



AFFIX COLORED PHOTO

## KENYA COLLEGE OF SUPPLY CHAIN MANAGEMENT

# STUDENT APPLICATION FORM

### PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM

Complete all appropriate sections in capital/block letters and return with your non-refundable application fee, copies and originals of your certificate and other supporting documents to: Office of the Principal, KISM towers 2nd floor, P.O Box 30400-00100, Nairobi Kenya. [www.kism.or.ke](http://www.kism.or.ke) or [college@kism.or.ke](mailto:college@kism.or.ke) Call: +254111024800/+254717004842.

Application Date:  /  /  KISM Membership Number:

### 1. PERSONAL INFORMATION

Surname:  First Name:  Middle Name:

Title: Mr.  Mrs.  Ms.  Dr.  Gender: Male  Female  Marital Status: Single  Married

Date of Birth:  /  /  Nationality:  ID Number:

County:  Sub-County:  Mobile Number:

Current Address:

City:  State:  Zip Code:

P.O Box:  Town:  Email Address:

### 2. PARENTS CONTACTS { } GUARDIAN CONTACTS { } (TICK WHERE APPLICABLE)

Parent Name:  Gurdian Name:

Mobile Number:  Mobile Number:

Occupation:  Occupation:

### 3. NEXT OF KIN (CONTACTS IN CASE OF EMERGENCY)

Next of Kin Name:  Next of Kin Name:

Relationship to the applicant:  Relationship to the applicant:

Occupation:  Occupation:

Mobile Number:  Mobile Number:

Residence:  Email Address:  Residence:  Email Address:

Reason for Moving:  Length of Stay:



### 9. MODE OF STUDY (PLEASE TICK APPROPRIATELY)

Online:  Weekend:  Full Time:  Evening:

### 10. FINANCING OF STUDIES (PLEASE TICK APPROPRIATELY)

Self:  Parent(s)/Guardian(s):  Employer:  Other Sponsorship:

### 11. STATE WHETHER YOU HAVE ANY SPECIAL NEEDS THAT REQUIRE SPECIAL ATTENTION

Yes  No  - If Yes, please state the need:

  

### 12. HOW DID YOU LEARN ABOUT KCSCM?

KISM Members  Newspaper  Social Media Platforms  KISM Website

College/High School Fair  Other Platforms

### 12. CONSENT (INSERT NAME)

I \_\_\_\_\_ consent that information containing my personal data, conduct, fees status and academic progress may be made available to my Parent/Guardian/Sponsor or other college Stakeholders as appropriate.

### 13. APPLICATION CHECKLIST

1. Duly filled and signed application form
2. Copy of KCSE results slip/certificate and school leaving certificate
3. Copy of the highest level of education
4. Two (2) recent passport size photographs (write your name on reverse side)
5. Copy of national ID/Passport or Birth Certificate
6. Non-refundable Application Fee: Certificate – Kshs. 2,500/= and note that No Cash Payment shall be allowed, See Item No. 15 on Payment Instructions.

### 14. FOR OFFICIAL USE

Admission Status:

Admission Date:

Signature:

New/Continuing:

Remarks:

### 15. PAYMENT INSTRUCTIONS

1. KISM Bank Account Number: 0102096929100 Standard Chartered, Westlands Branch, Nairobi.
2. MPESA – PAYBILL: Business No. 552500 & Your Name as the Account Number without spacing.

## TRAINEE CODE OF CONDUCT

1.1 Training Session Attendance. Trainees may not be more than 15 minutes late for training sessions. Training session attendance sheets must be signed for each session. Ensure your full correct name and signature is in the attendance sheet.

1.2 Tests and Assignments should be done as time tabled. Any exemptions from sitting tests must be sought from the designated lecturer well in advance. Cheating in such tests and assignments is an offence.

1.3 Fee payment rules must be strictly observed. Any trainee found in session not having paid fees will be removed from class unless he/she had authorization from KISM finance officer.

1.4 Trainee Identification Card should be carried at all times. No one will be allowed to attend training sessions without Trainee ID. Lost IDs must be reported immediately and will only be replaced at a cost of Ksh.500.

1.5 Smoking & drinking is banned within KISM premises including the washrooms. Any trainee reported to be smoking or drunk within KISM premises will be removed immediately and barred from attending future training sessions.

1.6 Physical confrontations & theft will not be tolerated. Such cases will be treated as criminal cases and will be referred to the police. Trainees involved will be expelled.

1.7 Dress Code- To promote an environment that is conducive to learning, neutral and considerate to the cultural sensitivities of all individuals, all trainees are required to observe decency in dressing.

NB: Trainees wearing revealing and/or indecent clothing and/or garments/adornments/accessories that are deemed offensive by peers and the college will not be allowed access into KISM training facilities.

1.8 Use of obscene or vulgar language is prohibited within the college premises.

1.9 Mobile phones must be in silent mode during training or CAT sessions.

1.10 Trainee's laptops must be switched off and kept away during training sessions unless required by the Trainer as part of the learning aids.

1.11 College property must be used with proper care. Trainees shall be liable to pay the replacement value for damage to any property.

I have read, understood and hereby commit to uphold the KCSCM Trainee Code of Conduct.

Name: .....

Signature: .....

Dated: .....