

FAJARA SKILLS DEVELOPMENT CENTRE

TEL: +220 9932576

APPLICATION FORM

Please complete this form in block capitals

A. Full name of applicant:.....
 Present residence:.....
 Mailing Address:.....
 Nationality:.....
 Place of Birth:..... Date of Birth: (dd/mm/yy).....
 Sex:..... Marital Status:.....
 Contact Numbers:.....
 Fax:..... Email:.....

B. Name & Address of sponsor (if any):

 Contact Number(s).....

C. Proposed Programme:
 HAIR DRESSING & BEAUTY THERAPY
 SEWING & FASHION DESIGN
 COOKERY

D. Education Record (if any):

Dates- From	Date - To	Name of school	School Address	Name & Grade of certificate obtained

E. References
 Referees:
 Name:..... Address:.....
 Name:..... Address:.....

F. Official use Only
 Date of Entry:..... Fee paid:.....
 Programme:..... Student Ref. No.....
 Form No..... Cost of application form D50

FAJARA SKILLS DEVELOPMENT CENTRE

RULES AND REGULATIONS

All students of Fajara Skills Development Centre must take it upon themselves to know, respect and do the following Rules and Regulations, failing which appropriate disciplinary actions will be taken.

1. All students must come to school early and on time specified by the school's authority. Profound absenteeism or lateness will not be tolerated. It is incumbent on any student, who is to be absent to inform the teacher in charge, either by a letter through his/her parent, spelling out reasons for his/her being absent.
2. All students must respect their supervisor and the class representative. Any student found wanting should be dealt with accordingly.
3. Fighting in or outside the classroom is strictly prohibited. All complaints of provocation should be reported first to the supervisor. Fighting can lead to automatic suspension or even withdrawal of admission.
4. All students must be decently dressed in the appropriate school uniform with a personal touch as long as the effect is pleasing, in the case of a girl, their dresses must be well below the knees.
5. Use of foul language, disturbing in class or outside , loitering during lessons. "Bad mouthing" clients/colleagues as a sign of negative personality. No form of these: bangles, bleaching, untidiness, putting hats or head-ties. (T-shirts on top of uniforms are all strictly prohibited). No elaborate jewelry or make-up. Finger nails should be short and well manicured.
6. Smoking of any kind is prohibited. Any student found smoking will be counseled about the risks. If a student continues to smoke, then his/her admission shall be withdrawn.
7. All students must be in class for registration at the beginning of lessons.
8. All students MUST stay in school up to the end of the last lesson but if there is any reason for one to leave before time, permission should be taken from the supervisor.
9. All students must ensure that a clean and healthy environment is maintained by throwing litter into the dust bin.
10. All students are expected to pay their school fees to the bank before commencement of the term. Bank details are as follows:- Trust Bank Bakau branch, Fajara Skills Development Centre. Account No. 11003036901. Ensure that you get a pay slip.
11. Students must participate in all subjects offered e.g French, English, Fine Art, Hairdressing Therapy and Practical.
12. Ihas agreed and would abide by the school's rules and regulations.
13. I.....the parent(s) of has agreed to sign the undertaking.