



# LIVINGSTONE KOLOBENG COLLEGE

## Student Admission Application Form

P.O Box 403388 Gaborone,  
Plot 37225, Block 8  
Ext 38, Botswana, Gaborone

**Tel:** (+267)3161140  
(+267) 3162208  
**Fax:** (+267)3161139  
**Website:** [www.lkc.ac.bw](http://www.lkc.ac.bw)

*Please attach 2  
Passport size photos*

**To be completed by parent/guardian in BLOCK letters, (Please print in black or blue ink) precede.**

### 1. STUDENT DETAILS

Level Applied For & Year to Start:

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Surname:

Name(s):

Date of Birth:

--	--	--	--	--	--	--	--

Gender:

☐

Male

☐

Female

Nationality:

Place of Birth:

Native Language:

ID / Passport Number:

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Religion:

Email / Phone:

### 2. PARENT (S) DETAILS

Who is responsible for paying fees?

**Father:**

☐

**Mother:**

☐

#### *Details for the FATHER:*

Surname:

Name(s):

Employer Name:

Work Phone:

Occupation & Position Held:

Nationality:

ID / Passport Number:

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Primary Email Address:

Primary Mobile No:

Primary Address:

#### *Details for the MOTHER:*

Surname:

Name(s):

Employer Name:

Work Phone:

Occupation & Position Held:

Nationality:

ID / Passport Number:

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Primary Email Address:

Primary Mobile No:

Primary Address:

### **EMERGENCY CONTACT (Name, Email, Mobile)**

<b>3. GUARDIAN DETAILS</b>		<i>I am responsible for paying fees?</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>										
<i>Details for the Legal GUARDIAN</i>													
Surname:		Name(s):											
Nationality:		ID / Passport Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
Residential Address:		Work/Home Contact:											
Primary Email Address:		Primary Mobile No.											
<b>EMERGENCY CONTACT</b> (Name, Email, Mobile)													

<b>4. PREVIOUS SCHOOL HISTORY</b>			
<i>Under year, please state the period in range format e.g. [2002-2005]</i>			
<i>Last School Attended</i>	<i>Year</i>	<i>Form/Class</i>	<i>Contact</i>
a.			
<i>Other Schools Attended</i>	<i>Year</i>	<i>Form/Class</i>	<i>Contact</i>
a.			
b.			
c.			

<b>5. MEDIACAL HISTORY</b>		<i>You may attach any documents that may help the school assist your child.</i>	
Does your child suffer from any condition that could affect his / her schooling?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If YES, please explain:</i>			
In case of medical emergency do you agree that we should move your child to the nearest medical facility at your cost?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If NO, state action to be taken by the School, in case of emergency:</i>			
<b>*DOCTOR'S INFORMATION*</b>			
Family Doctor's Name:		Contact:	
Medical Aid Name & Number:			

## 6. ADDITIONAL INFORMATION

Do you currently have another child in this institution?

Yes

☐

No

☐

*If YES, please provide the following information:*

1. 1<sup>st</sup> Student's Name(s):

Surname:

2. 2<sup>nd</sup> Student's Name(s):

Surname:

Parent / Guardian's Full Name(s):

Parent / Guardian's Email Address:

## 7. CHECK LIST

This application form should be submitted together with a non-refundable P500.00 registration fee plus P300.00 entrance test fee to the bursar between 07:00hrs & 16:30hrs weekdays; and between 08:30hrs & 13:00hrs Saturdays.

### *Documents Required for Registration*

1. Copy of birth certificate/passport/omang.
2. Copy of parents' ID/ passport
3. Copies latest school reports.
4. Transfer letter from last school attended.
5. Form 5 admissions will require last two term's reports.
6. Two passport size photos (color or black and white).
7. Copy of Omang/Passport for parent/guardian

### *Documents Received Checklist*

[✓]Tick

- |  |  |
|--|--|
| 1. Registration Fee Receipt No.          |  |
| 2. Copies latest school reports          |  |
| 3. Copy of birth certificate/passport/ID |  |
| 4. Passport Size Photos                  |  |
| 5. Development Levy Receipt No.          |  |
| 6. Omang/Passport for parent/guardian    |  |

## CONDITIONS OF ADMISSION

1. The student shall follow all school rules and regulations as laid down in the prospectus and communicated to students and parents from time to time, see student code of conduct document.
2. Students will not be admitted to class unless school fees have been paid. Refer to the School Fees Policy for payment due dates of term's fees.
3. Cheques returned by the bank will incur a handling charge of P300.00.
4. Any outstanding amount of fees after a final dead line incurs a 10% surcharge.
5. A development fee and school fees should be paid on acceptance on admission at this school.
6. A term's written notice is required for your child to withdraw from Livingstone Kolobeng College or a term's School fees in full.
7. On leaving the school, the student is required to complete a clearance form, which should be signed by the School authorities.
8. Parents should come to school when required to discuss their children's progress.
9. Parents will support the school in cases of disciplinary action against their child.
10. I have read the student code of conduct and agree for my child to follow it in full and any amendment made from time to time by the school authorities.
11. Photos taken during the class time and activities can be used for the school advertising.
12. Parent(s)/ Guardian(s) have the responsibility of supervising their student(s)` work at home. They are also expected to attend all parents- teachers' consultations.
13. The school reserves the right to make decision in promoting or retaining a student.

**For the Parent / Guardian**

*I agree that all the information I have entered above is true and correct about my child?*

Address of Correspondence: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**8. FOR OFFICE USE ONLY****Deputy Principal's Comment****Principal's Comment**

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

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

**ACADEMICS OFFICE**

Date of Entrance Examination: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Was the exam Passed ?****Yes**☐**No**☐**ACCOUNTS OFFICE**

Registration Fee Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_

School Stamp here

**Thank You**

