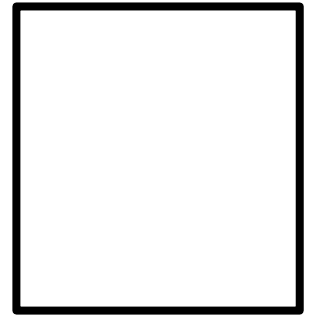




BRI LLIANT INSTITUTE OF TOURISM.
(BRILLIANT GUIDES COLLEGE)



APPLICATION FORM

REGISTRATION FORM 2024/2025

A. PERSONAL PARTICULARS.

1. Student Name:
(CAPITAL LETTERS & as it appears on the CSEE)
2. Program Name:
3. Registration Number:
4. Date of Birth:
5. Place of Birth:
6. Nationality:
7. Marital Status:
8. Tel. No:
9. E-mail Address:
10. Current Residence Address:
11. Tribe:
12. Religion:
13. **FEES 900,000 BASIC DRIVING COURSE INCLUSIVE.**

B. PARENTS/GUARDIAN INFORMATION

1. Name:
2. Home-Address: Ward:
District: Region:
3. Tel. No:
4. Occupation:
5. Relationship:

C. NEXT OF KIN INFORMATION

1. Name:
2. Home-Address: Ward:
District: Region:
3. Tel. No:
4. Occupation:
5. Relationship:

D. STUDENT'S EDUCATION BACKGROUND

• **PRIMARY SCHOOL INFORMATION**

1. Name of the primary school:
2. District: Region:
3. Graduation year:

• **SECONDARY SCHOOL INFORMATION**

1. Name of secondary school:
2. CSEE Index Number:
3. Year of Exam:
4. District: Region:

• **POST SECONDARY EDUCATION**

1. College / University Name:
2. Index Number:
3. Graduation Year:
4. Type of Award:
5. Name of the programmer:

E. EMPLOYMENT RECORDS

1. Institution / Company:
2. Position:
3. Duration:

F. DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misrepresenting, I am aware that I may be held liable for it.

Signature

Date

G. REGISTRAR OFFICE

1. Verified and Approved by:
2. Signature & Stamp: Date:

RULES AND REGULATIONS;

1. UNIFORMS

- Tour guide students should wear green shirts and green trousers and khaki shoes during class hours. E.g. safari boots
- Tour operation students should wear light blue shirts and black trousers/skirts and black shoes.

N.B

T - Shirt with the school logo is only found at school costing 10,000/= for all students.

2. ATTENDANCE

- Classes should be attended throughout period but absenteeism is allowed with a written permission request to the concerned tutor.

3. FACILITIES

- Students are not allowed to sit on top of the table, to put legs on top of chairs and to shift chairs and tables from one class to another.
- Misusing of computers (watching movies, removing mouse or keyboard) isn't allowed unless directed by the concerned tutor.
- Distraction of any asset will be paid by the concerned **student**.
- **Never touch the interactive board without the teacher's permit.**

4. STATIONARIES

- A student should come with a set of rim paper, 5 exercise books (3 Q).

5. IDLENESS

- Students who have finished their classes or awaits the next subject shouldn't loiter around the corridors or verandahs.
- During class times noises aren't allowed as it will disrupt other colleagues who are in class.
- Students who have completed their courses are warmly welcome, but not to be idling around the corridors and verandah.

6. EXTERNAL STUDENTS FOR LANGUAGES DISCUSSIONS

- Student who comes for languages discussion are warmly welcome but are not allowed to enter other classes than the language class room.

7. RELATIONSHIP

- Kissing, hugging, touching or sitting in an abnormal way with the so-called partner is not allowed within the college. This is the bad picture to other students, tutors and visitors.

8. PERSONAL PROPERTY

- Each student should take care of his/her personal property like phone, chargers, computer, earphones, books, money and etc.
- The office won't pay for any property loss due to the lack of care by the owner.

9. FIELD TOUR AND BIRD WATCHING

- Each Friday we conduct a bird watching to some bird watching sites. Each student should pay the price stated by the concerned tutor due to the bus fare and entrance on some bird watching sites. The entrance fee and bus fare ranges from 4,000/= to 8,000/= depending on the site to visit.
- Also we'll be having field studies to some national parks. Whenever there's a field study we will inform parents/kin via official letters from the school. The fee and fare will range from 35,000/= continuing

10. REGISTERING AND NATIONAL EXAMS FEES

- The school fees will be paid at once (900,000/=) or in accordance of three term (300,000/= per term).
- Each student must pay 50,000/= fee for National Exam, to be paid before the date of National Exam. Any candidate who won't pay the fees will be terminating him/herself from doing the National exam.

11. CLEANLINESS

- As a tour guide or tour operator your first impression is most concerned in your career. Personal and environmental cleanliness and hygiene is mostly concerned in the college. You must be smart physically and your uniform must be neat always.

12. USAGE OF INTERNET

- The usage of Wi-Fi for personal usage is when the student is not in the classroom only in break time. During the class periods Wi-Fi must be used for doing educational staffs. **NEVER USE THE PHONE WHEN THE TEACHER TEACHES.**

13. PUNCTUALITY

- As a tour guide you must be punctual and manage time. The accepted time of being in the college is 7:40am, in delay to that we won't accept you unless you have a special note from above. Also the departure will be at 17:30 hrs. but those willing remaining study and doing other languages are allowed.