



DIRECTORATE OF INDUSTRIAL TRAINING, MINISTRY OF EDUCATION AND SPORTS
APPLICATION FORM FOR ADMISSION TO AN ADVANCED CERTIFICATE OF
COMPLEMENTARY AND ALTERNATIVE MEDICINE

- **ONE** fully filled copy should be filled by the applicant and Returned to Aloesha Organic Training Institute to the Office of the Principal with the **original application fee receipt attached.**
- Filling this form means you have successfully passed the criteria for admission to the institute.

TO BE COMPLETED FOR ACADEMIC YEAR:

Fill this form in Capital Letters

Names must be those that appear in the applicants previous academic/national documents

1. Level/Module applied for:

2. Surname: Other Name(s):

3. Gender: Male: Female:

4. Marital Status: District of Origin: Citizenship:

5. Date of Birth: Age: Place of Birth:

6. Personal Tel: Email:

7. ID Type: NIN:

8. Next of Kin 1R/ship:Tel:

Next of Kin 2:R/ship:Tel:

9. PERSONAL HEALTH



Please describe any medical condition that you face. Failure to disclose, the institute will not be held liable of any consequences that may arise from an unknown health issue.

| Medical Problem | Do's/Don'ts | Known First Aid |
|-----------------|-------------|-----------------|
| | | |
| | | |
| | | |

NB:

In a case of minor accidents/illnesses, the institute administration will have to foot the medical bill in reference to a medical fee paid and additional support, however, for a case of severe accidents in or outside the institute, severe fire burns, or results of chronic illness, the institute administration will only share partial liability of the victim with his/her parent of guardian.

10. EDUCATION BACKGROUND

| NO | LEVEL 1 | SUBJECT | GRADE | AGG/DIV | SCHOOL/INSTITUTE |
|----|---------|---------|-------|---------|------------------|
| 1 | PRIMARY | ENG | | | |
| | | MATH | | | |
| | | SST | | | |
| | | SCIENCE | | | |

| NO | LEVEL 1 | SUBJECT | GRADE | AGG/DIV | SCHOOL/INSTITUTE |
|----|----------|---------|-------|---------|------------------|
| 2 | O' LEVEL | ENG | | | |
| | | MATH | | | |
| | | CHEM | | | |
| | | BIO | | | |
| | | PHYSICS | | | |
| | | HIST | | | |
| | | GEOG | | | |



| 3 | A' LEVEL | COMBINATION SUBJECTS | GRADE | POINTS | SCHOOL/INSTITUTE |
|---|-----------------|----------------------|-------|--------|------------------|
| | (Fill Subjects) | | | | |
| | 1 | ICT | | | |
| | 2 | G/P | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |

| 4 | HIGHER EDUCATION (tick) | LEVEL | Name of Course |
|---|-------------------------|-----------|----------------|
| | | | CERTIFICATE |
| | | DIPLOMA | |
| | | DEGREE | |
| | | POST-GRAD | |

11. INSTITUTE'S RULES AND REGULATIONS

Breaking any of these rules will lead to serious disciplinary action taken against you or dismissal from the training institute

- i. Tuition fees must be paid with in first 2 weeks at the beginning of each semester .Students who cannot afford to pay once will be allowed to pay in 2 instalments by the end of the second month the semester. Failure to do so will lead to suspension until the payment is made.
- ii. Training sessions are from Monday to Friday 8:00am up to 4:00pm .punctuality shall be insisted on, late coming is not allowed.
- iii. Attendance to class by all students is compulsory. Prior permission must be sought for absence.
- iv. No visitor is allowed to meet any trainee during class hours.
- v. No smoking , taking drugs, alcohol , glue sniffing is prohibited
- vi. Misconduct and indiscipline of any kind like fighting, quarrelling, cheating, stealing is forbidden by the center. Every student must respect every member/staff of Aloesha organic

training center and are expected to be polite, courteous, obedient and cooperative to their fellow students.

