



# UTHANDO INSTITUTE OF AFRICA

Plot 1894, Pemba Road  
Tel: +260978200290 | +260968767840  
Email: [uthandoinstituteadmissions@gmail.com](mailto:uthandoinstituteadmissions@gmail.com)  
Website: [www.uthandoinstituteofafrica.com](http://www.uthandoinstituteofafrica.com)  
Lusaka, Zambia

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## STUDENT APPLICATION FORM

### 1. Personal Information

Full Name: .....

Date of Birth: .....

Gender: [ ] Male [ ] Female

Nationality: .....

ID/Passport Number: .....

Contact Information: .....

Phone Number: .....

Email Address: .....

Postal Address: .....

Physical Address:

.....  
.....

How did you hear about this university, fellow students, newspaper, Facebook, Radio, TV, Website, please specify?.....

.....

## 2. Course Selection

Please select the course you wish to apply for:

- Baking
- Catering
- Interior Decoration
- Exterior Decoration
- Cosmetology
- Entrepreneurship
- Health Courses:
  - Registered Nursing
  - Public Health
  - Environmental Health
  - Clinical Medicine

Specify Course:

.....  
.....

## 3. Educational Background

List the schools/colleges you have attended, starting with the most recent:

Institution Name	Qualification Obtained	Year Obtained

## 4. Work Experience (*if any*)

List your previous work experience, starting with the most recent:

Employer	Position Held	Duration	Responsibilities

## 5. Supporting Documents

Please attach the following documents to your application:

- ✓ **Certified copy of ID/Passport**
- ✓ **Certified copies of academic certificates**
- ✓ **Curriculum Vitae (CV)**
- ✓ **Proof of residence**
- ✓ **Passport-sized photograph**

## 6. Terms and Conditions

1. **Admission Process:**
  - Admission is based on the review of your application and supporting documents.
  - Acceptance into the program is subject to meeting the required qualifications and any other criteria set by **Uthando Institute of Africa**.
2. **Fees and Payments:**
  - Tuition fees must be paid in full or as per the agreed payment plan before the commencement of classes.
  - All fees are non-refundable except in cases where a course is cancelled by the Institute.
3. **Attendance and Conduct:**
  - Students are required to attend all scheduled classes and practical sessions.
  - Adherence to the Institute's code of conduct is mandatory. Any form of misconduct may result in disciplinary action, including expulsion.
4. **Course Materials:**
  - The Institute will provide basic course materials. However, students may be required to purchase additional materials or equipment necessary for their chosen course.
5. **Examinations and Assessments:**
  - Students must meet the minimum assessment requirements to progress in or complete their course.
  - Cheating or any form of academic dishonesty will result in immediate expulsion.
6. **Certification:**
  - Upon successful completion of the course and fulfillment of all requirements, students will be awarded a certificate from **Uthando Institute of Africa**.
7. **Withdrawal and Refund Policy:**
  - Students wishing to withdraw from a course must notify the Institute in writing.
  - Refunds, if applicable, will be processed according to the Institute's refund policy, which is available upon request.
8. **Liability:**
  - **Uthando Institute of Africa** is not liable for any personal injury, loss, or damage to personal property during the course of study.
9. **Changes to Courses:**
  - The Institute reserves the right to modify or cancel any course or timetable at its discretion. Notice will be provided to students in advance.
10. **Data Protection:**
  - All personal information provided will be used solely for the purposes of processing your application and managing your studies at **Uthando Institute of Africa**. Your data will be handled in accordance with the Institute's data protection policy.

## 7. Declaration

*I, the undersigned, declare that the information provided in this application is true and complete to the best of my knowledge. I have read, understood, and agree to abide by the terms and conditions set out by **Uthando Institute of Africa***

**Mode of payment: Full cash payment per semester based. (Tick As Applicable)**

**I Enclose My Registration Fee of ZMK or US\$.....and/or Plus My Tuition Fees of ZMK or US\$.....**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **For Office Use Only:**

**Application Received By:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Application Number:** \_\_\_\_\_

**Decision:** [  ] Accepted [  ] Rejected

**Remarks:** \_\_\_\_\_

## 8. Submission Details

- 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.

Please submit the completed application form along with the supporting documents to the following address:

**Uthando Institute of Africa**

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