

**THE
ZAMBIA
CATHOLIC
UNIVERSITY**



KALULUSHI, ZAMBIA.
P.O. BOX 260410
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Cell: +260-966969492
Email: acca@zcuniversity.edu.zm

APPLICATION FOR ADMISSION INTO THE ACCA PROGRAM

Complete this Application form and send it to: **The ACCA Head of Department, The Zambia Catholic University, P.O. Box 260410 Kalulushi, Zambia.** Enclosed should be proof of deposit of a non-refundable application processing fee of ZMK 150.00 payable to The Zambia Catholic Account, **A/C No 009-1165740 Barclays Bank, Kitwe city square.**

1.0 SECTION ONE: PERSONAL DATA (write in block letters)

1
 SURNAME FIRST INITIAL PASSPORT/NRC No.

1.2
 POSTAL ADDRESS TELEPHONE FAX EMAIL

1.3
 EMERGENCY CONTACT NAME TELEPHONE FAX EMAIL

1.4
 DATE OF BIRTH GENDER: (M) (F) MARITAL STATUS DISABILITY?

1.5
 CITIZENSHIP (COUNTRY) RELIGIOUS AFFILIATION CLERGY & RELIGIOUS

1.6
 EMPLOYER IF ANY JOB TITLE PERIOD

2.0 SECTION TWO: ACADEMIC DATA

**2.1 LIST ALL HIGH (SECONDARY) SCHOOLS ATTENDED:
 ALSO: PROFESSIONAL QUALIFICATIONS**

.....
 NAME ADDRESS MONTH/YEAR TO MONTH/YEAR

.....
 NAME ADDRESS MONTH/YEAR TO MONTH/YEAR

.....
 NAME ADDRESS MONTH/YEAR TO MONTH/YEAR

**PLEASE ENCLOSE PHOTOCOPIES OF ALL TRANSCRIPTS
 PLUS ONE PASSPORT SIZED PHOTOS**

3.0 SECTION THREE: PROFESSIONAL PREFERENCE

3.1 FUNDAMENTAL LEVEL:

- A. F1. ACCOUNTANT IN BUSINESS.....
- B. F2. MANAGEMENT ACCOUNTING.....
- C. F3. FINANCIAL ACCOUNTING.....
- D.L7. CORPORATE AND BUSINESS LAW (ZICA)...
- E. F5. PERFORMANCE MANAGEMENT.....
- F. L3. TAXATION (ZICA).....
- G. F7. FINANCIAL REPORTING.....
- H. F8. AUDIT AND ASSURANCE.....
- I. F9.FINANCIAL MANAGEMENT.....

3.2 PROFESSIONAL LEVEL

A) CORE PAPERS

- P1.PROFESSIONAL ACCOUNTANT.....
- P2.CORPORATE REPORTING.....
- P3.BUSINESS ANALYSIS.....

B) ELECTIVES

- P5.ADVANCED PERFORMANCE MANAGEMENT.....
- P7.ADVANCED AUDIT AND ASSURANCE.....

4.0 SECTION FOUR: MODE OF STUDY

Full-time study

Studying full-time allows you to focus intensively and without interruption on your academic development. If you are taking a career break or aiming to strengthen employment prospects, full-time study will allow you to complete the programme and return to work in the shortest time possible.

Part-time study

You may wish to combine study with work or other commitments, and still finish your ACCA.

PLEASE INDICATE YOUR MODE OF STUDY

Full Time

Part Time

5.0: SECTION FIVE: RULES AND REGULATION INTO THE PROGRAMME

- (1) The registration fees paid at the time of purchase of the ACCA registration form, fees in relation to the identity card, Library Medical and any such fees are non-refundable once paid to the Zambia Catholic University.
- (2) That Fees are payable at the start of the Semester. A Payment of not less than 50% of the total fees at the start with the balance settled within two months.
- (3) That should any student withdraw from the program within the period of one month, the university shall withhold 25% of the fees received by the university as penalty. A student that withdraws after attending lass for a period exceeding one month (four weeks) shall forfeit all the money paid.
- (4) If a student attend class for a period longer than one month (four weeks) and decides to withdraw from the class the amount remaining unpaid still remains due.

If you are agreeable to the above conditions kindly complete the declaration form attached

6.0: SECTION SIX: DECLARATION BY APPLICANT

By signing this application I confirm that the information given is correct and that any misrepresentation of the facts on this application could cause refusal of admission or a suspension from the university if discovered after enrolment.

.....
Student's Name

.....
Student's Signature

.....
Date

.....
Sponsor's Name

.....
Sponsor's Signature

.....
Date

6.0 SECTION FIVE: FOR OFFICIAL USE

6.1 This Applicant is: RECOMMENDED

: NOT RECOMMENDED

For admission to The Zambia Catholic University

Signature of the University Secretary or official designated representative

.....
Signature

.....
Date

University Stamp