- vii. Any student proved guilty of stealing the property belonging to anybody or to the center will be dealt with seriously and may lead to dismissal.
- viii. No student should damage, break or lose the center property. In case of any incidence the property will be paid for or physically replaced by the student. Students are advised to take care of their properties. The center will not be responsible if any student's belongings get lost.
- ix. All students must dress decently in agreed colors during school hours.
- x. Mobile phone should be strictly switched off during class hours as well as during practical exercises.
- xi. All students advised to not to become pregnant during their course
- xii. Students are expected to participate in various activities of the center and to assist in communal works.
- xiii. No student is allowed to use ingredients, materials, or equipment belonging to the center for personal use. Also selling plants or materials by student is forbidden.
- xiv. Students will have to keep classroom clean, toilets and school surroundings. Littering of rubbish is forbidden
- xv. Any Student who by any means is involved in development of an herbal medicine product, he/she should not advertise in in the name of Aloesha Organic Natural products or Institute. Once found, the Organization will deal with the student and cancel his/her certification of training, in addition to suing the person in courts of law and NDA manufacturing guidelines

12. FEES AND REQUIREMENTS

All fees/tuition payments **must** be made through the institute’s Centenary bank account **3100062435** in the names of ALOESHA ORGANIC TRAINING INSTITUTE LTD. **No money** should be handled over to any person as the institute will **not** be held responsible of the damages caused.

LEVEL 1 TUITION (Payable through Institute Bank Account)

| LEVEL 1 DETAILED FEES DESCRIPTION | | |
|-----------------------------------|----------------------------|--------------|
| NO | Description | AMOUNT (shs) |
| 1 | Tuition (Until completion) | 700,000 |

| FUNCTIONAL FEES BREAK DOWN | | |
|----------------------------|---------------------|--------------|
| NO | Description | AMOUNT (shs) |
| 1 | Application Fee | 50,000 |
| 2 | School ID | 20,000 |
| 3 | School T-Shirt | 25,000 |
| 4 | Field Tours | 100,000 |
| 5 | Medical Fee | 50,000 |
| 6 | Institution Overall | 50,000 |

| | |
|--------------------|----------------|
| Grand Total | 995,000 |
|--------------------|----------------|

PERSONAL REQUIREMENTS FOR LEVEL 1 TRAINEE

LEVEL 1 ITEMS

Minimum required personal tools/ equipment/ implements for level 1 Trainers

| NO | ITEM | NO | ITEM |
|----|--------------------------|----|--------------------------|
| 1 | 1 pair of gum boots | 9 | 1 Rotatrim |
| 2 | 1 tape Measure | 10 | A dozen of Toilet papers |
| 3 | Nose and mouth Masks | 11 | 1 Masking tape |
| 4 | 1 head gear | 12 | 6 counter books |
| 5 | Brush and Mop | 13 | A geometry set |
| 6 | 1 roll of strings | 14 | Beddings |
| 7 | 2 pairs of garden gloves | 15 | Sugar |
| 8 | 5 litres of liquid soap | 16 | Bathing & Washing soap |

LEVEL 2 TUITION (Payable through Institute Bank Account)

| LEVEL 2 DETAILED FEES DESCRIPTION | | |
|-----------------------------------|----------------------------|--------------|
| NO | Description | AMOUNT (shs) |
| 1 | Tuition (Until completion) | 700,000 |

| FUNCTIONAL FEES BREAK DOWN | | |
|----------------------------|--------------------|--------------|
| NO | Description | AMOUNT (shs) |
| 1 | DIT Assessment Fee | 150,000 |
| 2 | Field Tours | 100,000 |
| 3 | Medical Fee | 50,000 |

| | |
|--------------------|------------------|
| Grand Total | 1,000,000 |
|--------------------|------------------|

