



These Rules and Regulations must be read and understood before you sign your enrolment form

1 Enrolment

1.1 Enrolment form unless properly completed and accompanied with payment will not be accepted.

2 Course fees

2.1 Course Fees do not include remittances by way of registration or examination fees

2.2 Payment facilities are subject to conditions to be understood and endorsed separately

2.3 Any Payment to the administrative staff will be acknowledged by the issue of an official receipt duly stamped which should be kept safely

2.4 Payment by bank transfers will be likewise acknowledged on receipt of the funds

3. The terms and conditions concerning Refund of fees is annexed

4 Discount Policy

Discounts apply to self-financing students who enroll anew for a module already studied at Belstar during the preceding twelve months and on which full tuition fees were paid on time

5. Sponsorship

5.1 Sponsored students should submit a letter from their sponsor accepting to settle tuition fees

5.2 In the absence of a sponsorship letter, the student shall pay the fees as any other student.

5.3 On full settlement from Sponsor, the student shall be refunded fully fees they have already paid.

6. Lecture Notes and assignments

6.1 Lecture Notes are communicated by email

6.2 Students should ensure that the lecturer has their valid email address and tel no at all times.

6.3 Lecture notes are subject to copy right and shall not to be communicated to any party.

6.4 Assignments should be submitted on time as requested by tutors They refuse late submissions

7. Complaints

7.1 Students have a duty to draw attention to any unsatisfactory matter relevant to their courses.

Management

22 /05/2017