



GRACE THEOLOGICAL COLLEGE

Christ-Centered Training for Effective Ministry.

Computer Course Application form

Office use Only

Form No:

Date:

Photo

Fill the form carefully, incomplete in any respect will not be considered. (use black or blue pen)

Personal Information

First Name	Middle Name	Last Name	Date of Birth (DOB)				Gender/Sex	
							Male:	Female
Place of Brith:			Religion					
Email:	Contact No.	+	2	1	1	(0)	9	
	Nationality ID Number							
Nationality:			City/Town					
Occupation:			Position:					
Marital Status					Academic Information			
Single ☐	Married ☐	Widowed ☐	Divorced ☐		Level of Education			
Physical Address:				College	Primary	Secondary	Others	
Language proficiency (English)								
Beginner	Basic	Intermediate	Advance		If others specify below:			

Parent/Guardian/Sponsor's Information

Name:	
Physical Address:	
Occupation:	
Contact Number:	
Email Address:	

Documents Details

1. Attested photocopy of academic certificate e.g. Secondary, Primary or Higher (if any)
2. Attested 2 passport size photos.
3. Attested photocopy of Nationality or birth certificate.

Rules and regulation for a computer lab:

1. **No Food or Drinks:** To prevent spills and damage, food and drinks are not allowed in the computer lab.
2. **Clean Workspace:** Always keep your workspace tidy. Dispose of trash properly and clean up after yourself.
3. **Respect Equipment:** Handle all equipment with care. Report any damages or malfunctions to the lab supervisor immediately.
4. **No Unauthorized Software:** Installing or using unauthorized software is strictly prohibited. Only use software provided by the lab.
5. **Internet Use:** Use the internet responsibly. Accessing inappropriate sites or engaging in illegal activities is forbidden.
6. **Log Out:** Always log out of your accounts and shut down the computer after use to protect your personal information.
7. **No Loud Conversations:** Maintain a quiet environment to respect others who are working. Use headphones if listening to audio.
8. **Lab Access:** Access to the lab is restricted to authorized students and staff only. Do not let others into the lab without permission.
9. **Respect Others' Work:** Do not interfere with or access others' files, projects, or work without permission.
10. **Follow Lab Hours:** Adhere to the posted lab hours. Ensure you leave the lab when it closes or as directed by the lab supervisor.

Declaration

I hereby certify that the information given here is correct to the best of my knowledge and belief. I understand that I will abide by all the present rules and regulations of the institution and those that will be implemented time by time.

I acknowledge that the administration reserves the right to dismiss students and return them home, without refund of fees for violating the institution rules or other such conditions.

I therefore, agree to uphold all rules and regulations, and cooperate with administration and teachers.

Signature of Parent/Guardian

Signature of Student

OFFICE USE ONLY

Date application form receive: _____

Admission status:	Admitted ☐	Deferred ☐	Rejected ☐
Comments: 			