PERSONAL REQUIREMENTS FOR LEVEL 2 TRAINEES

LEVEL 2 PERSONAL ITEMS

Minimum required personal tools/ equipment/ implements for level 2 Trainees

| NO | ITEM | NO | ITEM |
|----|--------------------------|----|--------------------------|
| 1 | 1 pair of gum boots | 9 | 1 Rotatrim |
| 2 | 1 box of surgical gloves | 10 | A dozen of Toilet papers |
| 3 | Nose and mouth Masks | 11 | A pair of garden gloves |
| 4 | 1 head gear | 12 | 6 counter books |
| 5 | Bucket | 13 | A geometry set |
| 6 | Laptop | 14 | Beddings |
| 7 | 2 pairs of garden gloves | 15 | Sugar |
| 8 | Moisture Gauge | 16 | Eye glasses |

LEVEL 3 TUITION (Payable through Institute Bank Account)

| LEVEL 3 DETAILED FEES DESCRIPTION | | |
|-----------------------------------|----------------------------|--------------|
| NO | Description | AMOUNT (shs) |
| 1 | Tuition (Until Completion) | 1,400,000 |

| FUNCTIONAL FEES BREAK DOWN | | |
|----------------------------|--------------------|--------------|
| NO | Description | AMOUNT (shs) |
| 1 | DIT Assessment Fee | 150,000 |
| 2 | Field Tours | 200,000 |
| 3 | Medical Fee | 100,000 |
| 4 | Institute ID | 20,000 |

| | |
|--------------------|------------------|
| Grand Total | 1,870,000 |
|--------------------|------------------|

PERSONAL REQUIREMENTS FOR LEVEL 3 TRAINEES

LEVEL 3 PERSONAL ITEMS

Minimum required personal tools/ equipment/ implements for level 3 Trainees

| NO | ITEM | NO | ITEM |
|----|--------------------------|----|-------------------------|
| 1 | 1 pair of gum boots | 11 | A pair of garden gloves |
| 2 | 1 box of surgical gloves | 12 | 6 counter books |
| 3 | Nose and mouth Masks | 13 | A geometry set |
| 4 | 1 head gear | 14 | Beddings |
| 5 | Bucket | 15 | Sugar |
| 6 | Laptop | 16 | Eye glasses |
| 7 | 2 pairs of garden gloves | 17 | Cutting board |
| 8 | Moisture Gauge | 18 | Alcoholmeter |
| 9 | 1 Rotatrim | 19 | PH meter & Thermometer |
| 10 | A dozen of Toilet papers | 20 | Magnifying glass |

MODULAR TRAINING (Short Course)

To be completed in 1-2 months for a full time Trainee

LEVEL 3 DETAILED FEES DESCRIPTION

| NO | Description | AMOUNT (shs) |
|----|-------------|--------------|
| 1 | Tuition | 500,000 |

FUNCTIONAL FEES BREAK DOWN

| NO | Description | AMOUNT (shs) |
|----|--------------------|--------------|
| 1 | DIT Assessment Fee | 100,000 |
| 2 | Application Fee | 50,000 |
| 3 | Institute Overall | 50,000 |

| | |
|--------------------|----------------|
| Grand Total | 700,000 |
|--------------------|----------------|

Declaration

I declare that the information that I have provided on this form is complete and accurate. I will notify the administration in case of any changes in regard to the provide information on this form.

INFORMATION COLLECTED

The information collected will be used for students record , determination of residency ,for staff and administration obligation to provide the student with an education program that meets their needs , provide safe and secure learning environment and other purposes related directly to and are necessary for operating program / activity , contact and health related information in the event of problems or emergencies .Also personal information may be provided to the ministry of education and sports for purposes of carrying out programs ,activities and policies.

For the student



I has read the rule and regulations, and promise to abide by them.

.....
Signature Date

For the Guardian

I has properly guided and prepared the above student in filling this form. And the information provided is correct and can be used for reference.

.....
Signature Date

FOR OFFICIAL USE ONLY

This section is filled by the institute administrator who has received and filed this application form

| Administrator Name | Position | Signature | Date |
|--------------------|----------|-----------|------|
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Approved and reviewed by

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Turyamuhikira Edson
Principal