



Centre and Halls of Excellence

STUDENT NO.....

City University of Science & Technology

Provident, 4th Floor, Cairo Road

P.O.BOX G 59 Lusaka -Zambia

Telephone: +260 (211) 226 307 , 260-971-585674 , +260-955-226307

Email:cityuniversity2008@gmail.com Website: www.city.ac.zm

ADMISSION APPLICATION FORM

Please Return Completed Form to the Registrar

First Name(s):.....

(Surname/Family) Name:.....

Course Required.....

Teaching Subjects.1..... **2**.....

(Teacher Training Students Only)

Marital Status:..... Gender (M/F):.....

Date of Birth:..... Nationality:.....

NRC/Passport Number:.....

Postal Address.....

Home Address:.....

Tel: Mobile/Cell Number.....

Email.....

Name and Address of Sponsor..... **(if applicable)**

Tel:/Mobile Number.....

Signature (where possible).....

How did you hear/find out about this university? Fellow Students, New Paper,

Radio, TV, Facebook, Specify.....

Highest Standard of Education Attained:

Professional Qualifications Attained (in chronological order)

Name of College/University.....
From.....To.....
Qualifications
Obtained.....

Name of College/University.....
From.....**To**.....
Qualifications Obtained.....

Name of College/University.....
From.....**To**.....
Qualifications Obtained.....

Employment History (NON) SCHOOL LEAVERS)

Employer’s Name	Position Held
.....
Date/s From	To

NB Note that information you have given in this form will be treated in the strictest of confidence and will be used only to assess your application for enrolment as a student

Rules and Conditions Governing Your Study contract

- A) Full-time students must attend classes for a minimum of 15 hours per week during the term days
- B) An absence of more than four days must be supported by a medical certificate
- C) Fees must be paid in full on or before course commencement date
- D) Fees are neither refundable nor transferable under any circumstances
- E) Th University reserves the right not to run advertised courses as result of insufficient enrolment or any other reason
- F) Timetables and fees may be altered as circumstances demand
- G) Students are responsible for any damage they may cause to the University’s property and personnel
- H) The University reserves the right to be the final arbiter on all matters pertaining to it and the courses which they may offer
- I) The University must be notified immediately of change in address or phone/mobile numbers under any circumstances
- J) The student must supply evidence of all educational qualifications
- K) Examination arrangements must be confirmed with the university in good time of at least one month in advance
- L) The university reserves the right to convert fees paid as examination fees into tuition fees as long as the student is in arrears with tuition fees.
- M) The university reserves the right to terminate studentship in the event of gross misconduct of any form
- N) the university reserves the right of the time frame in which examination results are to be released

ADMISSIONS PROCEDURES

- An application form should be completed and returned to City University Of Science and Technology as soon as possible accompanied by the registration and application form fees totalling K200.00 OR the equivalent of **U 45 (non-refundable)**.

Your entry to CUST will be dependent on the information available on the application form. It is therefore important that you answer fully the questions thereon.

- You will be informed without delay if your application is successful or, alternatively, you will be issued with an acceptance letter and advised what to do.
- If you are accepted, a payment of tuition fees immediately becomes due. **(Please refer to schedules of fees enclosed)** Upon receipt of your payment a definite place is then booked for you on the course and a letter of confirmation of enrolment will be sent to you.
- Tuition fees for any course do not include the cost of maintenance, books and other materials.
- Students will be allowed to change from one course to another within 2 weeks of enrolment and commencement of the course. To activate and authorize the transfer the student must fill out and sign the Course Transfer Notification form.
- Transfer of courses after 2 weeks will require authorization of the Students Services administrator and the course tutor for the new choice.

DECLARATION BY THE APPLICANT

NB: I declare that the information given in this application form is true to the best of my knowledge, and i have read and understood the rules and conditions of **City University of Science and Technology** and agree to abide by them.
Mode of payment: Full cash payment per semester based.(Tick As applicable)

I Enclose My Registration Fee of ZMK _____ OR UD _____

AND/OR PLUS MY TUITION FEES OF ZMK _____ OR

UD _____

Signed:.....

Date:.....

Approved By: _____ Date of

Admission _____

(Signature of University Official)