Fess
 - c) Registration – Nil
 - d) Examination fee – 100%
 - e) Book bank & library as in (a) or (b) above
20. Every student shall be required to pay subscriptions to the students guild and games union.
21. Any student or student leader, who misappropriates the association properties shall be guilty of an offence and shall be liable to disciplinary action.
22. A student who is a debtor to the college may not be allowed to sit his/her examinations or proceed further with his/her studies or to receive a college award
23. School fees is non-refundable under any circumstances.

CORRESPONDENCE

24. Correspondence – all official correspondence by the students to government or other official bodies both within and outside Uganda shall be channeled through the appropriate principal and academic registrar.
25. No students, students association or group of students of any description shall print or issue any circular anonymously without name and signature of the person issuing it
26. Any student who gets drunk either within or outside the campus by voluntary consumption of alcohol and drugs shall be guilty of an offence
27. No alcohol shall be consumed at any party organized in premises without the prior permission
28. No students may smoke in public places

DEMONSTRATIONS

29. Demonstrations – demonstrations either at campus or outside the campus shall be held only in accordance with laws of Uganda provided that the director of education and principal has been informed one clear day (24 hours) in advance and police permission has been obtained.
30. No student or group of students shall amount road blocks on any part of the campus roads or near roads or stop motorists or any other person using the public roads
31. Any student who disobeys or obstructs or interferes with any college officer shall be guilty of the offence
32. Any student or group of students who shall attack sports officials or referees at matches or who shall interrupt the matches shall be guilty of an offence

CONDUCT LIKELY TO CAUSE A BREACH OF PEACE

- a) Any student who uses any offensive language or indulges in any behavior towards any member of the college or the public in an offensive manner likely to cause a breach of peace shall be guilty of an offense
- b) No student shall utter words or behave in a manner which may damage the good name and image of the college

ILLNESS

- Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, must furnish the relevant dean's office and academic registrars office with reports of their illness at the material time of illness
- The reports must be in writing, one must be from a competent medical officer. Medical reports which are secured after failure in examinations and without previous record of illness shall not be accepted.
- Chairman, director of education and principal are empowered to suspend a student from the college or to discipline him/her in any manner he deems fit and seek approval of hi actin at the next meeting of the students welfare and disciplinary committee of council

Acceptance by the Student (Signature)

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