



- d. Date of Birth
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|--|--|--|--|--|--|--|--|--|--|
- e. Place of Birth ..... Nationality .....
- f. Hometown..... Region..... Country.....
- g. Marital Status: Single  Married
- h. Religion..... Permanent Home Address (Residence).....  
.....
- i. Communicating Address:  
Address to which communication in connection with this application should be sent
- (1) Postal Address.....
- (2) Tel. No..... (3) E-mail .....
- j. Physical Ability:  
Are you physically challenged or do you suffer any form of handicap?  
Yes/No. If Yes, please specify.....

**2. MODE OF APPLICATION (Please Tick)**

- a. WASSE /SSSCE
- b. GCE 'O' Levels
- c. GCE 'A' Levels
- d. Higher National Diploma (HND)
- e. Other  (Please specify).....

**3 EXAMINATION DETAILS**

- a. Attempts at WASSE/SSSCE, and GCE 'O' Level

Level	WASSE			SSSCE			GCE 'O' Level		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Attempt (tick)									
Month									
Year									
1 <sup>st</sup> Index No.									
2 <sup>nd</sup> Index No.									
3 <sup>rd</sup> Index No.									

b. WASSE/SSSCE/GCE 'O' LEVEL

Indicate WASSE/SSSCE/ GCE 'O' LEVEL grades obtained in each attempt in the respective columns.

SUBJECTS	GRADES		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

c. GCE 'A' Level /HND

Indicate GCE 'A' level grades obtained in each attempt in the respective columns

SUBJECTS	GRADES		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

d. Other Equivalent Qualifications

(Specify .....)

Indicate grades obtained in examination in each attempt in the respective columns

SUBJECTS	GRADES		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

Note

Add copies of certificates and result slips.

**4 COURSE PREFERENCE**

Refer to courses listed below and indicate preference for the course you wish to be admitted into: Please Tick

- i. Diploma in Sales and Marketing (LCM Level I)
- ii. Higher Diploma in Sales and Marketing (LCM Level II)
- iii. Diploma in Business Management and Marketing (LCM Level I)
- iv. Diploma in Human Resource Development and Marketing (LCM Level I)
- v. Diploma in Travel and Tourism Marketing (LCM Level I)

**5 EMPLOYMENT**

Full particulars of past and present employment with dates (if any)

Institution	Position	Dates

**6 SOURCE OF FINANCE**

Indicate how you will finance your study at the College (Tick appropriate box)

- a. Self
- b. Guardian
- c. Corporate Sponsorship
- d. Other  Specify .....

**Note:**

- Fees are to be paid in full on registration at the beginning of every semester.
- Fees paid are non-refundable.

**7 PARTICULARS OF PARENT/GUARDIAN**

- a. Name of Parent/Guardian.....
- b. Relationship to Parent/Guardian.....
- c. Occupation of Parent/Guardian.....
- d. Address of Parent/Guardian
  - (1) Postal Address.....
  - (2) Tel. No..... (3) E-mail.....

**8 PARTICULARS OF CORPORATE OR OTHER SPONSOR**

- a. Name of Corporate or Other Sponsor.....
- b. Address of Sponsor .....
- .....
- (1) Postal Address .....
- .....
- (2) Tel. No..... (3) E-mail.....

**9 EDUCATION DETAILS**

Indicate details of school(s) attended.

School/Institute	Attendance Dates		Offices held and athletic or other activities at school (if any)
	From	To	

**10 PREVIOUS ADMISSION DETAILS**

If you have ever been admitted to this College, you must supply the following information:

Year of Admission	Course of Study	Last Year in College	Reasons for leaving

**11 STUDY OPTIONS**

OPTION	DAYS	TIME	TICK
Day	Monday – Friday	7:00 am – 7:30 pm	
Weekend	Friday	5:30 pm – 8:30 pm	
	Saturday	8:30 am – 4:00 pm	
	Sunday	1:30 pm – 4:30 pm	

**12 APPLICANT’S SIGNATURE**

Signature of applicant:..... Date:.....

**13 DECLARATION**

This declaration should be signed by someone of high repute who should also endorse one of the passport-sized photographs on the reverse side. The application will not be valid if this declaration is not signed.

I certify that the photograph endorsed by me is the true likeness of the applicant

Mr/Ms/Mrs..... who is personally known to me.

Signature.....

Name.....

Occupation.....

Address.....

**IMPORTANT**

**AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHHOLDS RELEVANT INFORMATION MAY BE REFUSED ADMISSION. IF HE/SHE HAS ALREADY COME INTO THE COLLEGE, HE/SHE MAY BE ASKED TO WITHDRAW.**

<b>FOR OFFICE USE ONLY</b>	
Application Fee.....	Qualification vetted by .....
Receipt No..... Date.....	